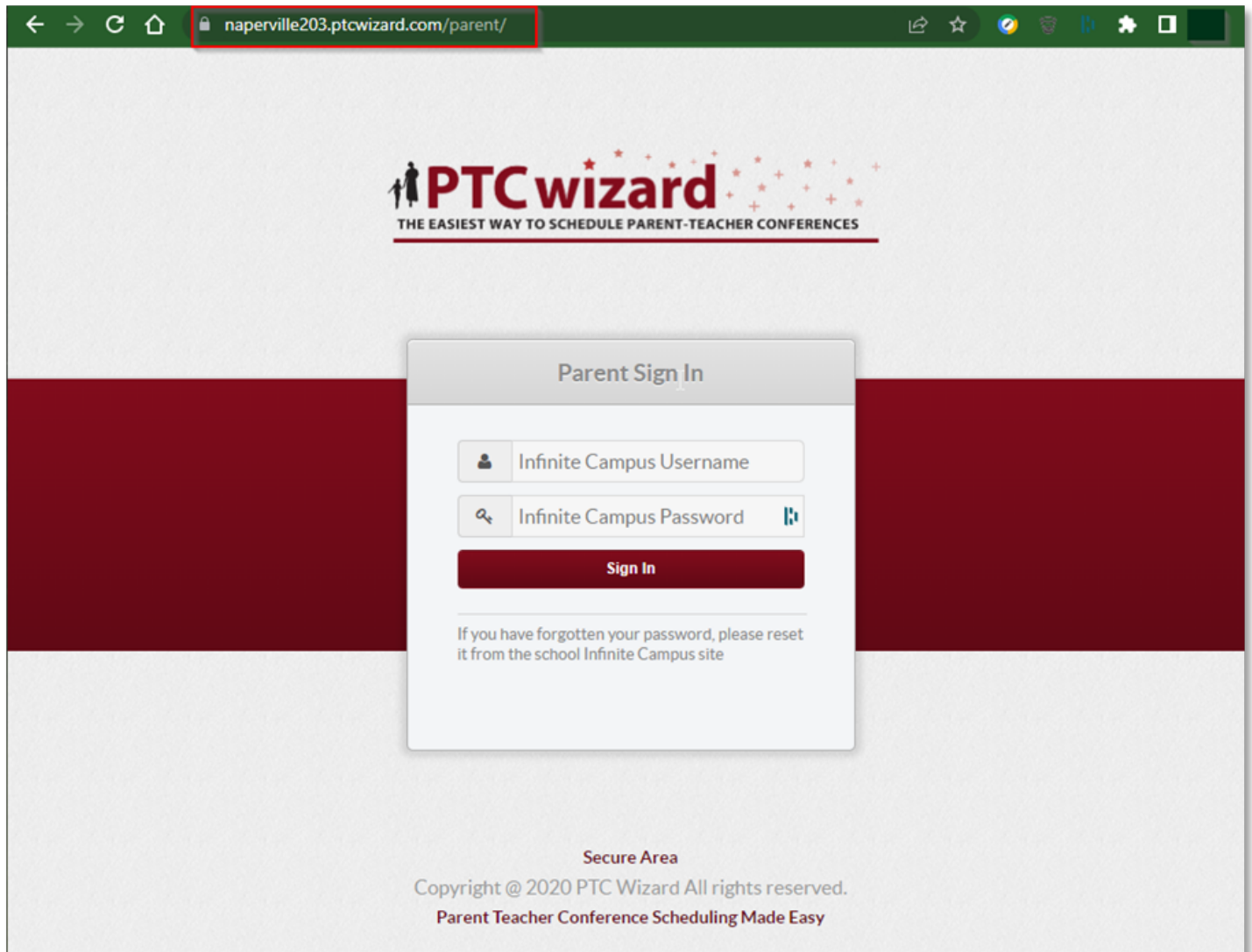



Parent Guide for PTC Wizard

1. Open the Parent Sign In page for PTC Wizard, <https://naperville203.ptcwizard.com/parent/>.
2. Enter the same username and password that you use to access the Campus Parent Portal site.






The screenshot shows a web browser window with the address bar displaying <https://naperville203.ptcwizard.com/parent/>. The page features the PTC Wizard logo, which includes a silhouette of a family and the text "PTC wizard" in a large, bold font, with "THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES" in a smaller font below it. The main content area is a "Parent Sign In" form. It has two input fields: "Infinite Campus Username" and "Infinite Campus Password". Below these fields is a red "Sign In" button. A link for password reset is provided: "If you have forgotten your password, please reset it from the school Infinite Campus site". At the bottom of the page, it says "Secure Area", "Copyright @ 2020 PTC Wizard All rights reserved.", and "Parent Teacher Conference Scheduling Made Easy".

← → ↻ 🏠 🔒 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

If you have forgotten your password, please reset it from the school Infinite Campus site

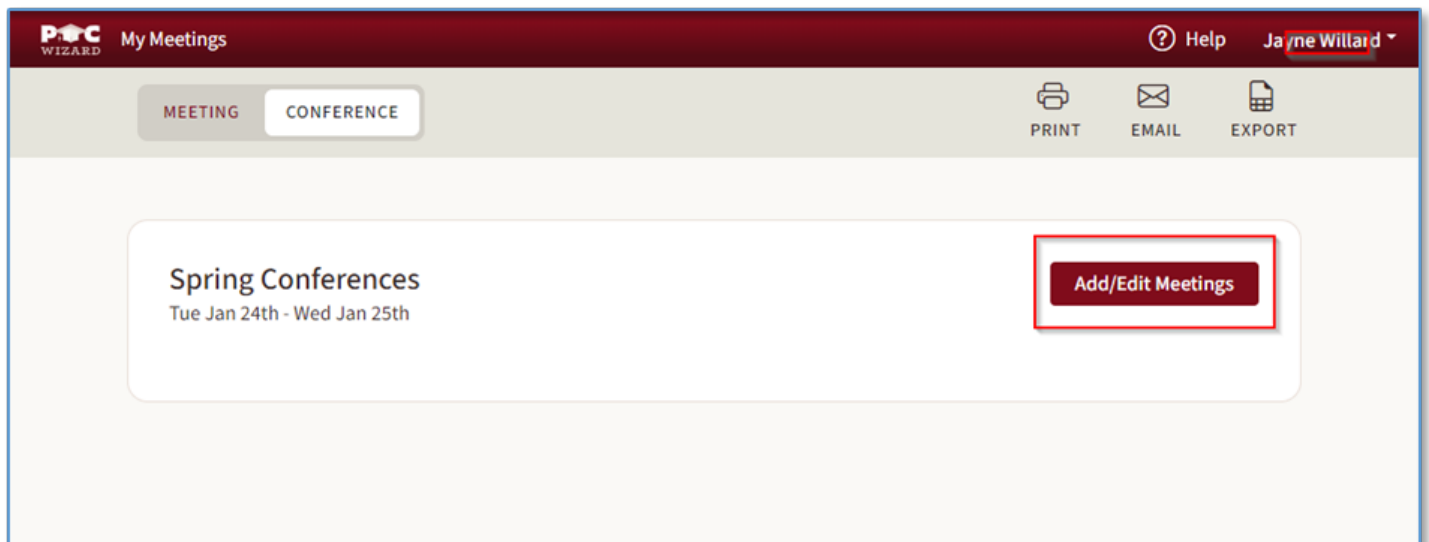
Secure Area
Copyright @ 2020 PTC Wizard All rights reserved.
Parent Teacher Conference Scheduling Made Easy

Parent Guide for PTC Wizard

Once you are logged into PTC Wizard you can always access the built in Help by clicking the button in the upper right.



Select the conference for which you want to sign up for. If you have students at more than one building in the district, you will see multiple to choose from. Please note some schools open their windows to sign up on different days.



Choose the date you would like to make an appointment for.

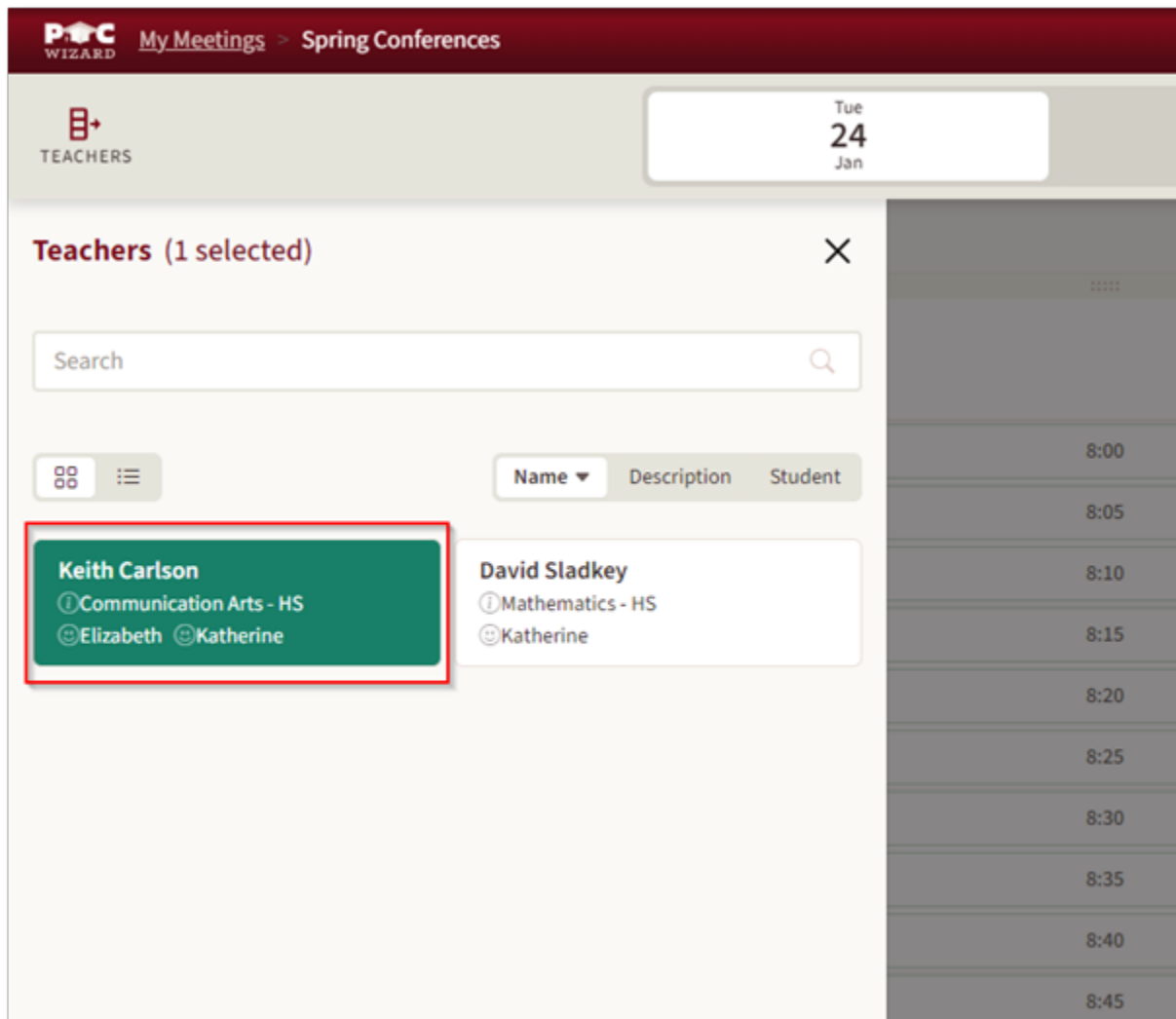


Parent Guide for PTC Wizard

Click the Teachers button to see your student's teachers who are available to select appointments for on that day.



Click the teachers you would like to include. And click the close (X) button.



Parent Guide for PTC Wizard

Click the timeslot that you would like to book. If you have more than one student with that teacher, choose which student you would like the appointment to be for with that teacher. Your appointment is immediately booked at that time.

The screenshot shows the PTC Wizard interface. At the top, there's a red header with the PTC Wizard logo and navigation links: "My Meetings" and "Spring Conferences". Below the header, there's a navigation bar with a "TEACHERS" button and a date selector showing "Tue 24 Jan" and "Wed 25 Jan". The main area displays a meeting booking grid for Keith Carlson. The grid shows time slots from 8:00 AM to 9:00 AM. A red arrow points to the 8:00 AM slot. A modal dialog is open in the center, asking "For which student?" with two options: "Elizabeth" and "Katherine". A "Cancel" button is also present.

PTC WIZARD My Meetings > Spring Conferences

TEACHERS

Tue 24 Jan Wed 25 Jan

Keith Carlson

Elizabeth Katherine

Communication Arts - HS

<https://naperville203.zoom.us/j/6320139591>

8:00 AM 8:00

8:05

8:10

8:15 AM

8:30 AM

8:45 AM

9:00 AM

8:45 8:50 8:55 9:00

For which student?

Elizabeth Katherine

Cancel

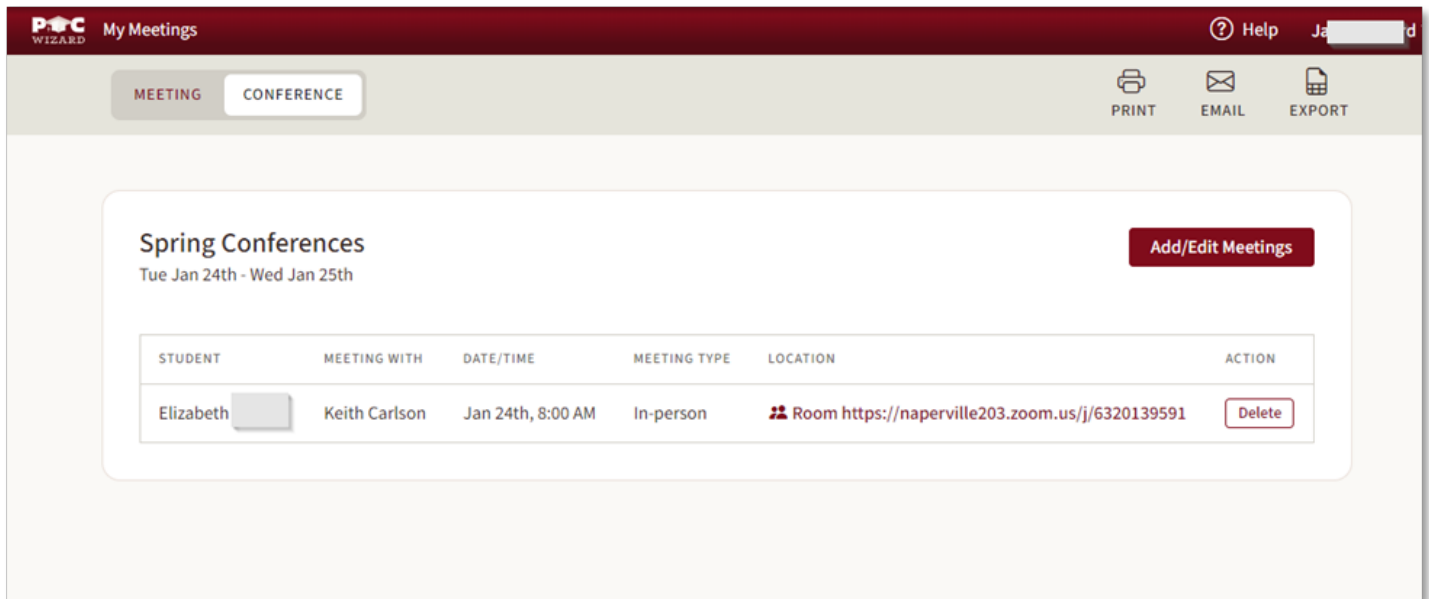
Parent Guide for PTC Wizard

Once you have completed selecting all of your appointments, you can click the Agenda button to view all of your appointments and send yourself an email with your schedule by clicking the Confirm this agenda button at the bottom of the screen.

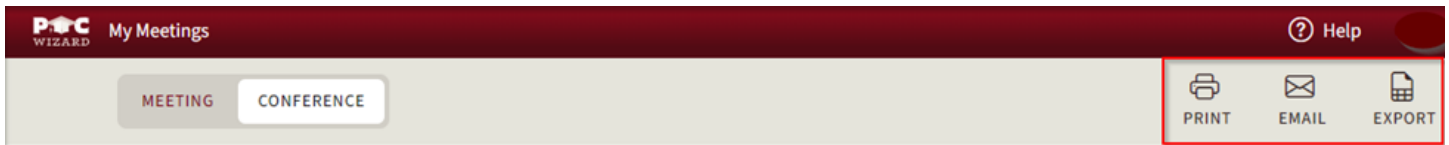
The screenshot shows the PTC Wizard interface. At the top, there's a header with 'My Meetings > Spring Conferences' and a 'Help' button. Below the header, there's a date selector showing 'Tue 24 Jan' and 'Wed 25 Jan'. On the right side, there's a red button labeled 'AGENDA' with a calendar icon and the number '1'. The main area displays a grid of meeting slots for two teachers: Keith Carlson and David Sla. The grid shows time slots from 8:00 AM to 9:30 AM. Keith Carlson's slot at 8:00 AM is highlighted in green. On the right side, there's a sidebar with 'STUDENT' and 'MEETING TYPE/LOCATION' sections. At the bottom right, there's a red button labeled 'Confirm this agenda' with the text 'You can always return and make changes. Your current agenda will be emailed to you.'

Parent Guide for PTC Wizard

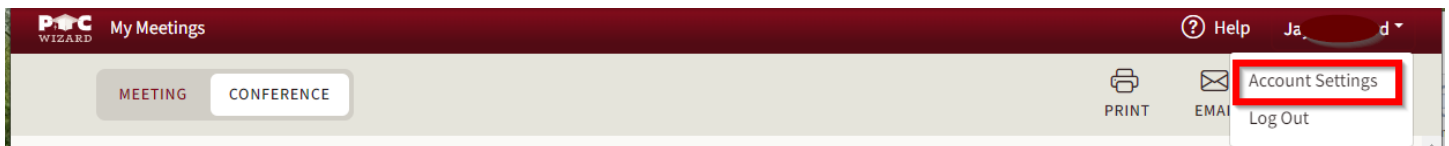
You can view your scheduled conference appointments.



You can choose to Print, Email, or Export your schedules.

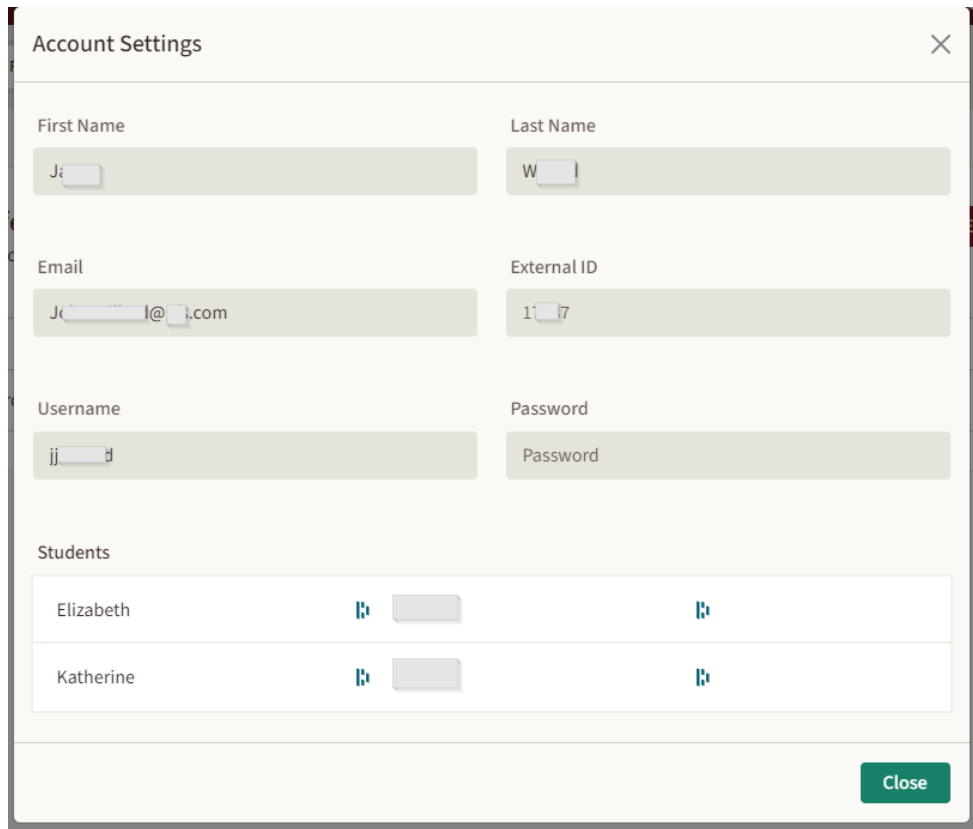


If you are unsure which email that your schedule is being sent to, you can view that email in the Account Settings screen. You can view this by clicking on the down arrow next to your name and clicking Account Settings.



Parent Guide for PTC Wizard

This screen will show your name, username, email address, and students. Not your password will not be seen here nor can it be changed in PTC Wizard. To change your password you will need to log into your Campus Portal account.



The screenshot shows a dialog box titled "Account Settings" with a close button (X) in the top right corner. The dialog contains several input fields for user information:

- First Name:** A text box containing "Jc".
- Last Name:** A text box containing "W".
- Email:** A text box containing "Jc@.com".
- External ID:** A text box containing "17".
- Username:** A text box containing "jjd".
- Password:** A text box labeled "Password".

Below the input fields is a section titled "Students" containing a table with two rows:

Student Name	Icon 1	Icon 2
Elizabeth	[Icon]	[Icon]
Katherine	[Icon]	[Icon]

At the bottom right of the dialog is a green button labeled "Close".

When you are finished you can log out of the application by clicking the down arrow next to your name and selecting Log Out

