

**Parent Conference Instructions – Skyward**

Login to your Skyward Family Access

If you have more than 1 student in Canyons School District Schools, choose All Students

1. On the left side click the Conferences tab

**Note:**

* Only one appointment can be scheduled per teacher per student
* If guardians maintain separate households, they must login separately to schedule individual conference times for their student
* If you have more than one student, the system will allow you to schedule them at the same time with two different teachers, however a warning will appear because this will  double book you.
1. Click  **All Conferences** next to the student’s name you wish to schedule a conference for
2. Click **Select a Time**
3. Choose the time you want and click **Selec**t next to that time (Status for that time slot must be open or select option will not appear)
4. A window appears showing the appointment information, Click **Save**
5. You will receive a confirmation e-mail. You will also receive a reminder e-mail five days before and two days before your scheduled appointment.