



# PTC WIZARD

## Parent Guide

# STEP 1: SIGN IN

Navigate to the District 203 PTC Wizard website which is <https://naperville203.ptcwizard.com>. You will use your Infinite Campus portal username and password to log into PTC Wizard. If you do not have an Infinite Campus Portal account, please see the PTC Wizard Login FAQ document located on the District Website under Frequently Asked Questions.

**IMPORTANT NOTE:** PTC Wizard *passwords are CASE-SENSITIVE*. If you created your password in Infinite Campus using mixed case, please use that same format in PTC Wizard.

The image shows a screenshot of a web browser displaying the login page for the District 203 PTC Wizard. The browser's address bar shows the URL <http://naperville203.ptcwizard.com>. The page header includes the District 203 logo and the text "Naperville Community Unit School District 203, Naperville, Illinois". The main content area features a sign-in form with the following elements:

- A "Welcome to the PTC Wizard :: Sign in here" heading.
- A "Username" label followed by an input field. A callout box labeled "District 203 PTC Wizard Site URL" points to the browser's address bar.
- A "Password" label followed by an input field. A callout box labeled "Parent's Infinite Campus username" points to the Username input field.
- A "Sign In" button.
- A "Forgot your password?" link.

At the bottom of the page, there is a copyright notice: "Copyright © 2008 Computer Creation Systems, Inc. All rights reserved. Visit PTC Wizard (<http://www.ptcwizard.com>) - The premier web based p...".

A large orange callout box on the left side of the page contains the following text:

**NOTE: If you are having problems logging in. See the Frequently Asked Questions at the bottom of this document.**

Another orange callout box at the bottom right of the page is labeled "Parent's Infinite Campus password" and points to the Password input field.



# STEP 2: CHOOSE YOUR SCHOOLS & DATES

Select the dates for the schools you would like to attend and click Continue.

Once you click the Continue button, you will be asked to confirm your choice(s). Click the Continue button if you are happy with your selections, or click the Back button to edit them.

**District 203 World Class** **Naperville Community School District** User: Joseph [redacted]  
My Account :: Logout ::

Home PTC Wizard  
My Schedule Start Wizard >> Step 1

Ready to begin?  
Start by selecting the conference that you will be attending.

Naperville Central High School	
TEST-NCHS-Thursday (10/04/12)	<input type="checkbox"/>
TEST-NCHS-Friday (10/05/12)	<input type="checkbox"/>
Maplebrook Elementary School	
Test-PI Conference Ms Smith (10/03/12)	<input type="checkbox"/>
Test-MB-Thursday (10/04/12)	<input type="checkbox"/>
Test-MB-Friday (10/05/12)	<input type="checkbox"/>
Lincoln Junior High School	
Test-LJHS-Thursday (10/04/12)	<input type="checkbox"/>
TEST-LJHS-Friday (10/05/12)	<input type="checkbox"/>

Back Continue

Choose your schools and dates

Click continue to proceed

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# STEP 3: CHOOSE YOUR TEACHER(S)

After you confirm the schools and dates you selected (Thursday at Naperville Central for example), you will see a list of teachers that are available for that particular selection. Select the teachers with whom you wish to make a conference. You may select multiple teachers at one time.

Once you click the Continue button, you will be asked to confirm your choices of teachers. Click the Continue button if you are happy with your selections, or click the Back button to edit them.

**District 203 World Class**

**Naperville Community School District** User: Joseph [redacted]  
My Account :: Logout ::

Home PTC Wizard

My Schedule Start Wizard >> Step 1 >> Step 2

TEST-NCHS-Thursday: Meeting on Thursday, October 4, 2012

Please select the teachers or teams with whom you will need to meet.  
Only teachers or teams that are attending this conference will be displayed.  
Therefore it is possible that the teacher or team you are looking for will not be displayed.

Name	Description	Room	Student Name
<input type="checkbox"/> Test NCHS team	(Deborah Adams, Neil Duncan, Jacquelyn Barker)	TBD	
<input type="checkbox"/> Jacquelyn Barker	(General Science)		Joseph [redacted]
<input type="checkbox"/> Neil Duncan	(Physical Education-HS)		Joseph [redacted]
<input type="checkbox"/> Brandon Estes	(Instrumental Music)		Joseph [redacted]
<input type="checkbox"/> Lisa Gebbie	(Mathematics - HS)		Joseph [redacted]
<input type="checkbox"/> John Hayward	(Communication Arts - HS)		Joseph [redacted]
<input type="checkbox"/> Michael Ortiz	(Spanish - HS)		Joseph [redacted]

[Show more teachers](#)

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Choose your teacher(s)

Click continue to proceed



# STEP 4: CHOOSE APPOINTMENT TIME(S)

After you confirm your teacher selections, you will see a side by side schedule with all the teachers you requested. If you have one child in your account then a checkbox will appear next to each available time slot. If you have more than one child in your account, then a drop down menu will appear next to each available time slot. Either check the times you wish to reserve or specify the child for each time slot you wish to reserve, then click Continue.

The screenshot shows the PTC Wizard interface for Naperville Central High School. The user is logged in as Joseph. The interface displays a side-by-side schedule for three teachers: Neil Duncan, Brandon Estes, and Jacquelyn Barker. The meeting is on Thursday, October 4, 2012. The user is prompted to choose a time slot to reserve. The time slots are listed in a table, with checkboxes next to each slot. The 06:25 PM slot for Neil Duncan is selected. The 06:50 PM and 07:40 PM slots are marked as UNAVAILABLE. The 06:00 PM slot for Jacquelyn Barker is also selected. A 'Continue' button is visible at the bottom right of the schedule area.

Teacher	Room	06:00 PM	06:25 PM	06:50 PM	07:15 PM	07:40 PM
Neil Duncan	Joseph [redacted]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	UNAVAILABLE	<input type="checkbox"/>	UNAVAILABLE
Brandon Estes	Joseph [redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jacquelyn Barker	Joseph [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Choose from available conference times**

**NOTE: You may receive a message when clicking a choice indicating that another parent already booked that time slot. This will occur when another parent currently logged in selected that appointment timeslot prior to you selecting it.**

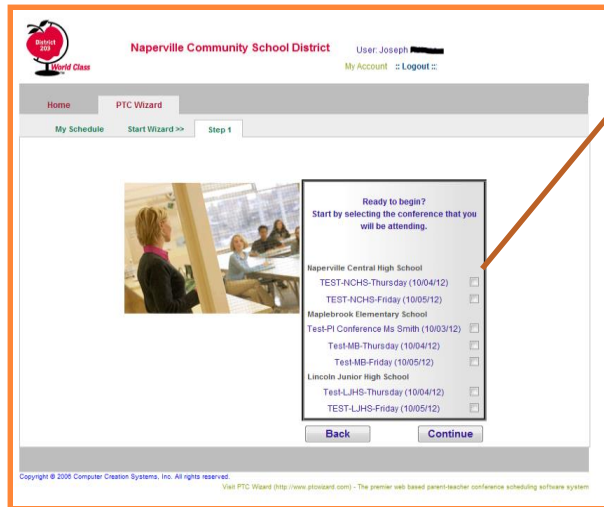
**You may also receive a message indicating you have already booked another conference for that time slot at another school.**

**Click continue to proceed**

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# STEP 5: REPEAT FOR REMAINING CONFERENCES

You will repeat Steps 2 through 4 for each school/date that you chose to attend



**Naperville Community School District** User: Joseph [redacted]  
My Account Logout

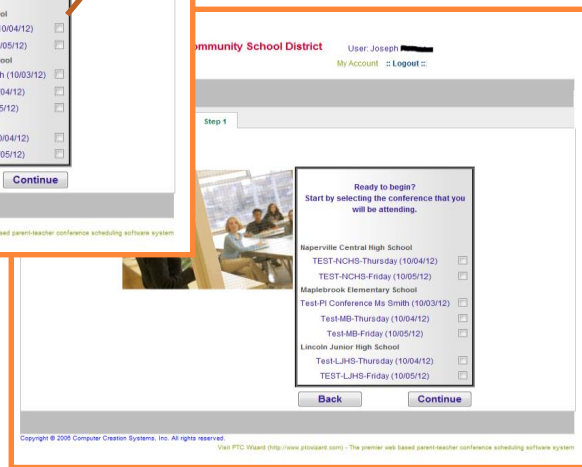
Home PTC Wizard  
My Schedule Start Wizard >> Step 1

Ready to begin?  
Start by selecting the conference that you will be attending.

- Naperville Central High School
- TEST-NCHS-Thursday (10/04/12)
- TEST-NCHS-Friday (10/05/12)
- Maplebrook Elementary School
- Test-PI Conference Ms Smith (10/03/12)
- Test-MB-Thursday (10/04/12)
- Test-MB-Friday (10/05/12)
- Lincoln Junior High School
- Test-LJHS-Thursday (10/04/12)
- TEST-LJHS-Friday (10/05/12)

Back Continue

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**Community School District** User: Joseph [redacted]  
My Account Logout

Step 1

Ready to begin?  
Start by selecting the conference that you will be attending.

- Naperville Central High School
- TEST-NCHS-Thursday (10/04/12)
- TEST-NCHS-Friday (10/05/12)
- Maplebrook Elementary School
- Test-PI Conference Ms Smith (10/03/12)
- Test-MB-Thursday (10/04/12)
- Test-MB-Friday (10/05/12)
- Lincoln Junior High School
- Test-LJHS-Thursday (10/04/12)
- TEST-LJHS-Friday (10/05/12)

Back Continue

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User: Joseph [redacted]  
Account Logout

Meeting on Thursday, October 4, 2012

You will need to meet.  
Reference will be displayed.  
Looking for will not be displayed.

Room	Student Name
Joseph Barker) TBD	Joseph [redacted]
	Joseph [redacted]
	Joseph [redacted]
	Joseph [redacted]
	Joseph [redacted]
	Joseph [redacted]

Show more teachers

Back Continue

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Meeting on Thursday, October 4, 2012

06:00 PM	06:00 PM	06:00 PM
06:25 PM <input checked="" type="checkbox"/>	06:25 PM <input type="checkbox"/>	06:25 PM <input type="checkbox"/>
06:50 PM UNAVAILABLE	06:50 PM <input type="checkbox"/>	06:50 PM <input type="checkbox"/>
07:15 PM <input type="checkbox"/>	07:15 PM <input checked="" type="checkbox"/>	07:15 PM <input type="checkbox"/>
07:40 PM UNAVAILABLE	07:40 PM <input type="checkbox"/>	07:40 PM <input type="checkbox"/>

Back Continue

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# STEP 6: MY SCHEDULE

After cycling through each school/date, you will be brought to a page indicating you have completed the scheduling process. An email with your schedule is automatically sent. You can always reprint or re-email your schedule by selecting the My Schedule link in the PTC Wizard section. You can also cancel a conference by checking the Cancel check box and clicking the Cancel button.

If you want to change your schedule or add more appointments, simply cancel the conferences you no longer wish to keep and start the wizard again.

**Home** | **PTC Wizard** | **My Schedule** | **Start Wizard**

User: Joseph [redacted]  
My Account :: Logout ::

**Congratulations!**  
Here is your summary.  
Click on an appointment to add a comment.

06:00 PM	Jacquelyn Barker (Joseph)	Thu, Oct 4, 2012	[icon]
06:00 PM	Karen Barenbrugge (Vincent)	Thu, Oct 4, 2012	[icon]
06:05 PM	Jeffery Moores (Vincent)	Thu, Oct 4, 2012	[icon]
06:15 PM	Melissa Tomei (Vincent)	Thu, Oct 4, 2012	[icon]
06:25 PM	Neil Duncan (Joseph)	Thu, Oct 4, 2012	[icon]
06:50 PM	Paulette Alexan ()	Thu, Oct 4, 2012	[icon]
07:00 PM	Stacy Zipp (Angela)	Thu, Oct 4, 2012	[icon]
07:15 PM	Brandon Estes (Joseph)	Thu, Oct 4, 2012	[icon]
07:25 PM	Ross Berkley (Angela)	Thu, Oct 4, 2012	[icon]
08:00 AM	Jay Havenaar (Angela)	Fri, Oct 5, 2012	[icon]
08:25 AM	Neil Duncan ()	Fri, Oct 5, 2012	[icon]
08:30 AM	Jeffery Moores (Vincent)	Fri, Oct 5, 2012	[icon]
09:30 AM	Sophia Djendi (Vincent)	Fri, Oct 5, 2012	[icon]
09:40 AM	Brandon Estes (Joseph)	Fri, Oct 5, 2012	[icon]
11:15 AM	Corey Phillips (Angela)	Fri, Oct 5, 2012	[icon]

Click here to start the wizard again

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Log back in any time and click My Schedule to view/cancel your conferences

Message indicating that email was sent to the listed email address

# FAQ

- **What is the PTC Wizard URL to schedule conferences?**
  - <http://naperville203.ptcwizard.com>
- **What is my username and password for PTC Wizard?**
  - Your user information for the PTC Wizard is your Infinite Campus Portal username and password
- **I don't have a login to Infinite Campus – how do I get one?**
  - You should have received a Campus Portal Access Key Letter in the mail. If not, contact Parent Support at [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org) or 630.420.6825 and request a Campus Portal Access Key Letter. You will need to provide your name and your student's school, name, and ID. A letter with your portal activation key will be mailed via the US Postal Service to you. Letters can be picked up at the District Office ONLY if you have called ahead. You will need to provide photo ID to receive your letter. Please note: Portal Access Key Letters are specific to a particular parent. Please verify the letter is for you specifically.
- **Do I have to register as a new parent for each school in the district?**
  - No. Once you register on the Infinite Campus Parent Portal, you are considered a returning parent for all other schools in the district. Simply sign in using your username and password (Parent Portal) on the PTC Wizard web site and your schedule will be consolidated to reflect your appointments at all the schools in your district.
- **I'm entering my correct username and password but I still can't get into PTC Wizard?**
  - It may be because you created your Infinite Campus Portal username or password in mixed case. ***Passwords ARE CASE SENSITIVE in PTC Wizard, but not in Infinite Campus. If created your password in Infinite Campus using mixed case you will need to use that format when logging into PTC Wizard.***
- **What if I don't remember my username or password for Infinite Campus or if I used mixed case?**
  - If you do not remember your Infinite Campus username and/or password or are not sure if you used mixed case when creating them, you will need to contact the Parent Support helpdesk at [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org) or 630.420.6825.





# FAQ

- **I still cannot login after trying all of the above steps, what do I do now?**
  - Please make sure that the browser and your operating system that you are using have been updated to the most recent version. Most browsers and operating systems are supported but we have encountered issues with parents that are using older version of browsers that have not been updated in quite some time.
- **My browser is up-to-date but I still can't get in. Now what?**
  - Contact our support desk at [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org) or 630.420.6825 and our support personnel will work with you to get your problem resolved.
- **I'm trying to use my student's Infinite Campus username and password to log into PTC Wizard and I can't get in.**
  - Student accounts do not work with PTC Wizard, only parent accounts do. You will need to have a parent account to access PTC Wizard. Please see the instructions above on how to obtain a portal access key to set that account up.
- **I'm also a District employee, what username should I use schedule my student's conferences?**
  - When scheduling appointments for your children you will use your parent Infinite Campus username and password you normally use to log into the Campus Portal site.
- **Why are some time slots grayed out and I can't click on them?**
  - You have a conflicting or overlapping conference at that same time with another teacher or during that conference.
- **Why do some time slots say UNAVAILABLE?**
  - The word UNAVAILABLE will appear next to any time slot during which the teacher or team will not be able to accept conferences.



# FAQ (CONTINUED)

- **Why do some time slots say RESERVED?**
  - If you see the word reserved next to a time slot, another parent has already made a reservation with the teacher at that time. Reservations are on a first come, first served basis.
- **I clicked on an open conference timeslot but a message says the time is no longer available. What does that mean?**
  - It means another currently logged-in parent reserved that timeslot before you got a chance to reserve it. You will need to choose a different time. You can click the Back navigation button at the bottom of the screen and then click Continue to see an updated list of times available.
- **How can I get another copy of my schedule?**
  - You can always get another copy of your schedule by logging into your account, clicking the PTC Wizard link on top and then selecting My Schedule. You will see two links at the top right of that page. One link will print your schedule and the other will send a copy of your schedule to your email address.
- **How do I reschedule appointments?**
  - Simply log back on to the PTC Wizard website and walk through the wizard again and choose different times.
- **I am not able to schedule conferences when the scheduling window is open – Who do I call?**
  - Call your student's school for assistance
- **I never got an email from PTC Wizard. Why not?**
  - You may not have an email address set up or different email address set up in Infinite Campus. Log on to the Campus Portal site and verify that your email address is correct under Contact Settings. Also, emails sometimes get caught in Spam/Junk Mail folders. Check to ensure they are not being routed there by your email provider or application.

