

In order to use the online Parent Teacher Conference scheduler, you will need to know your JMC Parent password. If you don't know this, or have not set one up, Contact the building office to get the password for the online PTC Scheduler and get a JMC Parent password set up.

1. go to <https://www.myschoolsystems.com/s-winneshiek/highschool>
2. Click on Parent
3. Type in your child's First and Last name in the respective boxes
4. type in your JMC Parent password in the password box
 - a. if you don't have one or have issues logging in, contact the Building Office or email technology@swinn.k12.ia.us
5. Once signed in, click on the Schedule button to the right of your student's class.
6. Choose a time from the available listed times.
 - a. If you would like to schedule a conference with a teacher for more than one time slot, or for a time slot not listed; contact the teacher and they can let you know if the time you are wanting is available
7. Click Schedule Time Button and repeat for all classes you would like to have a conference with.
 - a. If you need to cancel or change times, you can click on the Schedule button to the right of the class, and choose a different time or click Cancel appointment with this teacher. Make sure to click on Schedule time or your selection will not be saved.
8. You can print your appointment times if wanted and can have email reminders of your appointment as well