



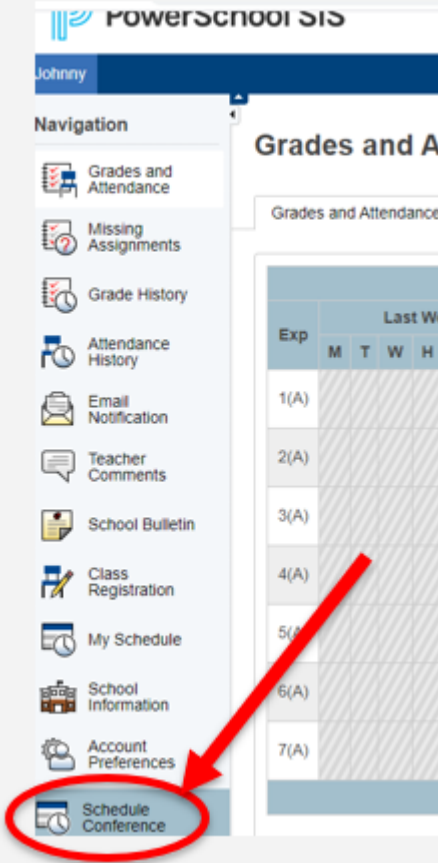
### Log into your PowerSchool Parent Portal and PowerPTC

1. Open a web browser and navigate to:  
<https://tfd215.powerschool.com>
2. Log into Parent Portal with your username and password that you setup during Online Registration.

If you need help with your username and/or password please contact:

TFN: Ms. Navarro(708) 585-1008  
TFS: Ms. DeGrauwe (708) 585-2015  
TFC: Ms. Nichols (708) 585-2378

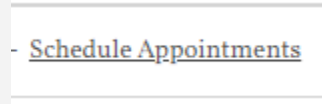
3. Click on the **Schedule Conference** menu in the lower left-hand corner.



4. You will be taken directly in the PowerPTC program to begin scheduling your conferences.

### Scheduling Your Conferences

1. Select **Schedule Appointments** next to your first student.



2. Select the **date** you would like to schedule your appointments on, and a starting **time** for your appointments.

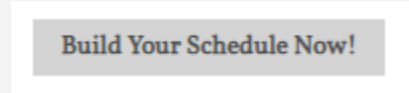
Select a date and a start time for your appointments:

Oct 6, 2022    === Select One ===

3. OPTIONAL - All of your child's teachers are selected. If you would **not** like to attend conferences with certain teachers, uncheck the box under the **Schedule** column.

Teacher	Schedule
Cynthia Benson <a href="mailto:cbenson@tfd215.org">cbenson@tfd215.org</a>	<input checked="" type="checkbox"/>
John McGuire <a href="mailto:jmcguire@tfd215.org">jmcguire@tfd215.org</a>	<input type="checkbox"/>
John Hanrahan <a href="mailto:jhanrahan@tfd215.org">jhanrahan@tfd215.org</a>	<input checked="" type="checkbox"/>

4. Click **Build Your Schedule Now!**



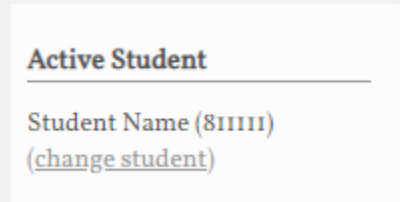
5. Click **Print Schedule** to save a copy of your parent-teacher conference schedule. A final schedule will also be emailed to you three days before conferences begin.

6. This schedule contains the **Zoom Links** that will be used for your conference, do not misplace them. If any of your teachers are missing links, please reach out to:

TFN: Ms. Navarro (708) 585-1008  
TFS: Ms. DeGrauwe (708) 585-2015  
TFC: Ms. Nichols (708) 585-2378

Any missing links will be added to your schedule and emailed to you prior to the start of conferences.

7. If you are scheduling for more than one student, you can switch the active student you are scheduled for by clicking on the **Select a Student** link from the left-hand menu.



### Connect to my conferences via Zoom – Day of PTC

1. On the day of PTC conferences, use the links that you were given when you registered. Additionally, the most up to date list of links was sent to your email about 3 days before conferences begin. If any locations say Contact Information Pending, please reach out to your school for updated information.

Student	Date/Time	Location	Teacher/Course
Student Name 811111	October 6, 2022 2:00 PM - 2:05 PM (5 minutes)	Video Conference <a href="https://tfd215.zoom.us/j/82587197027?pwd=RHUzNGMwUXpyb0xkeXh1TDV5aGNed1R0">https://tfd215.zoom.us/j/82587197027?pwd=RHUzNGMwUXpyb0xkeXh1TDV5aGNed1R0</a>	Leo Bonin (lbonin@tfd215.org) Pre Calculus - 8(A)
Student Name 811111	October 6, 2022 2:10 PM - 2:15 PM (5 minutes)	Contact Information Pending	Cynthia Benson (cbenson@tfd215.org) French I - 2(A)
Student Name 811111	October 6, 2022 2:20 PM - 2:25 PM (5 minutes)	Video Conference <a href="https://tfd215.zoom.us/j/89131124757?pwd=d3YwSjV1OGNJTlRvSnltMjY5aGNed1R0">https://tfd215.zoom.us/j/89131124757?pwd=d3YwSjV1OGNJTlRvSnltMjY5aGNed1R0</a>	Stephen Nelson (snelson@tfd215.org) Honors Government - 7(A)

2. Before your conferences begin, be sure to download the Zoom application on the device you intend to use. We recommend using the same device that your student uses for their remote learning because it already has Zoom on it.
3. Be sure to identify yourself within Zoom as your **Student's Name** when connecting. The best way to do this is to **use the same device your student uses for remote learning** for your Parent Teacher Conferences.
4. Be sure to be ready for your conference in advance. Click the link for each conference at least 2 minutes prior to the start of the conference. Teachers and parents have very full schedules and it is important that conferences begin and end on time.
5. You will be placed in a waiting room until your child's teacher is ready. You will see a screen like this:

Please wait, the meeting host will let you in soon.