

PowerPTC

Quick Start Guide

Accessing Your PowerPTC Account

1. Open a web browser and navigate to:
<https://www.powerptc.net/powerptc/c/21/>
2. If you have created the parent Single Sign-On (SSO) Account select **Guardians and Parents** **click here to login** link and proceed to step 1 under **Scheduling Your Conferences**.
3. If you did not create SSO account:
 - a. Select **All Other Users - Click Here to Login** link.
 - b. In the **Activate an Account** section, enter your activation code.
 - c. Enter a valid **Email Address, First Name, Last Name**, and **Password**. The password must meet the following criteria:
 - At least 7 characters long
 - Mixed case
 - At least one number
 - d. You will get an email sent to the email address used to register your account, open this email and click on the link to verify your account.
 - e. If you have multiple students you can add Activation Codes to an existing account
 1. Log in with your existing account.
 2. Click on **My Settings**.
 3. Under the **Add New Activation Code** section enter your new activation code(s).

Scheduling Your Conferences

1. Log in with your account.
2. Click on **Conference Schedule**.
3. Select the **date** you would like to schedule your appointments.
4. Select a starting **time** for your appointments.
5. If you would **not** like to attend conferences with certain courses, uncheck the box under the **Schedule** column.
6. Click **Build Your Schedule Now!**
7. Finally click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.
8. If you are scheduling for more than one student, you can switch the active student you are scheduling for by clicking on **Select a Student** link from the left-hand menu.