PTC wizard

THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES

PTC Wizard Parent's Guide

Log into PTC Wizard

1. Click the parent link and enter your **Campus Portal username and password.** If you don't have a Campus Portal account you will need to contact Parent Support at 630-420-6825 or emailing parentsupport@naperville203.org. *Please note once you set up your account you will need to wait about an hour for your username and password to synchronize from Campus Portal to PTC Wizard.*

2. The first time you log in you will be presented with a message to accept email communications from PTC Wizard.
3. Click the checkbox and click 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

PLEASE NOTE THAT THE EMAIL YOU ARE PRESENTED WITH IS THE EMAIL YOU HAVE REGISTERED IN CAMPUS PORTAL
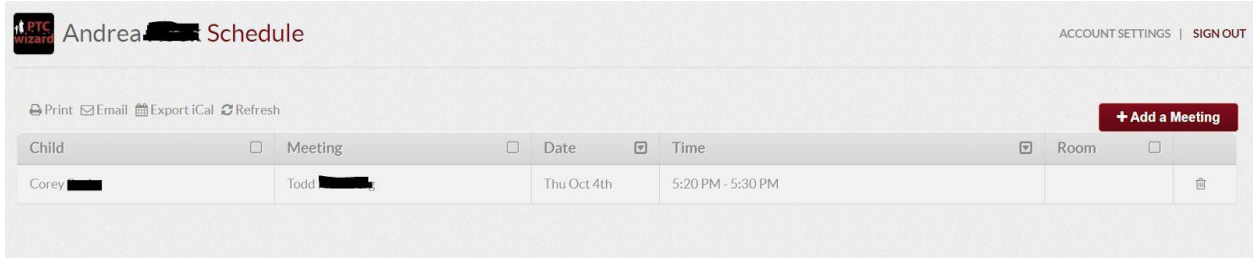
View Appointments

🖨 Print   ✉ Email   📅 Export iCal   ⟳ Refresh   **+ Add a Meeting**

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

Delete An Appointment

1. View your calendar

2. Click trash can on appointment you would like to delete.

Add An Appointment

YOU WILL ONLY BE ABLE TO ADD APPOINTMENTS DURING THE SCHEDULING WINDOW

1. View your calendar

2. Click Add a Meeting button

3. Select the teachers you would like to make an appointment with and click continue

4. Select the time you would like to book your appointment for for each teacher and click Continue

	Leah Johnson Room:	Tina Dohm Room:	Sarah Kandl Room:	Kelly Mielcarz Room:	Eric Kaisling Room:	Todd Holmberg Room:
5:00 PM	☐	☐	☐	☐	☑	☐
5:10 PM	☑	☐	☐	☐	☐	☐
5:20 PM	☐	☐	☐	☐	☐	☑
5:30 PM	☐	☐	☐	☐	☐	☐
5:40 PM	☐	☐	☐	☐	☐	☐
5:50 PM	☐	☐	☐	☐	☐	☐
6:00 PM	☐	☐	☐	☐	☐	☐
6:10 PM	☐	☐	☐	☐	☐	☐
6:20 PM	☐	☐	☐	☐	☐	☐
6:30 PM	☐	☐	☐	☐	☐	☐
6:40 PM	☐	☐	☐	☐	☐	☐

5. You will receive a confirmation screen. Click Close.
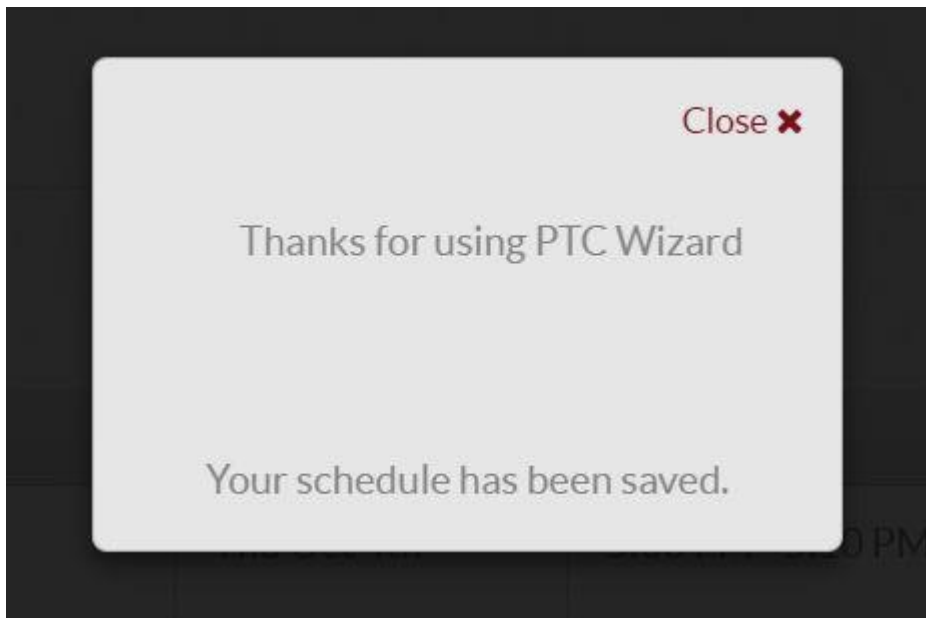
6. You will see a list of your confirmed appointments

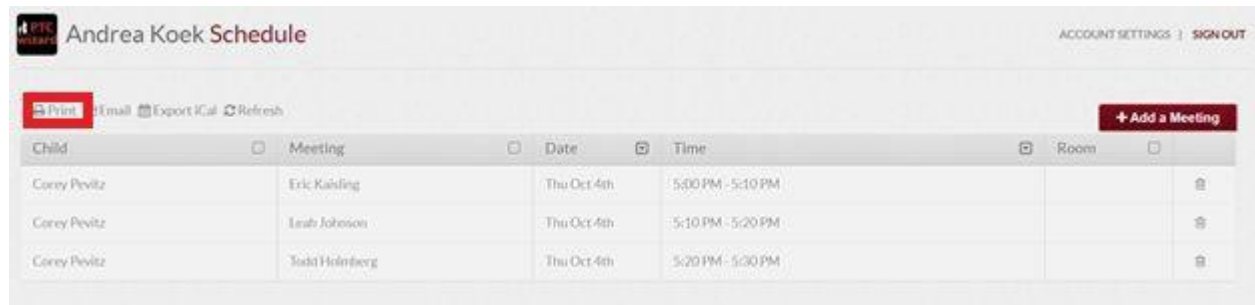| Child		Meeting		Date	▾	Time	▾	Room	☐	
Corey ▬▬		Eric Kaisling		Thu Oct 4th		5:00 PM - 5:10 PM				🗑
Corey ▬▬		Leah Johnson		Thu Oct 4th		5:10 PM - 5:20 PM				🗑
Corey ▬▬		Todd Holmberg		Thu Oct 4th		5:20 PM - 5:30 PM				🗑

7. You will receive a email with your schedule

Print Your Schedule

1. On your Schedule page click the Print Button

Email Your Schedule

1. On your Schedule page click the Email button

Add Appointments To Your Calendar

1. On your Schedule page click the Export iCal button