

How Parents Sign Up for Parent-Teacher Conferences in FACTS

Open FACTS and login into Family Portal (<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>)

1. Click **Calendar** in the left menu.
2. Click **My Classrooms** tab on the top of the calendar.
3. Click on the Parent-Teacher Conference event for the teacher you would like to conference with. Both Wednesday's and Thursday's appointments can be accessed from the Wednesday's event in the calendar.
4. In the popup window, click **Register**.
5. A list of available times should appear. Choose a time slot.
6. Click **Register** at the bottom.
7. Please record your time and we look forward to meeting with you.

The screenshot displays the FACTS Family Portal interface. On the left, a blue sidebar menu contains the 'Calendar' option, which is circled in red and labeled with a red '1'. At the top of the main content area, there are three tabs: 'School', 'My Classrooms', and 'My Homework'. The 'My Classrooms' tab is circled in red and labeled with a red '2'. Below the tabs, the calendar is set to October 2024. The calendar grid shows dates from 29th to 2nd. On Wednesday, October 23rd, there is a blue event card that reads 'Mr. Wright's Parent-Teacher Conference (Richard Wright)'. This event card is circled in red and labeled with a red '3'. The top right corner of the page shows 'Andrews Academy 2024-2025' and a 'CV' icon. There are also 'SUBSCRIBE' and 'Print' buttons in the top right area.