To schedule conferences with your student's teachers, follow these steps:
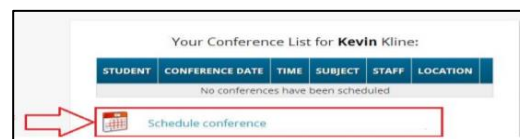
1. Log into Genesis Parent Portal from the school district's website.

2. Select the student you would like to schedule conferences for from the drop-down menu.
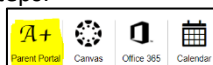
3. Click on the "Conferences" tab.
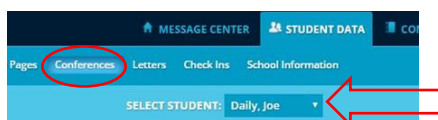
4. You should now see a "Schedule Conference for MHS Parent Conferences" button.

5. Clicking on the "Schedule Conference" link brings up a screen where you select a time slot for each of your student's teachers and lock in your conference appointments.

Each teacher has a column which will show all available slots. Each color represents a different conference status:
- Green = Available Conference
- Red = Conference time is reserved for another student and unavailable
- Bright Green = Conference YOU have reserved (and can cancel or change)
- Yellow = Conference time that conflicts with an already reserved conference you have scheduled. **Please be sure to refrain from scheduling two conferences at the same time.**

To select a conference slot, locate a date and time that works for you and click the Reserve button for that slot. A verification dialog will appear. Click OK to reserve the slot. *Once you have reserved a slot, all the remaining time slots for that teacher will become unavailable, as you are only able to reserve one appointment per teacher.*
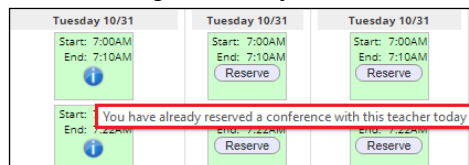
6. Once you have completed reserving your conferences, navigating back to the "Conferences" screen will show you the list of conferences you have scheduled. If you have more than one student, select the next student from the drop-down list.

7. Again, navigating back to the "Conferences" home screen will show you the conferences scheduled for that student, along with any other teacher conferences you have scheduled for other students. Here, you are able to view the location of each conference, update an individual conference as needed, as well as download and print out your list of scheduled conferences.