

## Step-By-Step Parent/Guardian Instructions

1. Visit the school's homepage:

[www.fusd.org](http://www.fusd.org)

2. Select the link to the Online Scheduler under the "For Parents" tab, then select "Parent Conferences".

3. From the Online Scheduler Home Page

- a. Choose your student's school from the drop down list and click "GO"
- b. Enter the school password "**fusd**".
- c. Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
- d. Verify the student's birth date.
- e. A list of your student's teachers will be displayed. Check the box next to the name of each teacher you would like to meet with.
- f. If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question, "*Do you want to schedule conferences for another student?*" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
- g. You will then see the available time slots for each teacher you selected.
- h. Select the times that work best for your schedule.
- i. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
- j. Once you have finished you can confirm your appointment details and print your conference schedule.
- k. Write down the Confirmation Number (you will need this number to cancel or change and appointment).

If you need assistance, please contact the school office at (530) 367-3782.