

SIGN-UP FOR CONFERENCES!

Conferences are being scheduled for Wednesday, Feb. 14 & Thursday, Feb. 15. Sign-up online by following the directions below.

1

FIND THE SCHEDULING PAGE

- Visit our school's homepage (McKinley.DMschools.org) and select the "Online Scheduler" icon/link.

2

ACCESS THE ONLINE SCHEDULER

- Choose our school from the drop down list and click "GO."
- Enter the password: **eagles**
- Enter your child's "Student ID."
(Use the **LOOKUP STUDENT ID** button to find your child's ID number.)
- Verify your child's birth date.

3

FIND YOUR CHILD'S TEACHER

- Your child's teacher will be displayed. Check the box next to the teacher's name.
- Answer the question "**Do you want to schedule conferences for another student?**"
 - Answer "**YES**" if you have more than one child in our school. You can see all of your children's teachers' schedules at one time, then repeat the above steps for your other children.
 - Answer "**NO**" if you only have one child attending our school.

4

SCHEDULE WITH YOUR CHILD'S TEACHER

- You will then see the available time slots for each teacher you selected.
- Select the times that work best for your schedule.

5

FINISH UP SCHEDULING YOUR CONFERENCE

- Enter your email address if you would like an email reminder sent to you. (Your email address is kept private)
- Once you have finished you can confirm your appointment details and print your conference schedule.
- Write down your Confirmation Number (needed to cancel or reschedule your appointment).

Need help? Contact our school's scheduling specialist:

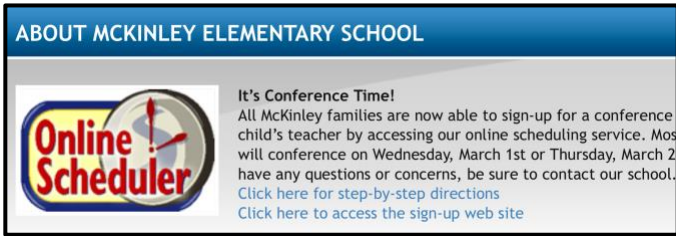
Brent Robins

brenton.robins@dmschools.org

515-242-8423

SIGN-UP FOR CONFERENCES | STEP-BY-STEP!

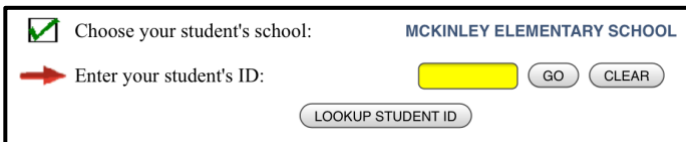
STEP 1: Navigate to mckinley.dmschools.org. Scroll to the **bottom of the page** and select **“Click here to access the sign-up web site.”**



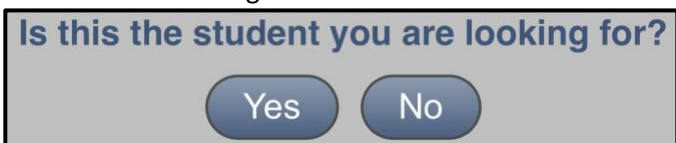
STEP 2: Click **“GO”** for McKinley Elementary School. On the next page, enter the password **“eagles”**



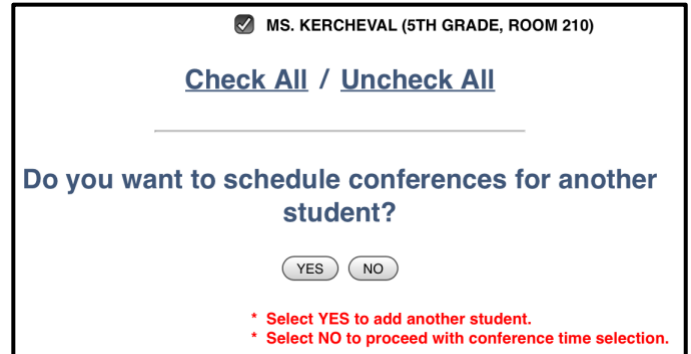
STEP 3: Click **“Lookup Student ID”** and enter the required information to find your child (first name, last name, birthdate). Then click **“Lookup.”**



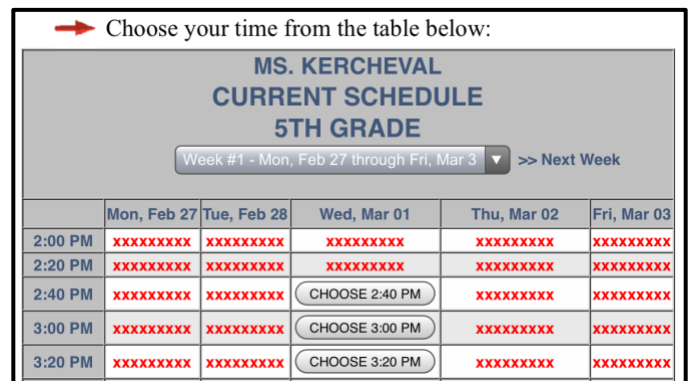
STEP 4: If the name that appears next is your child, click **“Yes.”** If not, click **“No”** and try entering your child's information again.



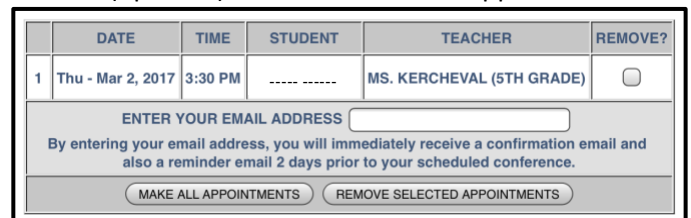
STEP 5: Select the box next to the **name of your child's teacher**. A checkmark should appear. If you have other children to schedule, click **“Yes.”** If this is the only child you're scheduling, click **“No.”**



STEP 6: Select a conference date and time.



STEP 7: Verify the information, enter your e-mail address (optional) and click **“Make All Appointments.”**



The next screen will give you a confirmation number (in case you need to reschedule later) and also allow you to print the appointment page, if you want. **You're done!**

See you at conferences!

