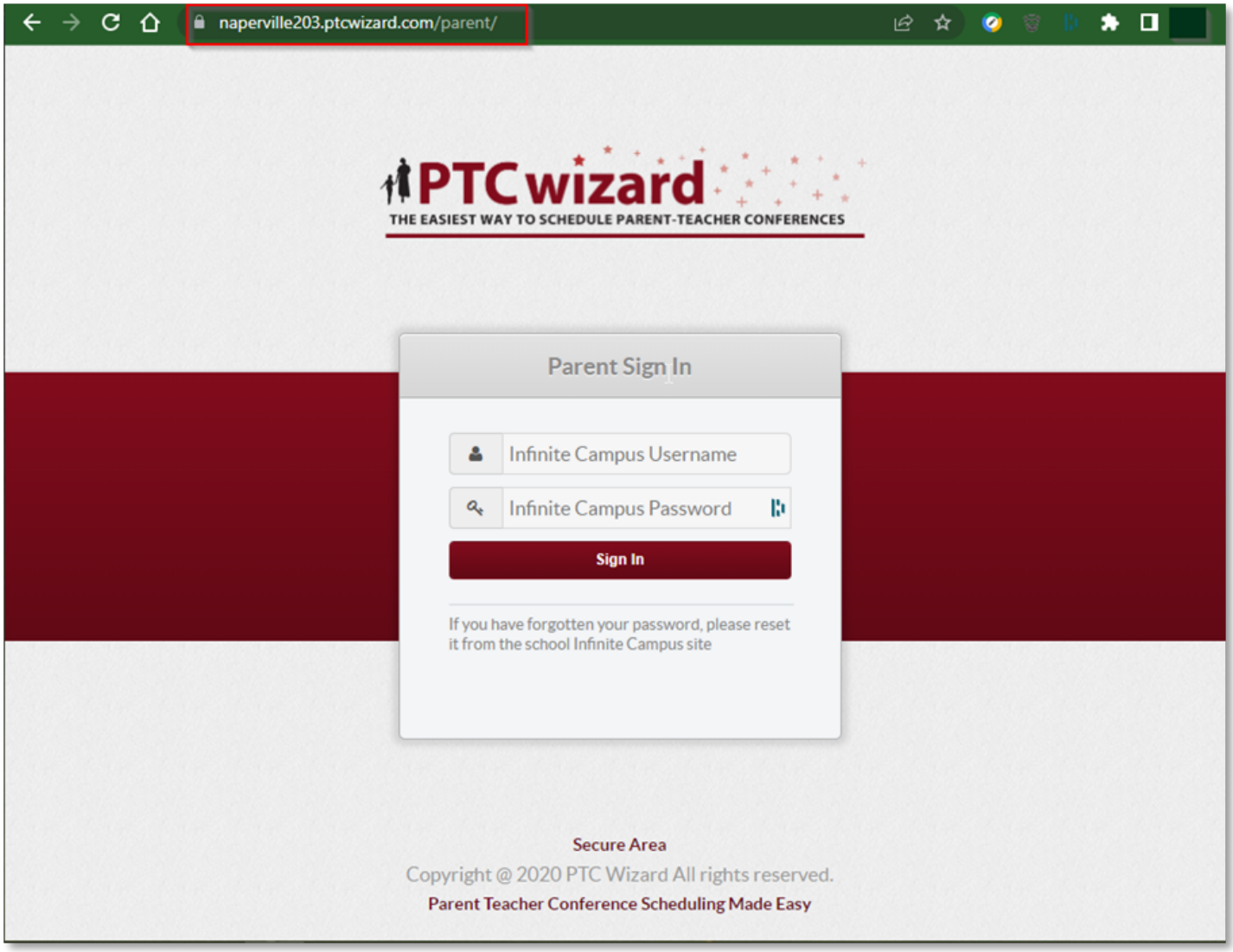
Parent Guide for PTC Wizard

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.



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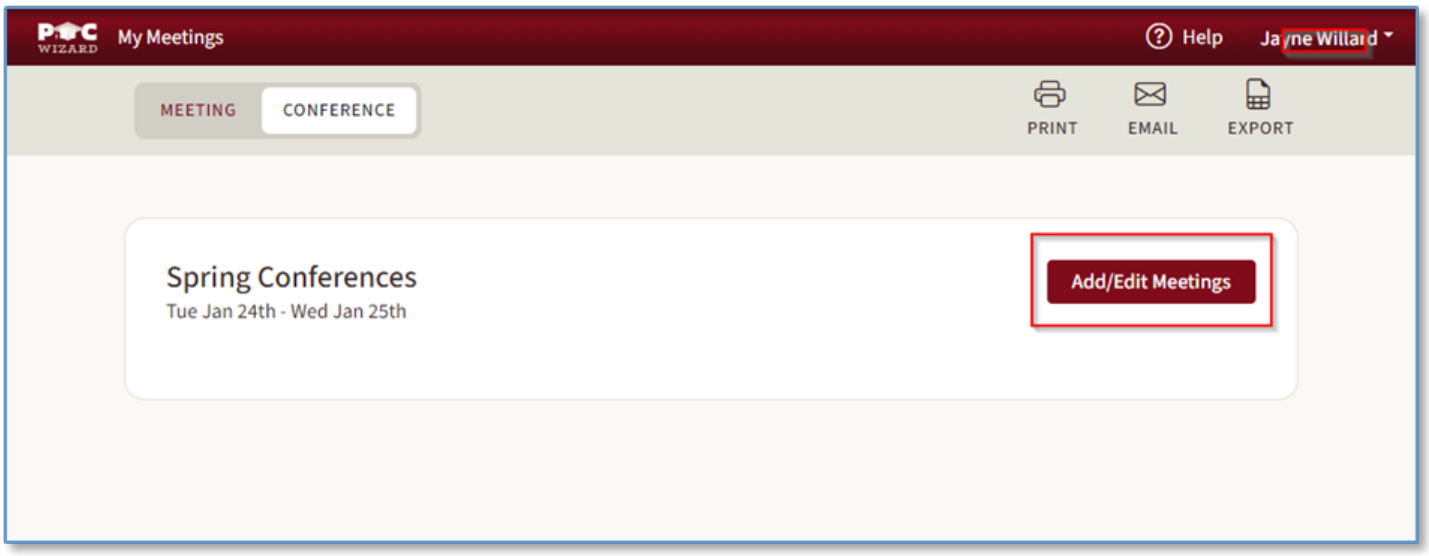
Once you are logged into PTC Wizard you can always access the built in Help by clicking the button in the upper right.

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.

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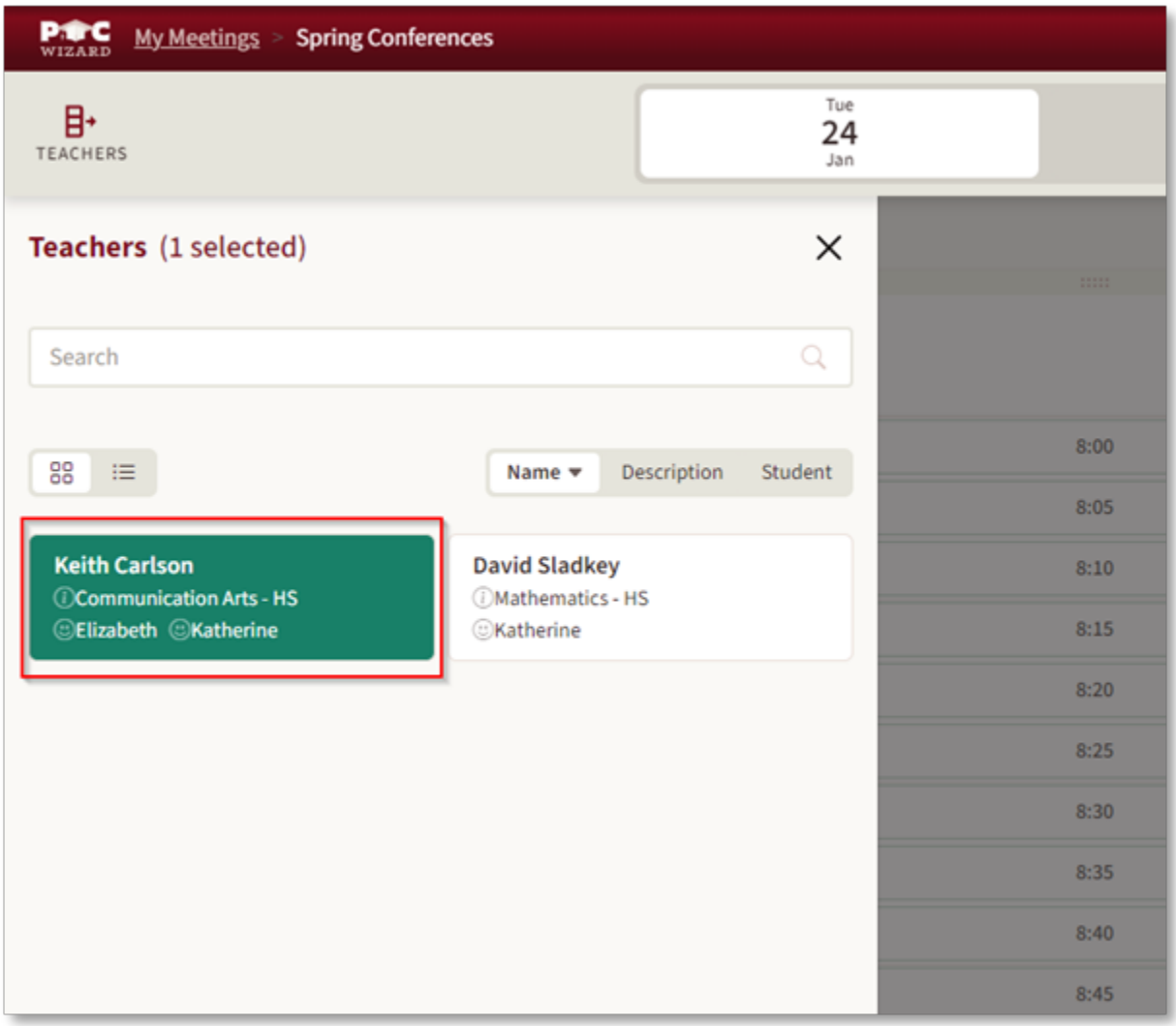
Click the Teachers button to see your student's teachers who are available to select appointments for on that day.

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



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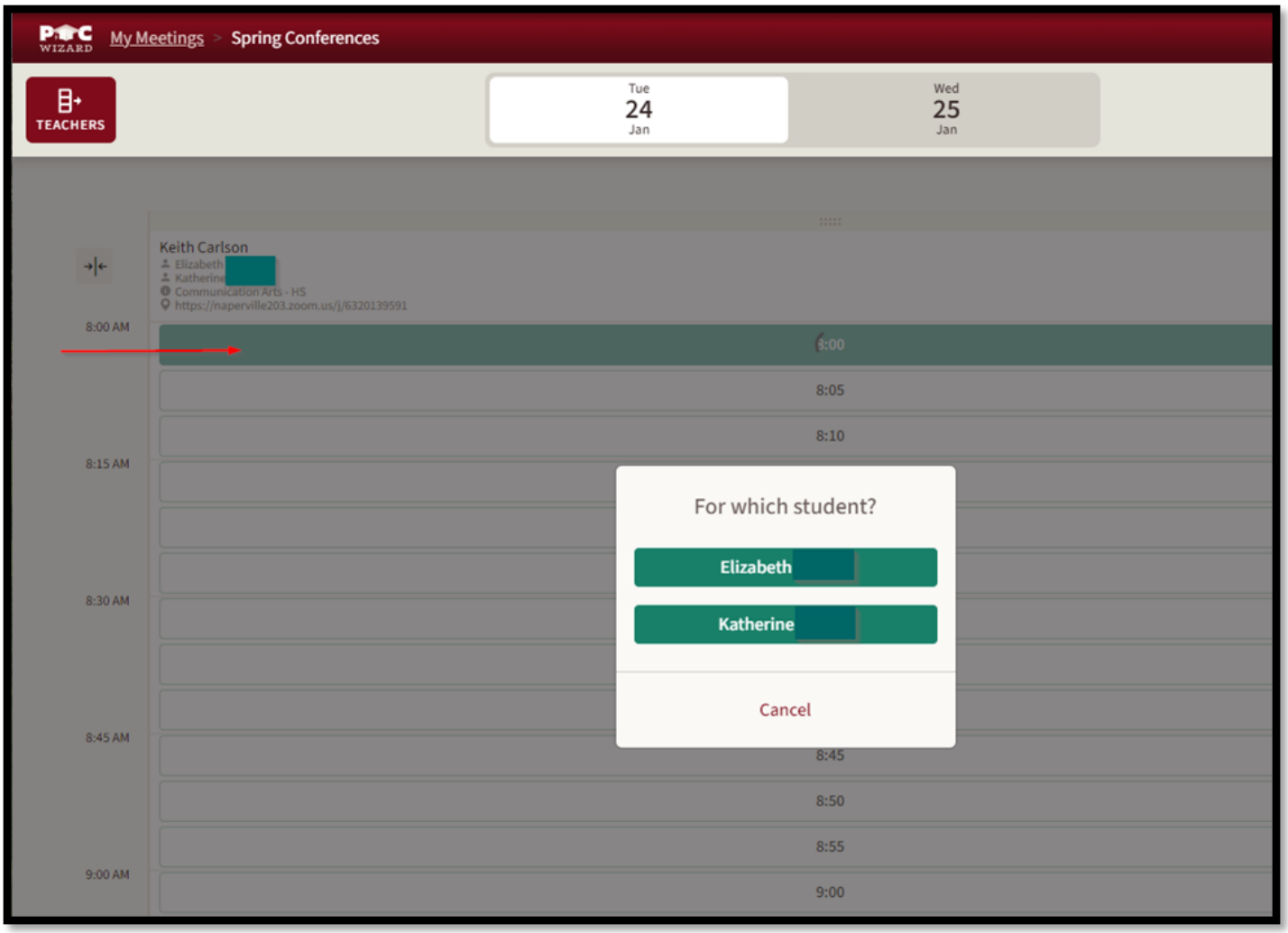
Click the timeslot that you would like to book. If you have more than one student with that teacher, choose which student you would like the appointment to be for with that teacher. Your appointment is immediately booked at that time.



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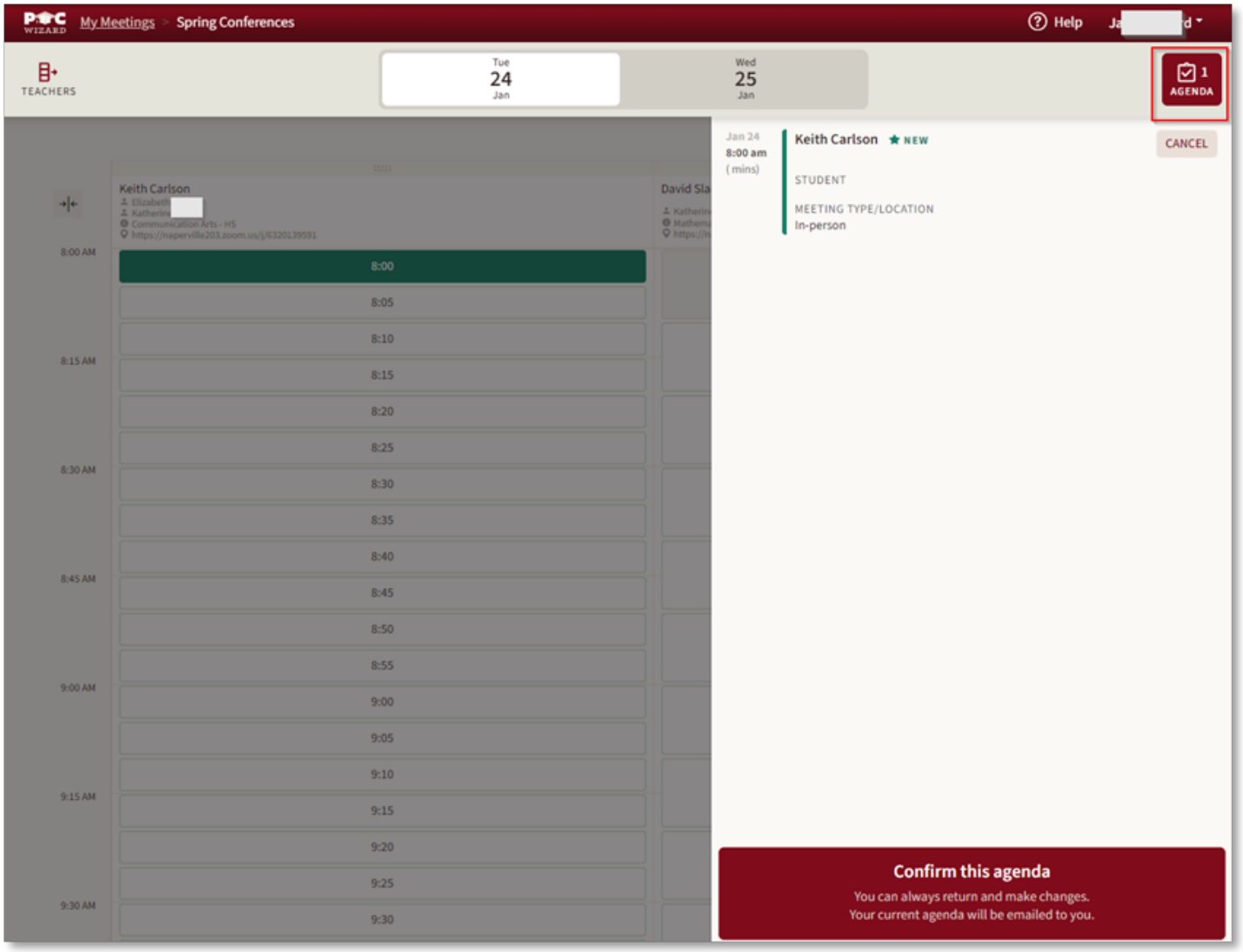
Once you have completed selecting all of your appointments, you can click the Agenda button to view all of your appointments and send yourself an email with your schedule by clicking the Confirm this agenda button at the bottom of the screen.



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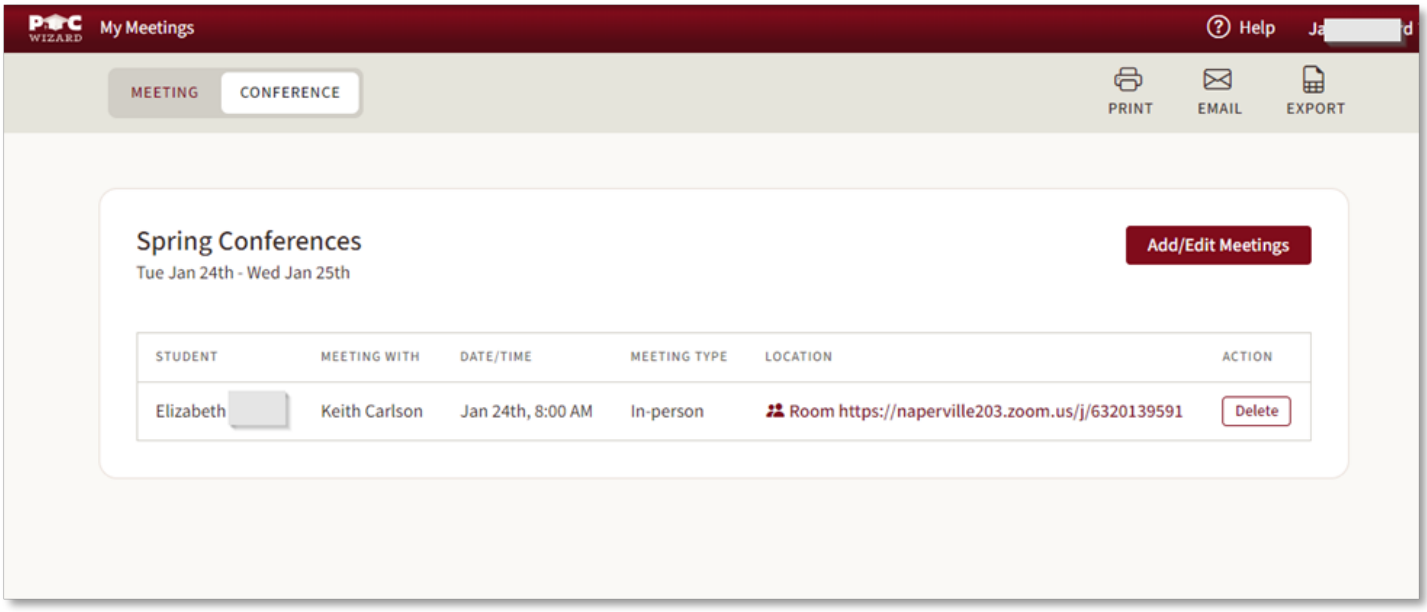
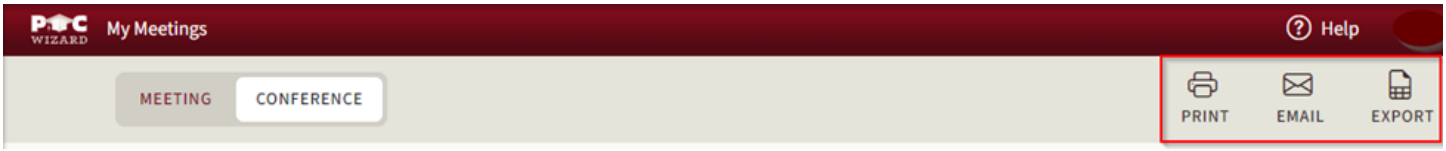
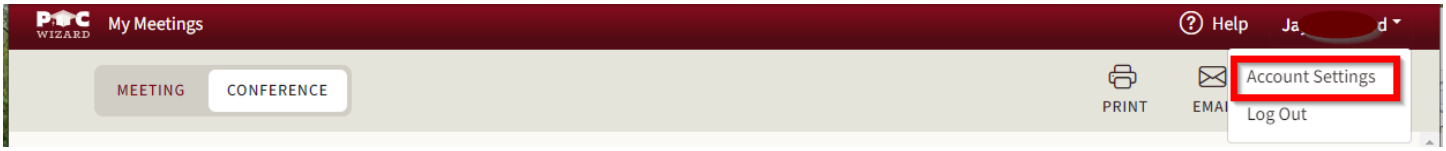
You can view your scheduled conference appointments.



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.



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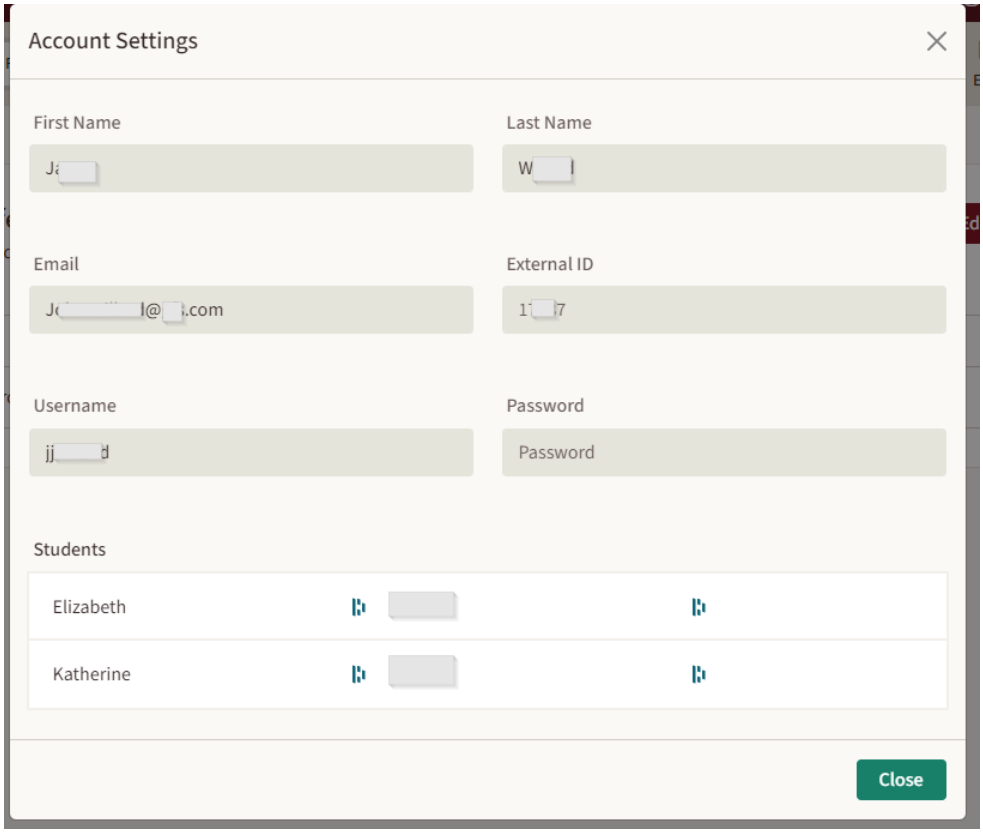
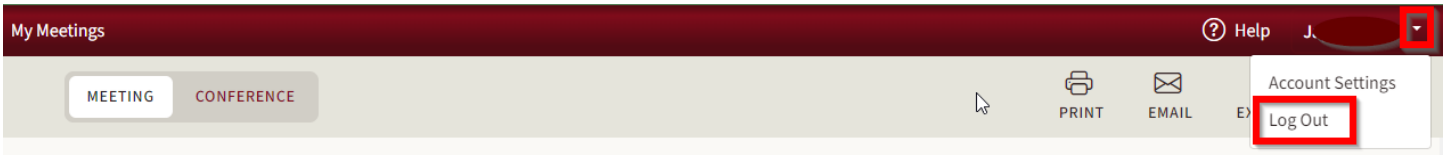
This screen will show your name, username, email address, and students. Not your password will not be seen here nor can it be changed in PTC Wizard. To change your password you will need to log into your Campus Portal account.



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