

LAKE PARK PARENT/TEACHER CONFERENCE SCHEDULER

PARENT INSTRUCTIONS

1. The Student ID and password you will use to log in is on the cover letter of this mailing. The **password** was randomly generated unless you used the scheduler last year and you changed your password.
2. **Log into** the **PTC Scheduler** by using the **Lake Park website homepage** or by going to URL address: <https://ptcs.lphs.org/>. Type your **Student's ID number** and your **password**.

The screenshot shows the 'Parent Teacher Conference Scheduler' login page. At the top left is the Lake Park High School logo with the tagline 'Learning together for success'. Below the logo is a 'Links' section with a red link for 'District Home Page'. The main content area is titled 'Parent Login' and includes instructions: 'Please use the Student ID and the password that was sent to you in the mailer to log in.' There are input fields for 'Student ID:' and 'Password:', followed by a blue 'Log In' button and a red link for 'Forgot your password?'. An 'Important Note' box contains two bullet points: one about scheduling multiple students and another about browser settings. At the bottom, it says 'Build: 22.1 Revision: 19717' with a small PTC logo.

3. If you have not used the system before this date, the system will prompt you to **change your password**, enter your **email address** and ask you to set up a **security question**. Click **Submit** when you are done. If you **have used** the scheduler before, the system will **skip to step # 4**.

The screenshot shows the 'Change/View Profile Information' page. It has the same Lake Park High School header and 'Links' section as the login page. The main content area is titled 'Change Password and Secret Question' and contains five input fields: 'Password:', 'Confirm Password', 'Email', 'Security Question:' (with a dropdown menu showing 'What is your Mother's maiden name?'), and 'Security Answer:'. A large orange 'Submit' button is at the bottom right.

4. The next screen allows you to email, print and review the conferences that you are going to schedule. Click on the **VIEW SCHEDULER** button in the bottom right corner of the page.



5. A new window appears that lists your student's **teachers, conference date and available conference times**. Click on the **Teacher name** and **choose a time** to meet. **BE AWARE – Some teachers travel between campuses each day.** Those teachers will be located at one location on Thursday night. Look at the teacher location and make sure you know at which campus you are scheduling the appointment. **W### = West Campus, E### = East Campus, COUNS = Guidance Counselor**
For Guidance Counselor Appointments: If your student is in grade **09** or **10** the counselor appointment will be at the **East Campus**. If your student is in grade **11** or **12** the counselor appointment will be at the **West Campus**. ****Setting appointments with guidance counselors is optional.**
6. **Select the teacher, the date and then click on the SHOW AVAILABILITY BUTTON.** Select an available time. (See next page for illustration of these steps.)

Links
[District Home Page](#)

School: Lake Park High School

Conference Details

From : 10/20/2011 To : 10/21/2011
Days : 2
Contact Ph # : (630) 295-5219

Select the teacher, date and the time then click on Show availability button.

Select the Teacher

Teacher	Courses	Course Title	Rm #
Brauer-Delaney, Beth	2113	College Prep Composition (Period-2)	W163
Witteveen, Daniel	2337	Team Activities 1 (Period-4)	W190
Colucci, Daniel	2203	Accounting 1 (Period-3)	W123
Colucci, Daniel	2329	Financing Your Future (Period-1)	W123
Colucci, Daniel		Electronics 1	

Select a Date

Select	Date
<input type="checkbox"/>	10/20/2011
<input type="checkbox"/>	10/21/2011

Select a Time Slot

Select a Time Slot
6:00 PM
6:05 PM
6:10 PM
6:15 PM
6:20 PM
6:25 PM
6:30 PM
6:35 PM
6:40 PM
6:45 PM
6:50 PM

Show Availability

Scheduled Conferences:
Please be aware that the conference(s) below are in different buildings!

Teacher	Date	Time	Courses	Room #
Brauer-Delaney, Beth	10/20/2011	5:00 PM	2113	W163
Doran, Virginia	10/20/2011	6:00 PM	2469	E233

Undo

Date: 10/20/2011
Time slot: 6:00 PM
Teacher: Doran, Virginia

Submit

The Conference is Scheduled!

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Print Conferences Email Conferences Log off

7. Click **Submit** button. **The conference is scheduled.** It is listed in the **Scheduled Conferences** box on the bottom of the screen
8. Repeat this process for the **other teachers** with whom you wish to confer. **Remember**, you need traveling time **between appointments within the building** and **across town** if one or more teachers is located at a different campus. Under **Scheduled Conferences**, there is a **warning** if the teacher(s) are located at different campuses.
9. If you make a **mistake** or need to **change/cancel** a conference, please use the **UNDO BUTTON** to cancel the conference. **Click on the teacher's name** and **click the Undo and Confirm Undo button.**

Scheduled Conferences:
Please be aware that the conference(s) below are in different buildings!

Teacher	Date	Time	Courses	Room #
Braver-Delaney, Beth	10/20/2011	5:00 PM	2113	W163
Doran, Virginia	10/20/2011	6:00 PM	2469	E233

Remove conference for: 121170 | Date: | Time: 6:00 PM | Course: 2469 Teacher: Doran, Virginia?

Date: 10/20/2011
Time slot: 6:00 PM
Teacher: Doran, Virginia

The Conference is Scheduled!

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10. If you need assistance, please call one of the following numbers **PRIOR TO** the day of the conference appointment between the hours of **8:00 am** and **3:00 pm**.

If your student's last name begins with:	East Campus (or Traveling Teacher)	West Campus (or Traveling Teacher)
A - K	KATHY SCHENONE – 630-295-5292	ALEX GAZZANO– 630-529-1675
L - Z	ELLEN KUCHARSKI – 630-295-5241	MINA FIELD – 630-295-5341

11. For assistance on the day of the conference, please call **630-295-5221** at **East Campus** and **630-295-5321** at **West Campus**.
12. After you are finished scheduling conferences for the classes that you want to visit, **print or email** the **scheduled conferences** to yourself by clicking on the **print or email button**.
13. **Log off** the system.