

Parent guide for booking Student Led Conferences using the SD42 Parent Portal



1. Login in to your SD42 Parent Portal account
2. Click on Student Led Conferences



SD42 PARENT PORTAL
Learning Today, Leading Tomorrow



Current email subscription status for Parent Portal notifications: **Subscribed**

Use the calendar located on the left to select date your student's conference.

4. Click on an available (green) appointment box of your choice. This will open a pop up window.

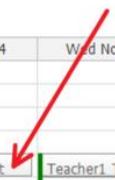


SD42 PARENT PORTAL
Learning Today, Leading Tomorrow

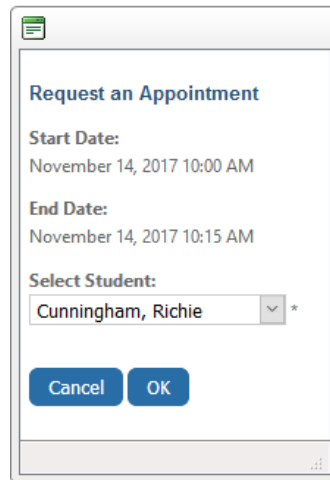


Request an Appointment

		Mon Nov 13	Tue Nov 14	Wed Nov 15	Thu Nov 16	Fri Nov 17
9 AM						
10 AM	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test
	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test
	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test	Teacher1 Test



- Using the drop down menu, select your student name and click "OK".



Request an Appointment

Start Date:
November 14, 2017 10:00 AM

End Date:
November 14, 2017 10:15 AM

Select Student:
Cunningham, Richie

Cancel OK

- Your booked appointment is now red and displays your student's name.



Request an Appointment

	Mon Nov 13	Tue Nov 14	Wed Nov 15	Thu Nov 16	Fri Nov 17
9 AM					
10 AM	Teacher1_Test	Cunningham, Richie	Teacher1_Test		Teacher1_Test

- You will receive a confirmation email once you have completed booking an appointment.
- Parents are able to make changes to a booked appointment up to 24 hours in advance.