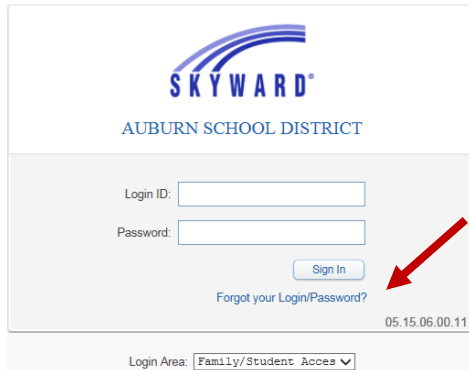


## Skyward Family Access – Scheduling Teacher Conferences

### How do I get Family Access?

Login names and passwords are available through each school office. Alternatively, if a parent/guardian has an email address already in our student information system, he/she can use the “Forgot your Login/Password?” option on the Skyward Family Access login screen to gain access to a Family Access login and password via email.



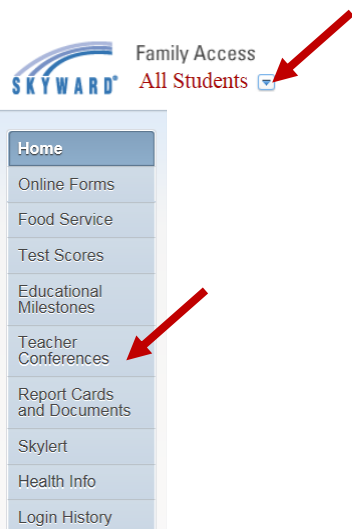
### How do I log onto Family Access?

On the Auburn School District main URL/web site <http://www.auburn.wednet.edu> there is a link to Family Access – see the upper right corner of the screen. This same link is also available on each school’s web site.



### How do I schedule a teacher conference?

After logging into Family Access, click the “Teacher Conferences” tab on the left side. Then choose the student to schedule a conference for from the drop down menu at the top next to All Students. If there is only one student, their name will already appear.



# Skyward Family Access – Scheduling Teacher Conferences



From the Teacher Conferences screen, click on “All Conferences” to view the student’s schedule. Under the class referenced in your conference invitation letter, click “Select a Time” to choose a conference time slot for that class the Save.

All Conferences	Status	Class	Building/Room
Period 1 8:05 AM - 9:00 AM	Not Yet Scheduled (Select a Time)	CULINARY ARTS WAYNE SHELTON	AUBURN RIVERSID / 307
Period 2 9:08 AM - 10:03 AM	Not Yet Scheduled (Select a Time)	SPANISH 1 CAROL BARNETT	AUBURN RIVERSID / 728
Period 3 10:08 AM - 11:03 AM	Not Yet Scheduled (Select a Time)	MARKETING PROJECT MGMT DECA 3 DOUGLAS AULBERT	AUBURN RIVERSID / 201
Period 4 11:08 AM - 12:35 PM	Not Yet Scheduled (Select a Time)	GEOMETRY 1 EDWARD ROSIN	AUBURN RIVERSID / 711
Period 5 12:40 PM - 1:35 PM	Not Yet Scheduled (Select a Time)	AP LANGUAGE/COMPOSITION 1 TIMOTHY WRIGHT	AUBURN RIVERSID / P903
Period 6 1:40 PM - 2:35 PM	Not Yet Scheduled (Select a Time)	US HISTORY 1 GLENN DICKSON	AUBURN RIVERSID / P908

Conference Time Slots	Status	Building/Room	
Mon Nov 21, 2016 7:45 am - 8:00 am	Open		Select
Mon Nov 21, 2016 8:00 am - 8:15 am	Open		Select
Mon Nov 21, 2016 8:15 am - 8:30 am	Open		Select
Mon Nov 21, 2016 8:30 am - 8:45 am	Open		Select
Mon Nov 21, 2016 8:45 am - 9:00 am	Open		Select
Mon Nov 21, 2016 9:00 am - 9:15 am	Open		Select
Mon Nov 21, 2016 9:15 am - 9:30 am	Open		Select
Mon Nov 21, 2016 9:30 am - 9:45 am	Open		Select
Mon Nov 21, 2016 9:45 am - 10:00 am	Open		Select
Mon Nov 21, 2016 10:00 am - 10:15 am	Open		Select
Mon Nov 21, 2016 10:15 am - 10:30 am	Open		Select

Click on “View Scheduled Times” to review conferences scheduled for. This includes conferences scheduled by a parent/guardian or directly by a teacher. If needed, a time can be unscheduled from this screen.

Scheduled Conference Times	Status	Class	Building/Room	Notes
Mon Nov 21, 2016 from 8:00 AM - 8:15 AM	Scheduled (Unschedule)	GEOMETRY 1 EDWARD ROSIN		
Mon Nov 21, 2016 from 8:30 AM - 8:45 AM	Scheduled (Unschedule)	AP LANGUAGE/COMPOSITION 1 TIMOTHY WRIGHT		

After conferences are scheduled, click on “Print All Scheduled Conferences” to generate a report that can be printed displaying dates/times, teachers, and course information.

<p><b>Teacher Conferences</b></p> <p>Scheduled Conferences Report</p> <p>Print All Scheduled Conferences</p>
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**MICKEY MOUSE**

DATE	TIME	BUILDING	ROOM	TEACHER	COURSE (ENTITY)	STATUS
11/21/2016	8:00 am - 8:15 am			EDWARD ROSIN	GEOMETRY 1 (408)	Scheduled
11/21/2016	8:30 am - 8:45 am			TIMOTHY WRIGHT	AP LAN/COMP 1 (408)	Scheduled

\*\*\*\*\* End of report \*\*\*\*\*

For questions or additional help with scheduling conferences, contact the Auburn Riverside Counseling Office at 253-804-5155.