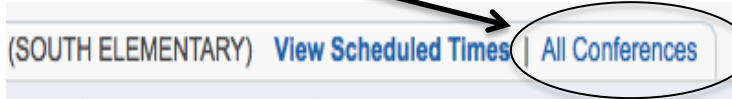


How to Book a KINDERGARTEN Welcome Conference in Skyward Family Access

1. Log into your **Family Access** account from District website:
<http://www.glencoeschools.org/district/> (click Family Access tab)



2. Your browser needs to allow for pop-up windows
3. Click **Teacher Conferences** from the left-side options
4. Click **All Conferences**



5. You will see your student's homeroom class and teacher name
6. Click **Select a Time**

All Conferences	Status	Class	Building/Room
Period 1 12:00 AM - 12:00 AM	Not Yet Scheduled (Select a Time)	HOME BASE K-AM Katrina Karas	South School / 161A

7. You will see all available/open timeslots
8. Click **Select** next to your choice.
 You may need to scroll down to see additional time slots.

Conference Time Slots	Status	Building/Room	
Wed Aug 27, 2014 8:00 am - 8:20 am	Open	South School / 161	Select
Wed Aug 27, 2014 8:20 am - 8:40 am	Open	South School / 161	Select
Wed Aug 27, 2014 8:40 am - 9:00 am	Open	South School / 161	Select
Wed Aug 27, 2014 9:00 am - 9:20 am	Open	South School / 161	Select
Wed Aug 27, 2014 9:20 am - 9:40 am	Open	South School / 161	Select

9. Confirm your selection by clicking **Save**
10. An email will be sent to you and the teacher once you Save a conference timeslot

Select Time Slot

Teacher: **Katrina Karas**
 Date: **Wed Aug 27, 2014**
 Time: **9:40 AM - 10:00 AM**

Student: **Susie Smith**
 Course: **HOMEPM/KPA - HOME BASE K-PM**
 Building: **SOU - South School**
 Room: **161 - 161**

A confirmation e-mail will be sent to: **momsmith@gmail.com**

11. You will see the date/time you selected next to the homeroom

All Conferences	Status	Class
Period 1 12:00 AM - 12:00 AM	Scheduled Wed Aug 27, 2014 from 9:40 AM - 10:00 AM	HOME BASE K-PM Katrina Karas