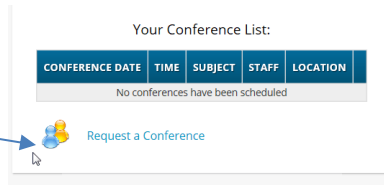


Conferences on Genesis Parent Portal

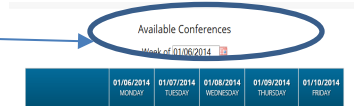
1. Login to Genesis Parent Portal using your Student Account – example - 163ASmith@frhsd.com
2. Click on the new Conference Tab _____



3. Click on Request a Conference



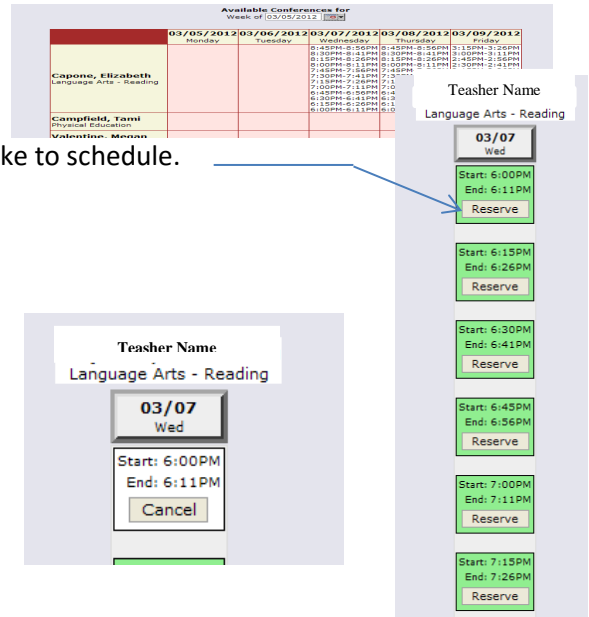
4. Click on the calendar icon and change the date you would like to book



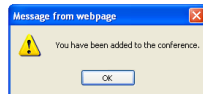
5. You will see conference dates and times listed for your school counselor

6. Click on the times listed

7. Click the Reserve button for the conference slot you would like to schedule.



8. OK to confirm Conference



9. The conference icon will change to white indicating that you have reserved the conference slot. (example: Wed, March 7, 2014)

10. To Cancel the conference time – click the Cancel button. You or the school counselor are the only ones who can cancel conferences you have scheduled.

11. Click the Summary tab – you will see your pass listed under your picture.