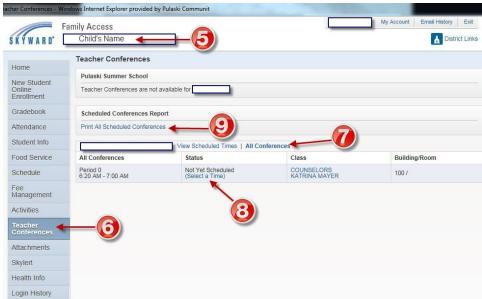# Scheduling Parent/Teacher Conferences

1. Login to Skyward Family Access at this link:
   https://family.pulaskischools.org/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w

2. Use your Skyward login and password.
3. Click on Sign In.
4. If you do not remember your password, click on the Forgot your Login/Password link and enter your email address or username and your password will be emailed to you.
5. Select the child you would like to schedule a conference for.
6. Click on Conferences.
7. Click on All Conference.
8. Click on Select a Time to see what times are available to schedule and select the time you would like to schedule a conference for.

9. You can print out your scheduled times by clicking on the print scheduled times button.
10. Repeat Steps 5-9 for all students you need to schedule conferences for.
11. Once you have scheduled your conferences, log out of Skyward Family Access.