

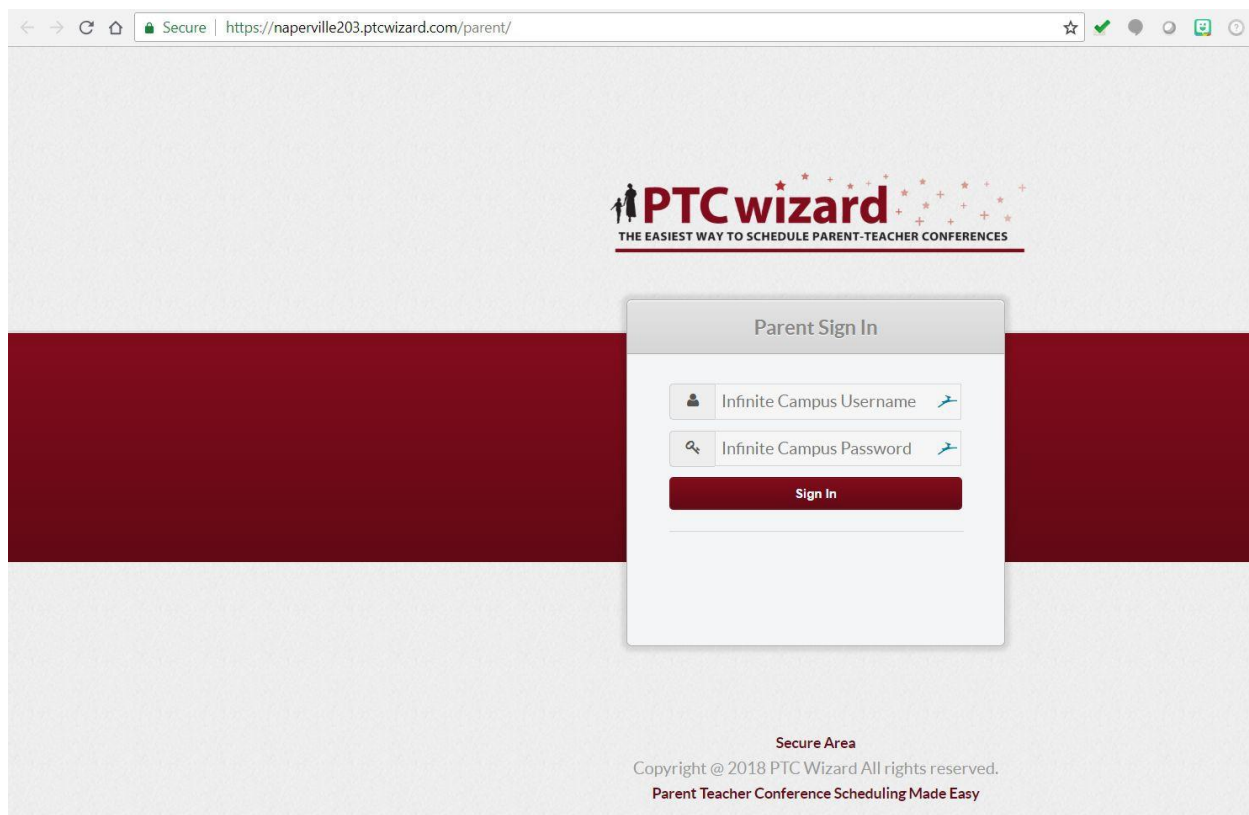


## Guía de la aplicación *PTC Wizard* para los Padres

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# Iniciar sesión en la aplicación PTC Wizard

1. Haga clic en el enlace **parent** e ingrese su **nombre de usuario y su contraseña de Campus Portal**. Si usted no tiene una cuenta de Campus Portal, necesitará comunicarse con el servicio de asistencia para padres al teléfono: 630-420-6825 o envíe un correo electrónico a: [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org). **Cabe señalar, que una vez que configure su cuenta, necesitará esperar alrededor de una hora para que su nombre de usuario y su contraseña sean**



Secure | <https://naperville203.ptcwizard.com/parent/>

**PTC wizard**  
THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES

Parent Sign In

Infinite Campus Username

Infinite Campus Password

Sign In

Secure Area  
Copyright @ 2018 PTC Wizard All rights reserved.  
Parent Teacher Conference Scheduling Made Easy

***sincronizados entre Campus Portal y PTC Wizard.***

2. La primera vez que inicie su sesión se le mostrará un mensaje para que acepte comunicación de PTC Wizard a través de correos electrónicos.
3. Haga clic en el recuadro y haga clic en **Submit**.

### Email Consent

In an effort to protect your privacy and security, we need you to consent to receive communication from our system to your email address.

Email address:

I consent to receive email confirmations from PTC Wizard.

**Submit**

**POR FAVOR, TENGA EN CUENTA QUE EL CORREO ELECTRÓNICO QUE SE LE MUESTRA, ES EL CORREO ELECTRÓNICO QUE TIENE REGISTRADO EN CAMPUS PORTAL.**

# Ver las citas.

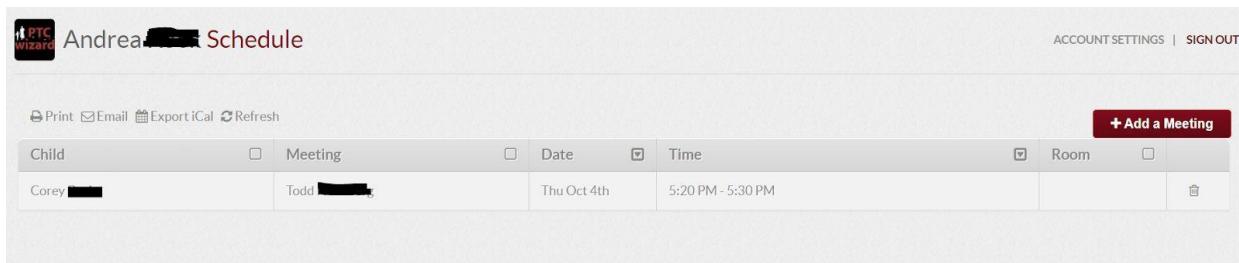
1. Vea su calendario.

The screenshot shows a web-based calendar interface. At the top left, there is a logo for 'PTC Wizard' and the text 'Andrea [redacted] Schedule'. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header, there are utility icons for 'Print', 'Email', 'Export iCal', and 'Refresh'. A red button labeled '+ Add a Meeting' is located on the right side. The main content is a table with the following columns: 'Child', 'Meeting', 'Date', 'Time', and 'Room'. A single meeting entry is visible for 'Corey [redacted]' and 'Todd [redacted]' on 'Thu Oct 4th' from '5:20 PM - 5:30 PM'. There is a trash icon in the bottom right corner of the table row.

Child	Meeting	Date	Time	Room
Corey [redacted]	Todd [redacted]	Thu Oct 4th	5:20 PM - 5:30 PM	

# Borrar una cita.

1. Vea su calendario.



The screenshot shows a web interface for a calendar. At the top left, there is a logo for 'ETC WIZARD' and the text 'Andrea [redacted] Schedule'. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header, there are navigation options: 'Print', 'Email', 'Export iCal', and 'Refresh'. On the right side, there is a red button labeled '+ Add a Meeting'. The main content is a table with the following columns: 'Child', 'Meeting', 'Date', 'Time', and 'Room'. A single row is visible with the following data: 'Corey [redacted]', 'Todd [redacted]', 'Thu Oct 4th', '5:20 PM - 5:30 PM', and a trash icon in the 'Room' column.

Child	Meeting	Date	Time	Room
Corey [redacted]	Todd [redacted]	Thu Oct 4th	5:20 PM - 5:30 PM	[trash icon]

2. Haga clic en la papelera de la cita que le gustaría borrar.

# Agregar una cita.

**SOLO PUEDE AGREGAR CITAS DURANTE EL PERIODO ESTABLECIDO PARA RESERVAR CITAS.**

1. Vea su calendario.

The screenshot shows the 'Schedule' page for user Andrea. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header, there are utility icons for 'Print', 'Email', 'Export iCal', and 'Refresh'. A red button labeled '+ Add a Meeting' is positioned on the right. The main content is a table with columns: Child, Meeting, Date, Time, and Room. A single row is visible with the following data:

Child	Meeting	Date	Time	Room
Corey	Todd	Thu Oct 4th	5:20 PM - 5:30 PM	

2. Haga clic en el botón **Add a Meeting**.

This screenshot shows the first step of the 'Add a Meeting' process. At the top, a progress indicator shows 'Step: 1' highlighted in red, with '2' and '3' in grey. Below the progress bar are 'Go Back' and 'Continue >' buttons. The main area contains a table with columns 'Conference Name' and 'Date':

Conference Name	Date
<input type="checkbox"/> 2018 Fall Conference	Thursday Oct 4th - Friday Oct 5th

3. Seleccione a los maestros con los que desea realizar una cita y haga clic en **Continue**.

This screenshot shows the second step of the 'Add a Meeting' process. The progress indicator now shows 'Step: 2' highlighted in red. The 'Go Back' button is on the left, and the 'Continue >' button is on the right. The main area features a table with columns: Teacher/Team, Student, Description, and Room. The '2018 Fall Conference' is selected in a dropdown menu, and the time is set to 'Thu Oct 4, 5 - 8 PM'. The table lists several teachers and their associated students:

<input checked="" type="checkbox"/>	Teacher/Team	Student	Description	Room
<input checked="" type="checkbox"/>	Eric Kaisling	Corey	Spanish - HS	
<input checked="" type="checkbox"/>	Kelly Mielcarz	Corey	Vocal Music	
<input checked="" type="checkbox"/>	Leah Johnson	Corey	Physical Science	
<input checked="" type="checkbox"/>	Sarah Kandl	Corey	Communication Arts - HS	
<input checked="" type="checkbox"/>	Tina Dohm	Corey	Mathematics - HS	
<input checked="" type="checkbox"/>	Todd Holmberg	Corey	Social Science - HS	

4. Seleccione la hora que le gustaría reservar su cita con cada maestro, para continuar haga clic en **Continue**.

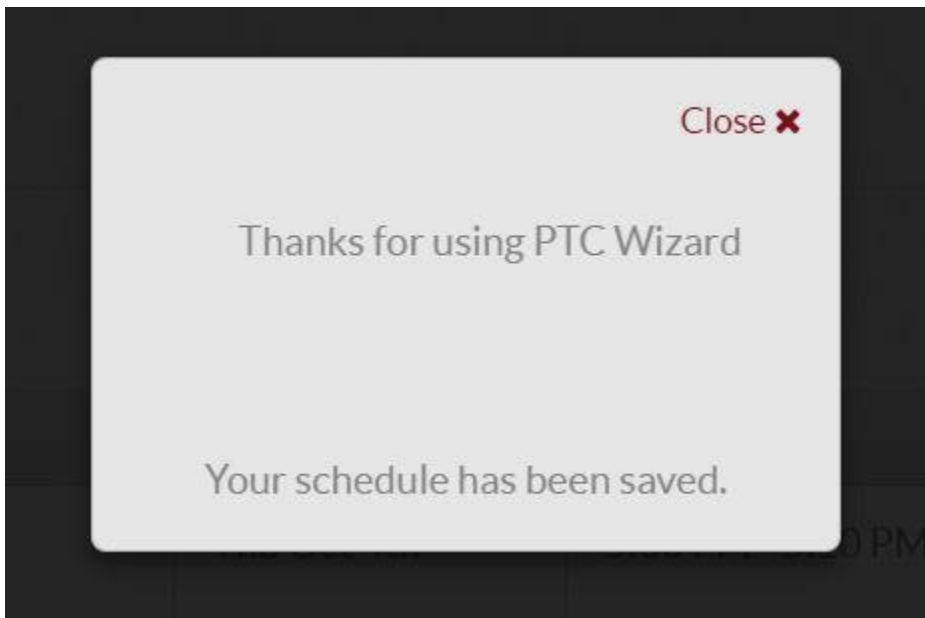
PTC Wizard Andrea Koek Schedule ACCOUNT SETTINGS | SIGN OUT

Step: 1 2 3

Go Back 2018 Fall Conference Thu Oct 4, 5 - 8 PM Continue >

	Leah Johnson Room:	Tina Dohm Room:	Sarah Kandl Room:	Kelly Mielcarz Room:	Eric Kaisling Room:	Todd Holmberg Room:
5:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5:10 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:20 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:40 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:50 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:10 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:20 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6:40 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Recibirá una pantalla de confirmación. Haga clic en **Close**.



6. Verá una lista con sus citas confirmadas.

PTC Wizard Schedule ACCOUNT SETTINGS | SIGN OUT

Print Email Export iCal Refresh + Add a Meeting

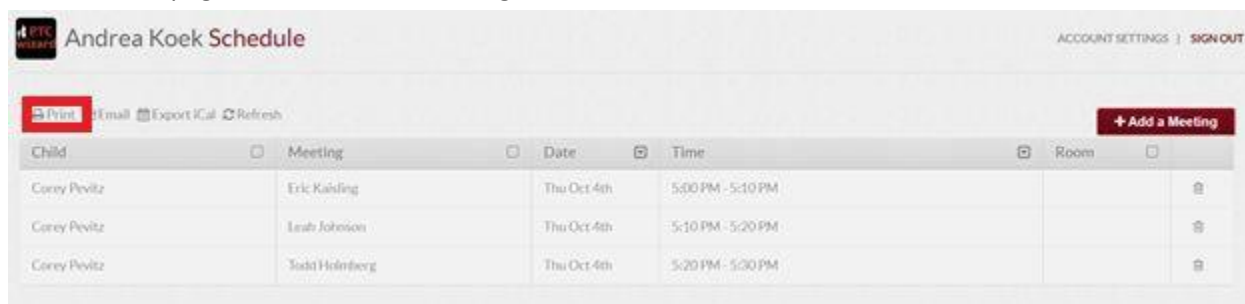
Child	Meeting	Date	Time	Room
Corey [redacted]	Eric Kaisling	Thu Oct 4th	5:00 PM - 5:10 PM	
Corey [redacted]	Leah Johnson	Thu Oct 4th	5:10 PM - 5:20 PM	
Corey [redacted]	Todd Holmberg	Thu Oct 4th	5:20 PM - 5:30 PM	

7. Recibirá un correo electrónico con su calendario.



## Imprimir su calendario.

1. En la página de su calendario. Haga clic en el botón **Print**

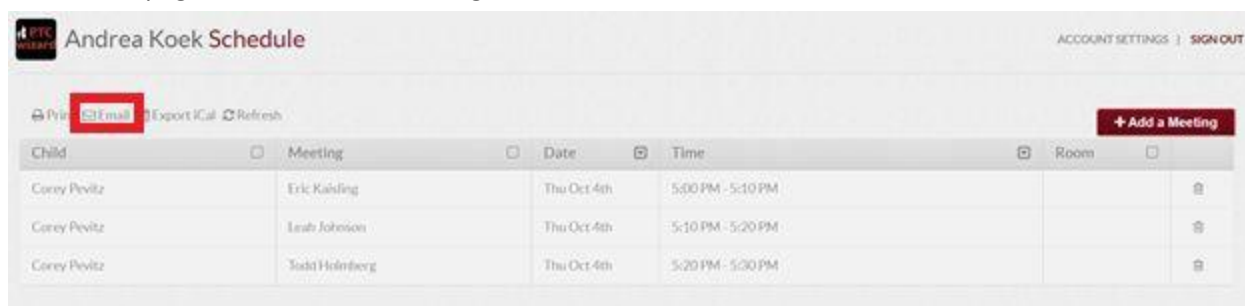


The screenshot shows the 'Andrea Koek Schedule' interface. At the top left, there is a logo and the name 'Andrea Koek Schedule'. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header, there is a navigation bar with buttons for 'Print', 'Email', 'Export iCal', and 'Refresh'. The 'Print' button is highlighted with a red box. To the right of the navigation bar is a red button labeled '+ Add a Meeting'. Below the navigation bar is a table with the following columns: Child, Meeting, Date, Time, and Room. The table contains three rows of meeting data.

Child	Meeting	Date	Time	Room
Corey Pevitz	Eric Kaiding	Thu Oct 4th	5:00 PM - 5:10 PM	
Corey Pevitz	Leah Johnson	Thu Oct 4th	5:10 PM - 5:20 PM	
Corey Pevitz	Todd Holmberg	Thu Oct 4th	5:20 PM - 5:30 PM	

## Envíe el calendario a su correo electrónico.

1. En la página de su calendario, haga clic en el botón **Email**.

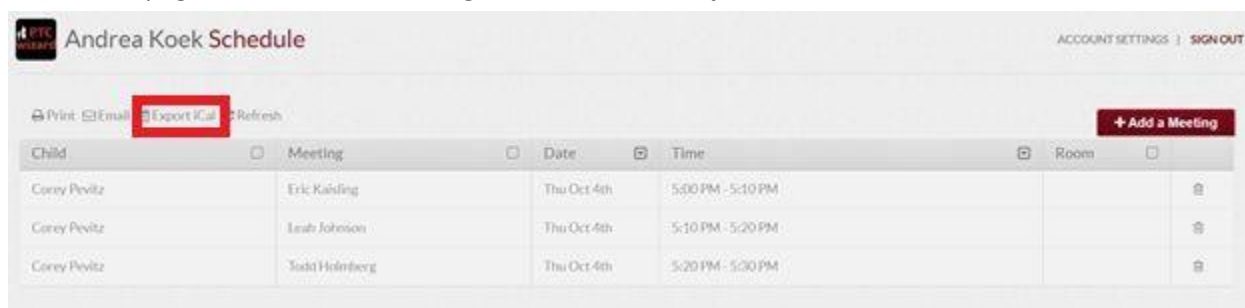


The screenshot shows the 'Andrea Koek Schedule' interface. At the top left, there is a logo and the name 'Andrea Koek Schedule'. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header, there is a navigation bar with buttons for 'Print', 'Email', 'Export iCal', and 'Refresh'. The 'Email' button is highlighted with a red box. To the right of the navigation bar is a red button labeled '+ Add a Meeting'. Below the navigation bar is a table with the following columns: Child, Meeting, Date, Time, and Room. The table contains three rows of meeting data.

Child	Meeting	Date	Time	Room
Corey Pevitz	Eric Kaiding	Thu Oct 4th	5:00 PM - 5:10 PM	
Corey Pevitz	Leah Johnson	Thu Oct 4th	5:10 PM - 5:20 PM	
Corey Pevitz	Todd Holmberg	Thu Oct 4th	5:20 PM - 5:30 PM	

## Agregar citas a su calendario.

1. En la página de su calendario haga clic en el botón **Export iCal**



The screenshot shows the 'Andrea Koek Schedule' interface. At the top left, there is a logo and the name 'Andrea Koek Schedule'. At the top right, there are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header, there is a navigation bar with buttons for 'Print', 'Email', 'Export iCal', and 'Refresh'. The 'Export iCal' button is highlighted with a red box. To the right of the navigation bar is a red button labeled '+ Add a Meeting'. Below the navigation bar is a table with the following columns: Child, Meeting, Date, Time, and Room. The table contains three rows of meeting data.

Child	Meeting	Date	Time	Room
Corey Pevitz	Eric Kaiding	Thu Oct 4th	5:00 PM - 5:10 PM	
Corey Pevitz	Leah Johnson	Thu Oct 4th	5:10 PM - 5:20 PM	
Corey Pevitz	Todd Holmberg	Thu Oct 4th	5:20 PM - 5:30 PM	