Visit the D214 Parent Teacher Conference Scheduler at http://www.d214.org/ptc/

1. Web browser requirements:

    i.   Internet Explorer, Google Chrome, & Firefox.
    ii. Please make sure "Pop-up Windows" are not blocked and JavaScript is enabled in your browser settings.

2. Log in using your **Student's ID, Student's Date of Birth, Primary Phone Number.**

    a. You must click on the **LOGIN** button.

3. You will be presented with an overview, containing student and course information.

4. You may add your email address on this screen if you would like your conference schedule emailed to you.

5. When ready to schedule, click on the *Schedule Conference* button, located at the bottom, right side of the screen.

6. To schedule or change conferences, click on any of the *Teacher's* name. The teacher and course will become highlighted.

7. The teacher's available conference times will be listed in the *Time Slots* column. **IF THE SLOT IS BLANK, THE TEACHER IS NOT AVAILABLE AT THIS TIME**. Click on an available time and press *SUBMIT*

8. Once a conference is scheduled, it will show up in the bottom left corner.

9. If you wish to change the conference scheduled, select the conference you wish to change and click *UNDO*. Clicking '**CONFIRM UNDO**' will delete the conference from your schedule.

10. Continue scheduling for any other teachers you wish to see:

    a. Allow yourself time to walk from one class to another.

11. When you are finished scheduling, click on *Print Conferences* to print scheduled conferences or *Email Conferences* to have a schedule emailed to you.

12. Confirm that you have scheduled your choices by looking over the *Conferences Scheduled* section.

13. Click "Log Off" to exit the scheduling screen.

For changes or help, please call the school.