



# How to Schedule your Conferences on Family Access

1. Go to our district website [www.wvsd208.org](http://www.wvsd208.org)
2. Click the Skyward icon from the quick links located on the top of the webpage. The SKYWARD login screen will open. 

3. If you do not know or have forgotten your login ID or password, click on the [Forgot your Login Password?](#) just below the Sign In button.

**EXISTING USERS:** On the login page, enter your login id and password, then select the **Sign In** button. Skip to Step 6.



4. Please enter the email address that you have on file with the district.



5. You should receive an email from [do.not.reply@wvsd208.org](mailto:do.not.reply@wvsd208.org) with your login id and link that you can click or paste into a browser to reset your password.
6. Once you have logged into Skyward, Select the Open Family Access button.



7. Once you have logged into Skyward, click on the Conferences tab on the left hand side.

Family Access  
Reginia G. Arquettescr

Home  
Ethnicity/Race  
Calendar  
Gradebook  
Attendance  
Student Info  
Schedule  
Activities  
**Conferences**  
Academic History

Missing Email Address!  
You currently do not have an email address entered. Either go to your Account to enter one, or click the checkbox below if you wish to not provide an email address at this time.  
 Do not record an Email Address

No messages were found.

Upcoming Events  
Calendar  
Today, Tue Oct 16, 2018  
Create A Place Presentation  
Wed Oct 17, 2018  
Major United States Rivers  
Wed Oct 17, 2018  
Major U.S. Mountain Ranges  
Thu Oct 18, 2018  
In.9 Flood  
Fri Oct 19, 2018  
10/23 Homework Packet

8. Select All Conferences.

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**Conferences**

Conferences  
Scheduled Conferences Report  
Print All Scheduled Conferences for Guardian  
Reginia (WSIPC Elementary School 103) View Scheduled Times **All Conferences**  
No conferences are scheduled for this student.

9. Click (Select a Time).

Family Access  
Reginia G. Arquettescr

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Conferences  
Scheduled Conferences Report  
Print All Scheduled Conferences for Guardian  
Reginia (WSIPC Elementary School 103) View Scheduled Times | All Conferences

Teacher Conferences	Status	Class	Building/Room
Period 1 9:00 AM - 12:00 PM	Not Yet Scheduled (Select a Time)	FIFTH GRADE JACKIE ALOISCR	Building (103)

10. Look for a conference time slot that will work for you and click Select.

Family Access  
Reginia G. Arquettescr

Conferences

Scheduled Conferences Report  
Print All Scheduled Conferences for Guardian

Reginia (WS)

Teacher Conferences

Period 1  
9:00 AM - 12:00 PM

Conference Time Slots	Status	Building/Room	Select
Mon Oct 22, 2018 12:30 pm - 12:45 pm	Open	Building (103)	Select
Mon Oct 22, 2018 12:45 pm - 1:00 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:00 pm - 1:15 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:15 pm - 1:30 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:30 pm - 1:45 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:45 pm - 2:00 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:00 pm - 2:15 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:15 pm - 2:30 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:30 pm - 2:45 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:45 pm - 3:00 pm	Open	Building (103)	Select

11. Once you have selected the desired Time Slot, click Save and an email confirmation will be sent to you.

Family Access  
Reginia G. Arquettescr

Conferences

Scheduled Conferences Report  
Print All Scheduled Conferences for Guardian

Reginia (WS)

Teacher Conferences

Period 1  
9:00 AM - 12:00 PM

Conference Time Slots	Status	Building/Room	Select
Mon Oct 22, 2018 12:30 pm - 12:45 pm	Open	Building (103)	Select
Mon Oct 22, 2018 12:45 pm - 1:00 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:00 pm - 1:15 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:15 pm - 1:30 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:30 pm - 1:45 pm	Open	Building (103)	Select
Mon Oct 22, 2018 1:45 pm - 2:00 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:00 pm - 2:15 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:15 pm - 2:30 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:30 pm - 2:45 pm	Open	Building (103)	Select
Mon Oct 22, 2018 2:45 pm - 3:00 pm	Open	Building (103)	Select

Select Time Slot

Teacher: Jackie Aloiscr  
Date: Mon Oct 22, 2018  
Time: 1:30 PM - 1:45 PM

Student: Reginia G. Arquettescr  
Course: GRD005/KEM - FIFTH GRADE  
Building: 103 - Building (103)  
Room:

Save Back

Congratulations, you just scheduled your online conferences. Please remember to check your email for your email confirmation. Your teacher will also receive the same confirmation and put your student's conference time on your teacher's calendar.