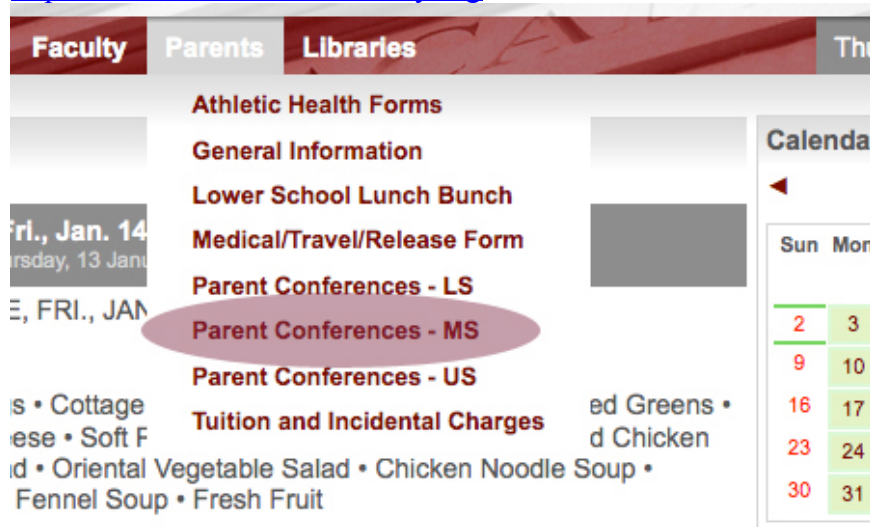


# Directions for Scheduling Middle School Parent Teacher Conferences

## Register

1. Click the “Parent Conferences – MS” link on the Parents dropdown list at <http://intranet.columbusacademy.org>.



2. Enter your e-mail address and create a password. If you do not have an e-mail address, you can enter in yournamefirstname.yournamelastname@noemail.com.
3. Fill in the required fields and register.
4. Enter student ID (FirstLast name, ex. JanDoe)
5. Enter student’s birth date (ex. 11/9/98 or 3/22/96)
6. Click Add

## Scheduling

1. Once you have registered, select your conference grade (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>). Once your grade has been selected, you will be able to view available appointment slots.
2. To select an appointment time, simply click on the time slot of your choice.
3. You will have the option to choose and set up an email reminder to be sent to your email inbox.
4. Click “**Create Appointment.**” This will confirm your appointment for the date and time you selected.
5. To end your session, select “logout”.

Once you have completed scheduling your Student-Led Conference, you can print a copy of your scheduled conference time. If you have a need to cancel and reschedule your appointment time, revisit our conference link, login with your email and password and make the necessary changes. Questions or concerns, please contact Nicola Jackson (614-337-4301) in the Middle School Office.