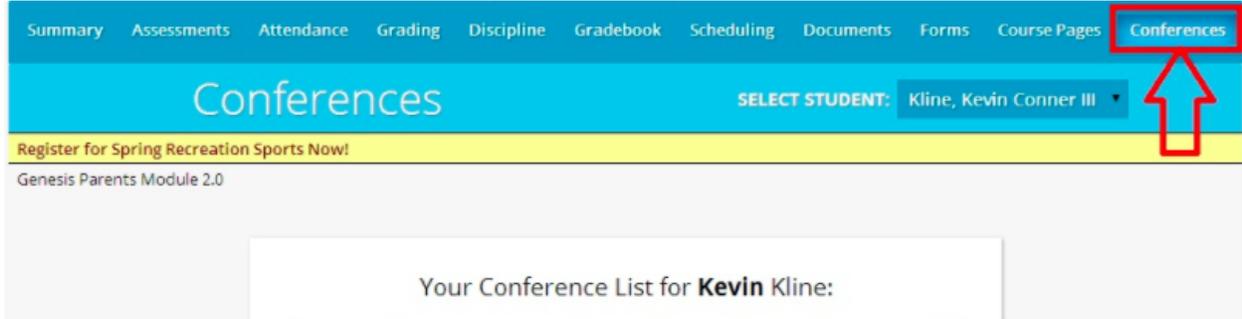


## Creating Parent Conferences through Genesis Parent Access

Parents and legal guardians with Parent Access accounts can schedule conferences through their Parent Access account. At a time designated by either your child's school or the District, the Conference tab will become available.



On the Conference page, select “Schedule conference for Parent Teacher Conferences - Day” or “Schedule conference for Parent Teacher Conferences - Evening.”



MCWILLIAMS, LISA ART GR5, FY		MARTZ, WILLIAM HEALTH GR5, FY PHYSICAL EDUCATION GR5, FY	
Tuesday 11/09	Wednesday 11/10	Tuesday 11/09	Wednesday 11/10
Start: 1:15PM End: 1:30PM Reserve	Start: 1:15PM End: 1:30PM Reserve	Start: 1:15PM End: 1:30PM Reserve	Start: 1:15PM End: 1:30PM Reserve
Start: 1:30PM End: 1:45PM Reserve	Start: 1:30PM End: 1:45PM Reserve	Start: 1:30PM End: 1:45PM Reserve	Start: 1:30PM End: 1:45PM Reserve
Start: 1:45PM End: 2:00PM Reserve	Start: 1:45PM End: 2:00PM Reserve	Start: 1:45PM End: 2:00PM Reserve	Start: 1:45PM End: 2:00PM Reserve

You will see all available conference slots for your child's teachers. To schedule a conference, click reserve for the date and time that you are requesting. If a box is highlighted in yellow, it is a warning regarding other conferences that you may have already scheduled. You will only be able to schedule one conference per teacher.

Once you click on the conference slot, the screen will change for scheduling conferences for that teacher. See below.

HILLSIDE PUBLIC SCHOOLS  
Office of Technology

ADKINS, JON PUBLIC SPEAKING, FY		
Tuesday 11/09	Wednesday 11/10	Thursday 11/11
Start: 9:00AM End: 9:05AM Scheduled Cancel	Start: 9:00AM End: 9:05AM i	Start: 9:00AM End: 9:05AM i
Start: 9:06AM End: 9:11AM i	Start: 9:06AM End: 9:11AM i	Start: 9:06AM End: 9:11AM i
Start: 9:12AM End: 9:17AM i	Start: 9:12AM End: 9:17AM i	Start: 9:12AM End: 9:17AM i
Start: 9:18AM End: 9:23AM i	Start: 9:18AM End: 9:23AM i	Start: 9:18AM End: 9:23AM i

When a conference is scheduled, all other dates and times will be unavailable for that teacher. No other parent or guardian will be able to schedule that conference time.

If you need to reschedule, click on Cancel and confirm that you want to reschedule. You will then be able to reschedule with any of the remaining conference slots.

From the main conference page in Parent Access, you can see your entire conference schedule for all of your children. You can print the schedule by clicking the blue pdf icon in the header. If you need to change conferences, you can click on Update next to the conference and that will bring you back to the conference scheduling page. Be sure to check your child's name at the top of the page when updating conferences.

**Upcoming Conferences for Ed Daily** 

STATUS	STUDENT	CONFERENCE DATE	TIME	SUBJECT	STAFF	LOCATION	
Scheduled	Ed Daily	Wed 01/13/21	1:45PM to 2:00PM	Parent Meeting (Winter Conferences)	Weeks, Martha	Teacher's Classroom	Update
Scheduled	Ed Daily	Tue 01/12/21	1:30PM to 1:45PM	Parent Meeting (Winter Conferences)	Abernathy, Woody	Teacher's Classroom	Update

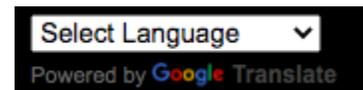
**Upcoming Conferences for Other Students**

Scheduled	Greg Ciano	Mon 01/11/21	1:00PM to 1:15PM	Parent Meeting (Winter Conferences)	Ciano, Greg	Teacher's Classroom	
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The Parent Access portal for Hillside Public Schools can be accessed at <https://parents.hillsidek12.org/genesis/parents>

Only parents and legal guardians can have access to this portal. If you do not already have a Parent Access account, please contact your child's school or email [genesismail@hillsidek12.net](mailto:genesismail@hillsidek12.net) to request one. Parents and legal guardians must supply the district with a valid email address in order to access the portal.

Parents are encouraged to use the Chrome browser when accessing the portal. Select whichever language you are most comfortable using by clicking on the "Select Language" feature on the login page.



\*All images on this document are sample data images. Names and dates may vary from actual events.