

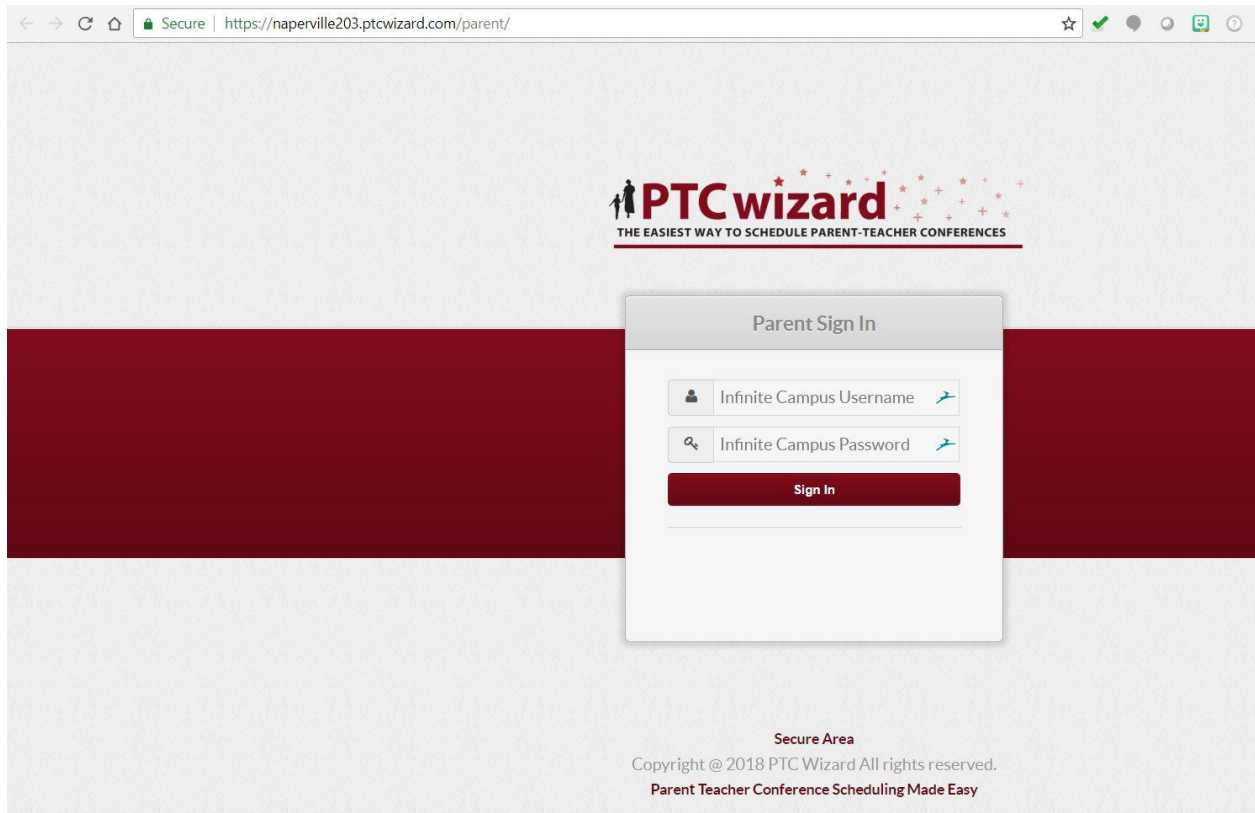


PTC Wizard Parent's Guide

Log into PTC Wizard	3
View Appointments	5
Delete An Appointment	6
Add An Appointment	7
Print Your Schedule	9
Email Your Schedule	9
Add Appointments To Your Calendar	9

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.**



The screenshot shows a web browser window with the URL <https://naperville203.ptcwizard.com/parent/>. The page features the PTC Wizard logo at the top center, which includes the text "PTC wizard" in a large, bold, red 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 with a white background and a dark red border. The form contains two input fields: "Infinite Campus Username" and "Infinite Campus Password", each with a search icon on the right. Below the fields is a dark red "Sign In" button. At the bottom of the page, there is a "Secure Area" notice, a copyright notice for 2018 PTC Wizard, and the tagline "Parent Teacher Conference Scheduling Made Easy".

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

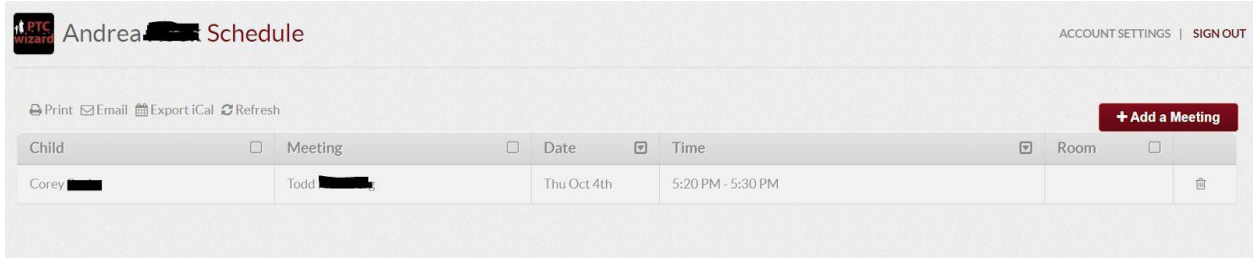
 Andrea █████ Schedule ACCOUNT SETTINGS | SIGN OUT

[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



The screenshot shows a web interface for a calendar. 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 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 can icon.

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

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

The screenshot shows the PTC WIZARD Schedule interface. At the top left, there is a logo and the name 'Andrea [redacted] Schedule'. On 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'. A '+ Add a Meeting' button is located on the right side. The main content area 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 [redacted]	Todd [redacted]	Thu Oct 4th	5:20 PM - 5:30 PM	

2. Click Add a Meeting button

The screenshot shows the 'Step: 1' of the scheduling process. It features a progress bar with three steps, where step 1 is highlighted. Below the progress bar, there are 'Go Back' and 'Continue >' buttons. The main content area is a table with columns: Conference Name and Date. A single row is visible with the following data:

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

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

The screenshot shows the 'Step: 2' of the scheduling process. It features a progress bar with three steps, where step 2 is highlighted. Below the progress bar, there are 'Go Back' and 'Continue >' buttons. The main content area is a table with columns: Teacher/Team, Student, Description, and Room. A dropdown menu for '2018 Fall Conference' and a time selector for 'Thu Oct 4, 5 - 8 PM' are visible above the table. The table contains the following data:

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

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

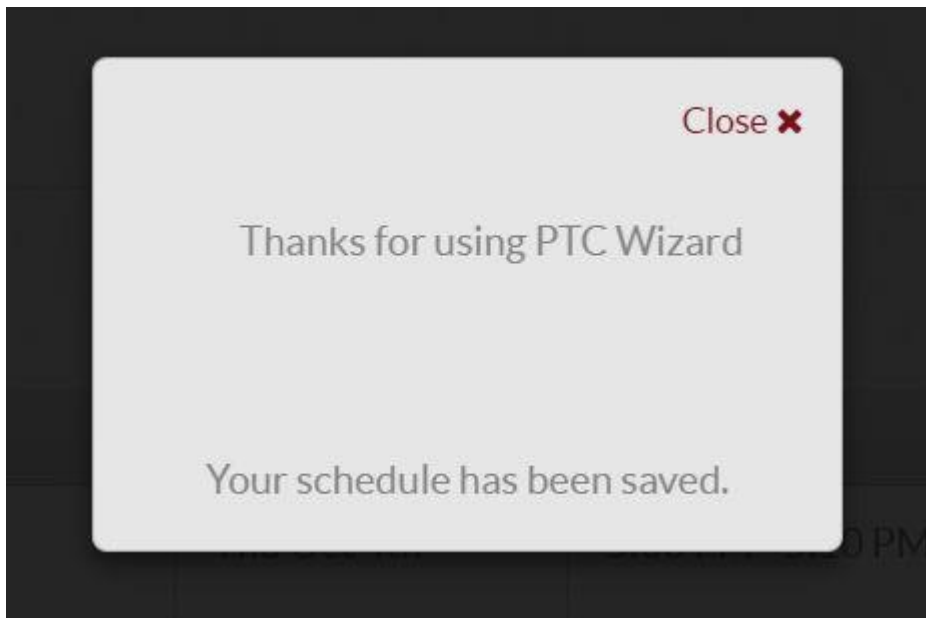
PTC Wizard Andrea Koek Schedule ACCOUNT SETTINGS | SIGN OUT

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. You will receive a confirmation screen. Click Close.



6. You will see a list of your confirmed appointments

PTC Wizard Schedule ACCOUNT SETTINGS | SIGN OUT

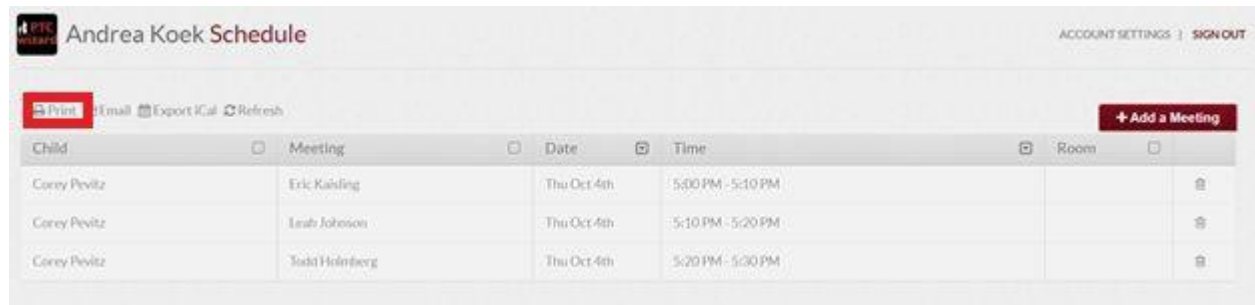
Print Email Export iCal Refresh + Add a Meeting

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. You will receive a email with your schedule

Print Your Schedule

1. On your Schedule page click the Print Button



The screenshot shows the 'Andrea Koek Schedule' interface. At the top left is the user's name and a logo. At the top right are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header 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 this is a table with columns: Child, Meeting, Date, Time, Room, and a trash icon. 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		🗑️

Email Your Schedule

1. On your Schedule page click the Email button

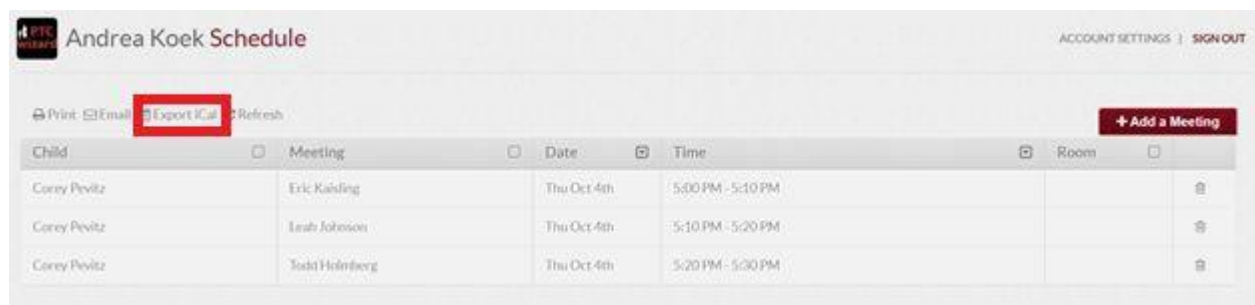


The screenshot shows the 'Andrea Koek Schedule' interface. At the top left is the user's name and a logo. At the top right are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header is a navigation bar with buttons for 'Print', 'Email', 'Export iCal', and 'Refresh'. The 'Email' button is highlighted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

Add Appointments To Your Calendar

1. On your Schedule page click the Export iCal button



The screenshot shows the 'Andrea Koek Schedule' interface. At the top left is the user's name and a logo. At the top right are links for 'ACCOUNT SETTINGS' and 'SIGN OUT'. Below the header 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 this is a table with columns: Child, Meeting, Date, Time, Room, and a trash icon. 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		🗑️