

## How to sign up for your Conference using SKYWARD FAMILY ACCESS

*Teachers' schedules are now available for you to view and choose what will work best for your family.  
To access and choose your conference please follow these instructions:*

Log into: [www.wvgsd.org](http://www.wvgsd.org)

Click on the Skyward rainbow in the upper right hand area where the icons for Facebook, Twitter, Google, Skyward and email are located.

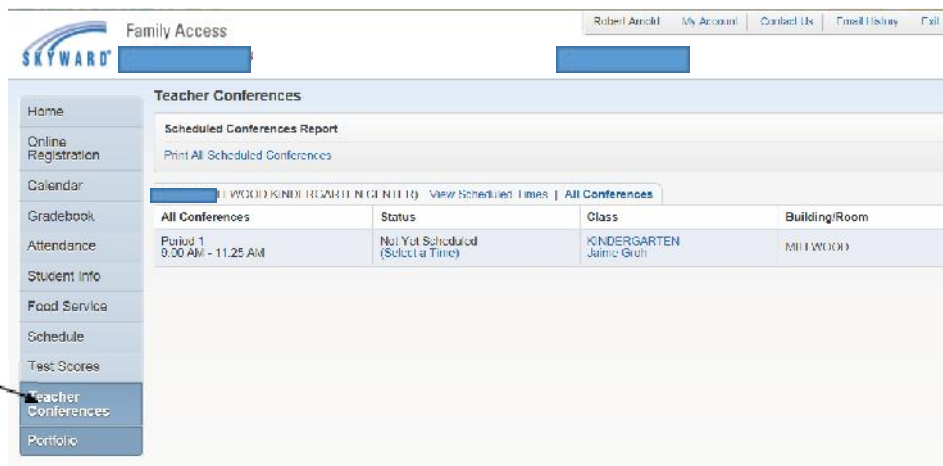


Use your **Skyward log-in** to access Family/Student Access. If you don't know what your log-in or password is or if you have forgotten your password, please notify the office at 922-5469 and we will provide that information.

Choose the **Conferences** tab on the left side MENU of the Family Access homepage.

If you have multiple students enrolled in the district, choose your MILLWOOD student from the top drop-down menu just below the Family Access header.

Choose ALL CONFERENCES in the tab to the right of Millwood Kindergarten Center.



Family Access

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WOODKIND KINDERGARTEN CENTER View Scheduled Times | **All Conferences**

All Conferences	Status	Class	Building/Room
Period 1 9:00 AM - 11:25 AM	Not Yet Scheduled (Select a Time)	KINDERGARTEN Jaime Guth	MILLWOOD

Choose SELECT A TIME that works for meeting with your student's teacher, hit SELECT then SAVE.

The screenshot shows the 'Family Access Teacher Conferences' web application. A modal window titled 'Schedule a Conference Time' is open, displaying a table of available time slots for a conference on Wednesday, March 8, 2017. The table has four columns: 'Conference Time Slots', 'Status', 'Building/Room', and 'Select'. All slots are currently 'Open' and located in 'MILLWOOD / 09'. The time slots range from 7:40 am to 6:40 pm in 20-minute increments. A 'Select' button is visible at the end of each row.

Conference Time Slots	Status	Building/Room	Select
Wed Mar 8, 2017 7:40 am - 8:00 am	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 8:00 am - 8:20 am	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 8:20 am - 8:40 am	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 8:40 am - 9:00 am	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 1:00 pm - 1:20 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 1:20 pm - 1:40 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 1:40 pm - 2:00 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 2:00 pm - 2:20 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 2:20 pm - 2:40 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 2:40 pm - 3:00 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 3:00 pm - 3:20 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 3:20 pm - 3:40 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 3:40 pm - 4:00 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 4:00 pm - 4:20 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 4:20 pm - 4:40 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 4:40 pm - 5:00 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 5:00 pm - 5:20 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 5:20 pm - 5:40 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 5:40 pm - 6:00 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 6:00 pm - 6:20 pm	Open	MILLWOOD / 09	Select
Wed Mar 8, 2017 6:20 pm - 6:40 pm	Open	MILLWOOD / 09	Select

Your conference time will show up automatically on your Millwood student's calendar. You will also receive a confirmation email.

**If you need to reschedule your conference, please phone or email your teacher at 509-922-5469.**