

Scheduling a Parent/Teacher Conference

Sign-up: October 30, 2020 – November 13, 2020

Grades 6-8

1. Go to the Genesis Parent Portal login screen: <https://parents.pway.org>
2. Log in to your parent access account. If you have forgotten your password, click on the Forgot Password link next to the login button. *If you do not have a computer or a parent access account, please contact your child's school.*
3. Once logged in, click on the Conferences tab (below the Student Data tab) which will direct you to the Conferences screen.
4. Click on the appropriate date, be mindful that there are two links for each date; one for Academic and one for Special Area.
5. Click on Schedule Conference (whichever day you prefer). Teachers will be scheduling conferences on November 18th, November 19th, and November 20th.
6. The times available are below the teacher with which you are scheduling a conference. A list of available times will appear.
7. Times listed in green are available. Figure out a time that works within your schedule and click on "reserve." A pop-up window stating that you are reserving this particular time will appear. Click on "OK."
8. The time you have reserved will now appear in green. If you need to cancel that particular day/time, click on the cancel button. However, please avoid last minute cancellations if at all possible.
9. Due to time constraints you may schedule conference meeting times for a maximum of two academic conferences.
10. You may return to the conference page to schedule up to 3 special area conferences.
11. Repeat this process for your other children, as needed, by changing students in the Select Student drop down menu on the right hand side of the screen.
12. Conferences will take place virtually using the Zoom link for your child's teacher at the scheduled time. To gain admittance into the **Virtual Parent/Teacher Conferences** Zoom meeting, you must use your student's GENESIS Name. We also recommend using your child's iPad. As a precaution, unidentified individuals will not be admitted. Please be patient while in the waiting room while the teachers are verifying identities.

These directions can also be found on our district website:

<https://piscatawayschools.org/cms/One.aspx?portalId=804134&pageId=66705404>