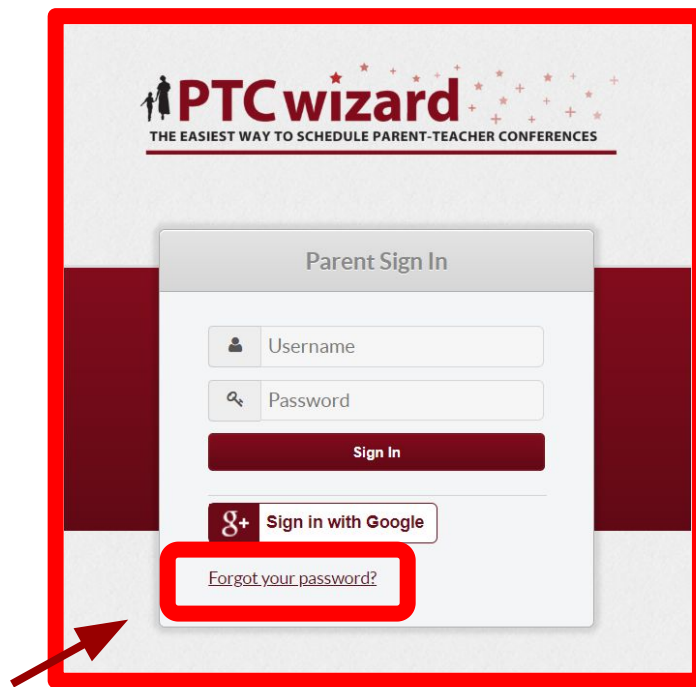


PTCwizard Parent/Guardian Instructions

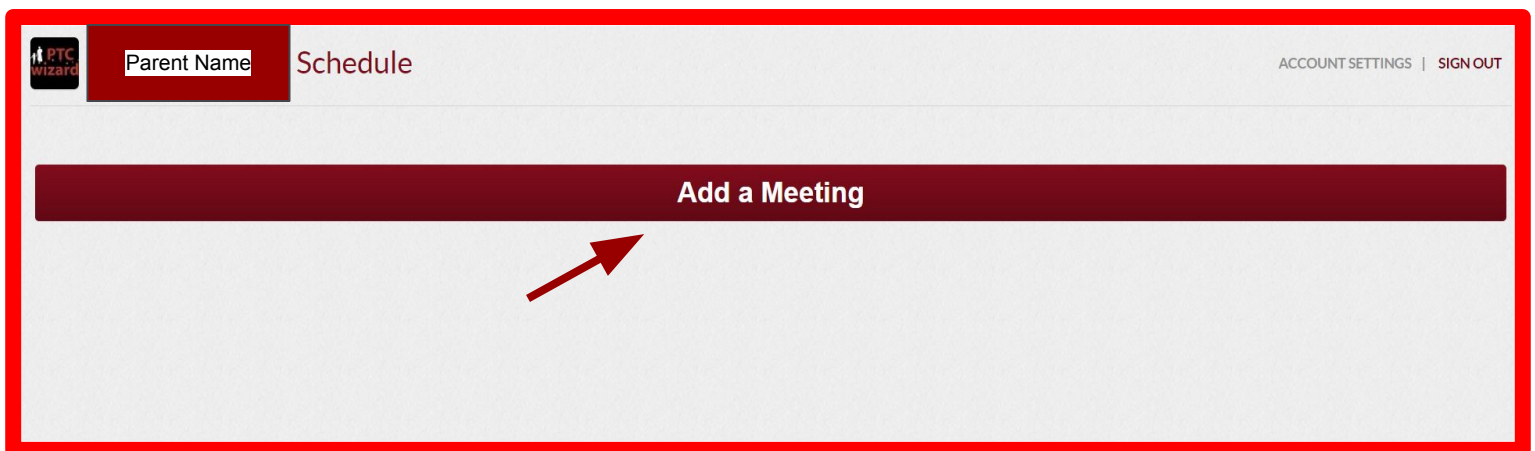
PTCwizard will email you your username and password.

Please sign in here: <https://ptc153693784657.ptcwizard.com/parent/>

1. Enter your username (which will be the email address you provided the District on InfoSnap for registration) and password (which will be automatically assigned.)
 - a. If you ever forget your password, you can click on the “Forgot your password?” link (below.)



2. . Once you are logged in, click on “Add a Meeting.”



3. Select the conference date (November Parent/Teacher Conference)

PTC Wizard Parent Name Schedule ACCOUNT SETTINGS | SIGN OUT

Step: 1 2 3

Go Back Continue >

	Conference Name	Date
<input checked="" type="checkbox"/>	November Parent/Teacher Conference	Thu Nov 15, 12 - 7 PM

4. Select a student, then click "Continue."

PTC Wizard Parent Name Schedule ACCOUNT SETTINGS | SIGN OUT

Step: 1 2 3

Go Back November Parent/Teacher Conference Thu Nov 15, 12 - 7 PM Continue >

<input type="checkbox"/>	Teacher/Team	Student	Description	Room
<input type="checkbox"/>	Teacher Name	Student Name	Teacher	Room
<input type="checkbox"/>	Teacher Name	Student Name	Teacher	Room

5. Select a time slot and click "Continue"

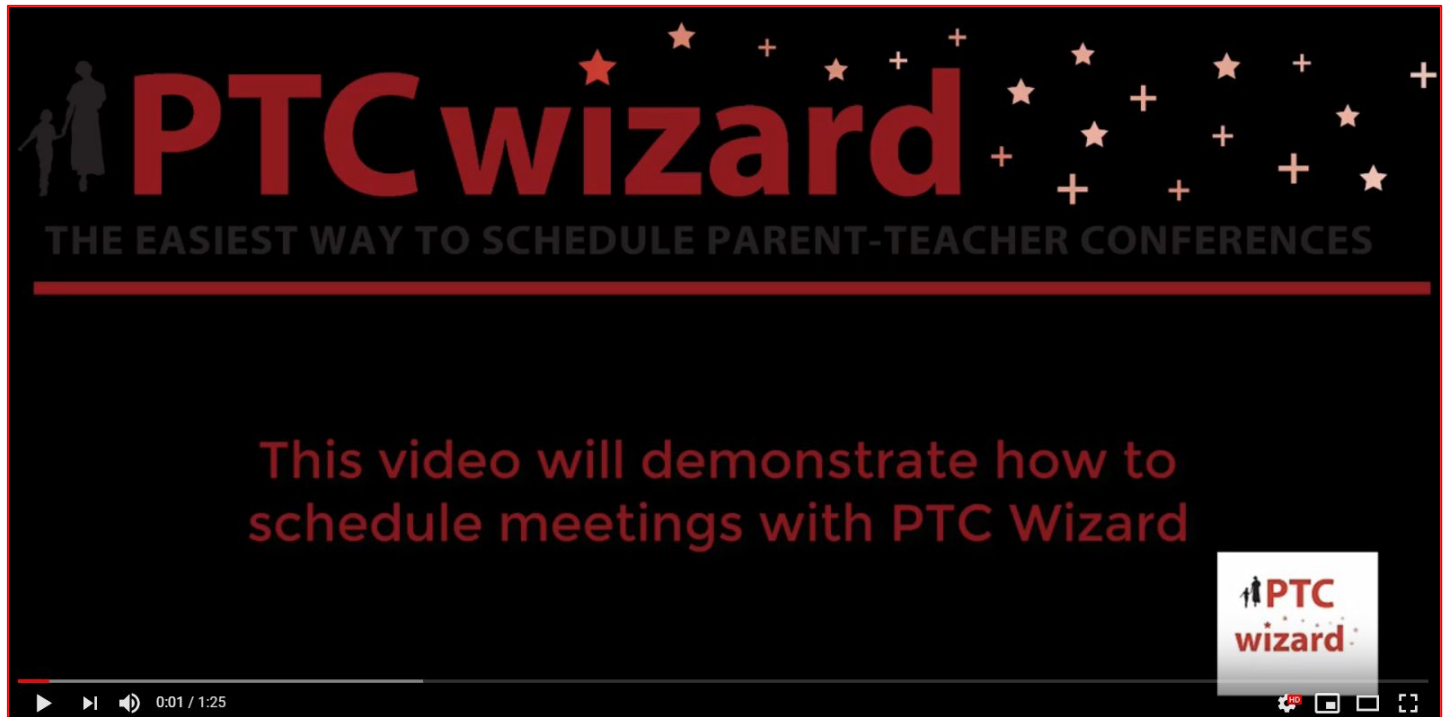
PTC Wizard Parent Name Schedule ACCOUNT SETTINGS | SIGN OUT

Step: 1 2 3

Go Back November Parent/Teacher Conference Thu Nov 15, 12 - 7 PM Teacher Name Continue >

	Teacher Name
12:00 PM	<input checked="" type="checkbox"/>
12:15 PM	<input type="checkbox"/>
12:30 PM	<input type="checkbox"/>
12:45 PM	<input type="checkbox"/>
1:00 PM	<input type="checkbox"/>
1:15 PM	<input type="checkbox"/>
1:30 PM	<input type="checkbox"/>
1:45 PM	<input type="checkbox"/>
2:00 PM	<input type="checkbox"/>
2:15 PM	<input type="checkbox"/>
2:30 PM	<input type="checkbox"/>

Please view this helpful tutorial



You will receive an email notification with your conference information. If you have any questions, please contact the Technology Department: 914-967-6100 X 1219.