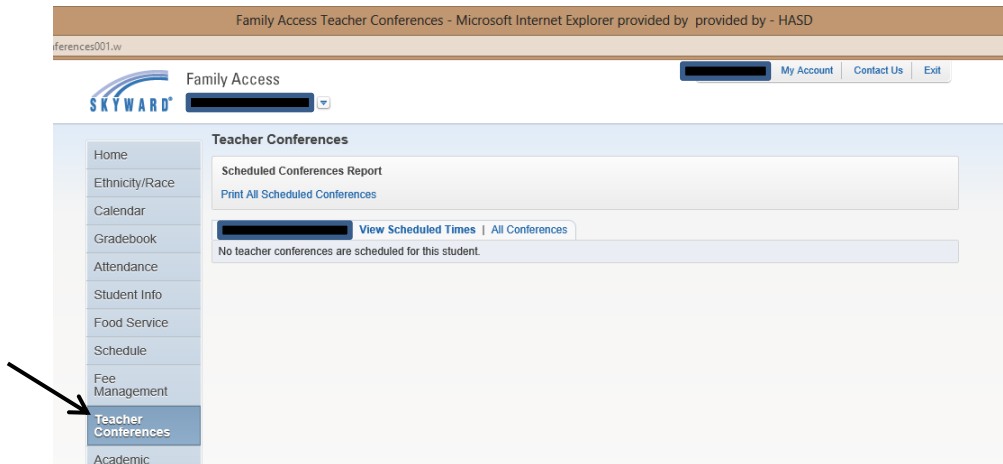
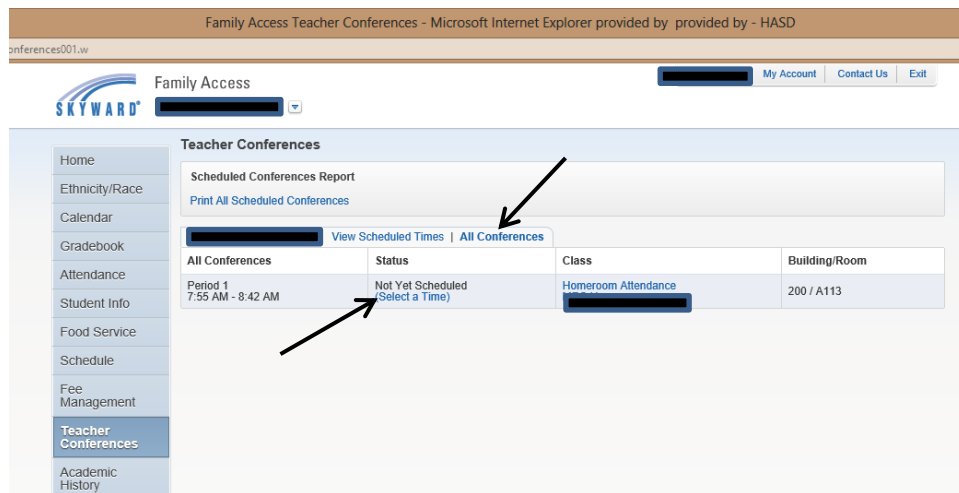


# Parent/Teacher Conference Scheduling

1. Open your web browser and go to [www.hasd.org](http://www.hasd.org).
2. Click 'Skyward Family Access' on the left hand side of the page.
3. Click 'Link to Family Access' which is highlighted in yellow.
4. Type your username and password for Family Access. (Do not use your child's user information.)
5. Select your elementary student, by clicking the student dropdown.
6. Click the 'Teacher Conferences' link.

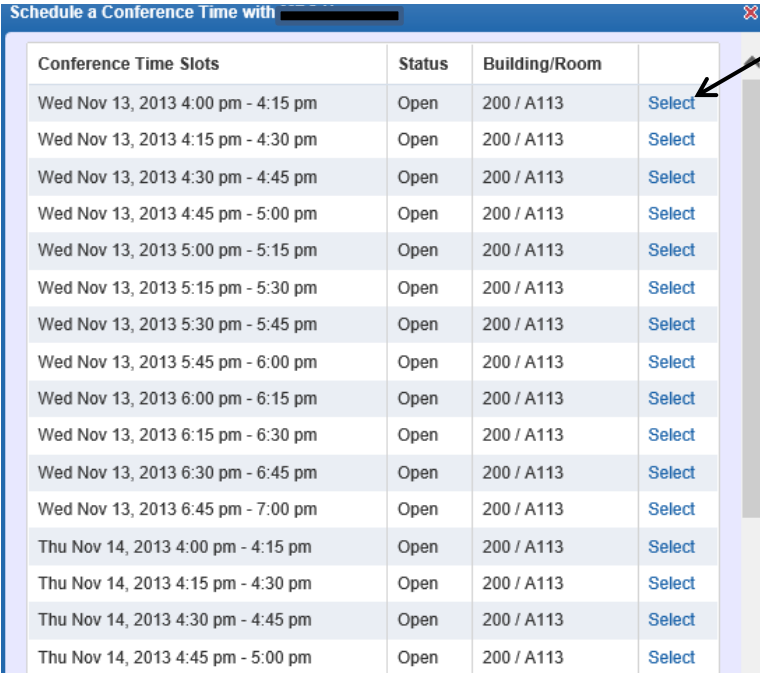


7. Click the 'All Conferences' link.
8. Click the 'Select a Time' link.



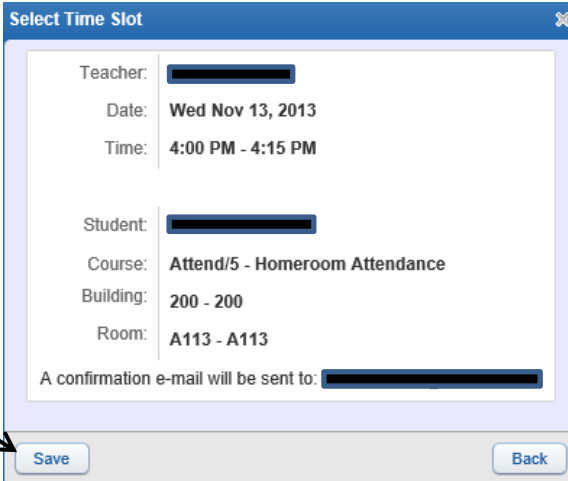
## Parent/Teacher Conference Scheduling

9. Scroll through the list of times and dates. When you find a time you like click 'Select'.



Conference Time Slots	Status	Building/Room	
Wed Nov 13, 2013 4:00 pm - 4:15 pm	Open	200 / A113	Select
Wed Nov 13, 2013 4:15 pm - 4:30 pm	Open	200 / A113	Select
Wed Nov 13, 2013 4:30 pm - 4:45 pm	Open	200 / A113	Select
Wed Nov 13, 2013 4:45 pm - 5:00 pm	Open	200 / A113	Select
Wed Nov 13, 2013 5:00 pm - 5:15 pm	Open	200 / A113	Select
Wed Nov 13, 2013 5:15 pm - 5:30 pm	Open	200 / A113	Select
Wed Nov 13, 2013 5:30 pm - 5:45 pm	Open	200 / A113	Select
Wed Nov 13, 2013 5:45 pm - 6:00 pm	Open	200 / A113	Select
Wed Nov 13, 2013 6:00 pm - 6:15 pm	Open	200 / A113	Select
Wed Nov 13, 2013 6:15 pm - 6:30 pm	Open	200 / A113	Select
Wed Nov 13, 2013 6:30 pm - 6:45 pm	Open	200 / A113	Select
Wed Nov 13, 2013 6:45 pm - 7:00 pm	Open	200 / A113	Select
Thu Nov 14, 2013 4:00 pm - 4:15 pm	Open	200 / A113	Select
Thu Nov 14, 2013 4:15 pm - 4:30 pm	Open	200 / A113	Select
Thu Nov 14, 2013 4:30 pm - 4:45 pm	Open	200 / A113	Select
Thu Nov 14, 2013 4:45 pm - 5:00 pm	Open	200 / A113	Select

10. Click 'Save'. This will schedule the conference time. It will also post it on your child's calendar and send you an email.



**Select Time Slot**

Teacher: [Redacted]  
Date: **Wed Nov 13, 2013**  
Time: **4:00 PM - 4:15 PM**

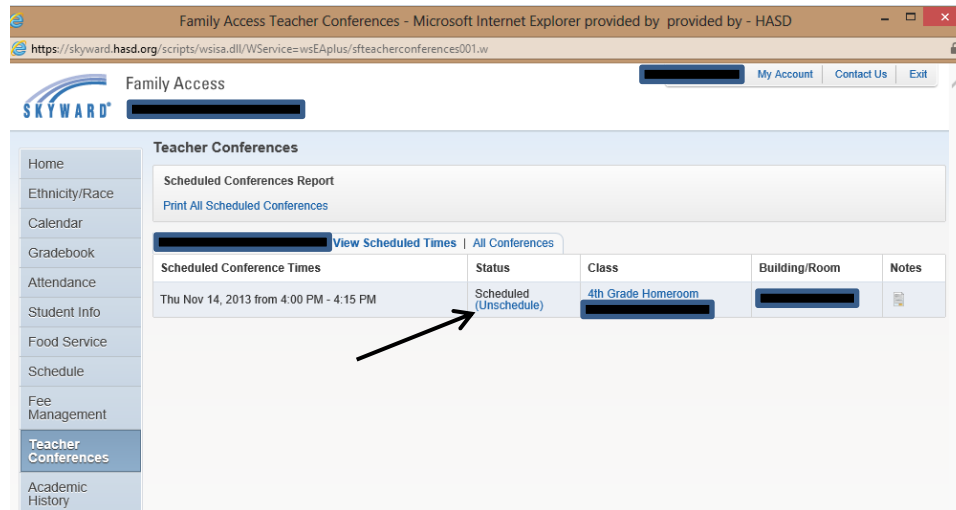
Student: [Redacted]  
Course: **Attend/5 - Homeroom Attendance**  
Building: **200 - 200**  
Room: **A113 - A113**

A confirmation e-mail will be sent to: [Redacted]

11. If you have another student to schedule for conferences, choose the child's name from the student dropdown list. If you do not, then you have completed conference scheduling.

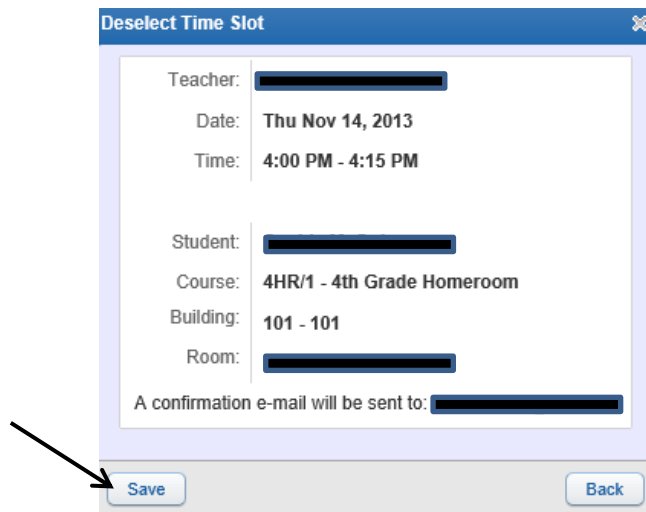
## Parent/Teacher Conference Scheduling

12. To delete your scheduled conference time, click 'Unschedule'.



The screenshot shows a web browser window titled "Family Access Teacher Conferences - Microsoft Internet Explorer provided by provided by - HASD". The URL is "https://skyward.hasd.org/scripts/wsisa.dll/WService=wsEPlus/sfteacherconferences001.w". The page displays the "Family Access" logo and a navigation menu on the left with options like Home, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Fee Management, Teacher Conferences, and Academic History. The main content area is titled "Teacher Conferences" and includes a "Scheduled Conferences Report" section with a "Print All Scheduled Conferences" link. Below this, there are tabs for "View Scheduled Times" and "All Conferences". A table lists scheduled conference times with columns for "Scheduled Conference Times", "Status", "Class", "Building/Room", and "Notes". One entry is shown: "Thu Nov 14, 2013 from 4:00 PM - 4:15 PM" with a status of "Scheduled (Unschedule)", class "4th Grade Homeroom", and building/room "101 - 101". An arrow points to the "Unschedule" link in the status column.

13. Click 'Save'. This will remove your scheduled conference and send you an email cancellation. Then you may choose another time slot for conferences if desired. Just repeat steps 8, 9 and 10.



The screenshot shows a "Deselect Time Slot" dialog box. It contains the following information: Teacher: [redacted], Date: Thu Nov 14, 2013, Time: 4:00 PM - 4:15 PM, Student: [redacted], Course: 4HR/1 - 4th Grade Homeroom, Building: 101 - 101, Room: [redacted], and A confirmation e-mail will be sent to: [redacted]. At the bottom, there are two buttons: "Save" and "Back". An arrow points to the "Save" button.