

# 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.



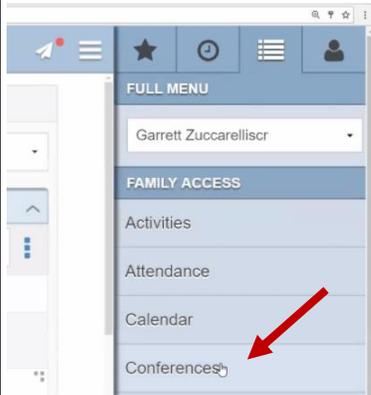


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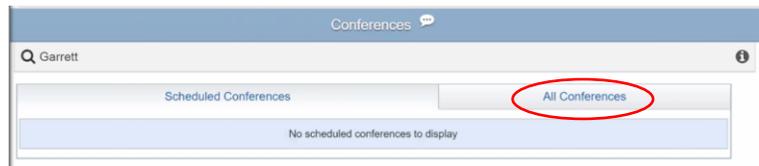


## MOBILE ACCESS

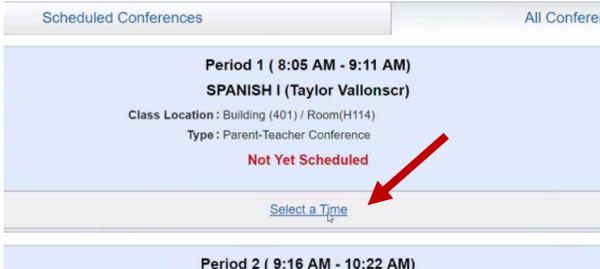
Scheduling conferences online is also available via Skyward’s mobile application. Click on the menu tab  and select Conferences.



Select All Conferences tab



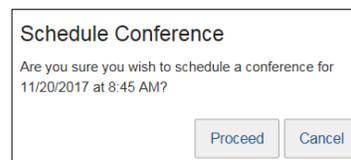
Scroll to the course and period and choose Select a Time.



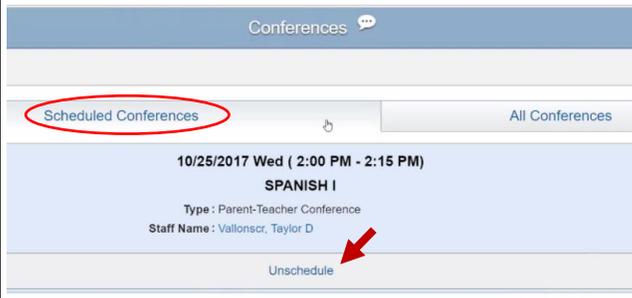
Available conference times will display, choose a time and click Select next under your choice.



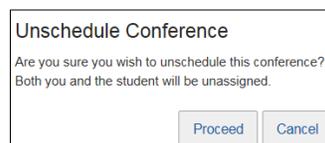
Confirm your date and time and either Proceed or Cancel.



Scheduled Conferences will appear under the Scheduled Conferences tab. They can be unscheduled, if needed, by selecting Unschedule.



Confirm to Unschedule Conference and either Proceed or Cancel.



**For questions or additional help with scheduling conferences, contact the office at your student’s school.**