

DISTRICT 300 PTC WIZARD PARENT SETUP GUIDE 2017-18



1. Go to one of the following websites that pertains to your school...

District	d300.ptcwizard.com/parent
AMS	ams300.ptcwizard.com/parent
CMS	cms.ptcwizard.com/parent
DCHS	dchs300.ptcwizard.com/parent
DHES	dhe300.ptcwizard.com/parent
DMS	dms300.ptcwizard.com/parent
EVES	eastview300.ptcwizard.com/parent
GDW	gdw300.ptcwizard.com/parent
GES	ges300.ptcwizard.com/parent
HHS	hhs300.ptcwizard.com/parent
HMS	hms300.ptcwizard.com/parent
JHS	jhs300.ptcwizard.com/parent
LES	les300.ptcwizard.com/parent
LKWD	lakewood300.ptcwizard.com/parent
NES	neubert300.ptcwizard.com/parent
PES	perry300.ptcwizard.com/parent
WCS - Middle	westfield.ptcwizard.com/parent
HES	hes300.ptcwizard.com/parent
ALES	ale300.ptcwizard.com/parent
DFEC	dfec300.ptcwizard.com/parent
GVES	gves300.ptcwizard.com/parent
LITH	lithes300.ptcwizard.com/parent
MES	mes300.ptcwizard.com/parent
Oak Ridge	ors300.ptcwizard.com/parent
SHES	shes300.ptcwizard.com/parent
LPES	lpes300.ptcwizard.com/parent

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2. This will bring you to a screen that looks like the following...

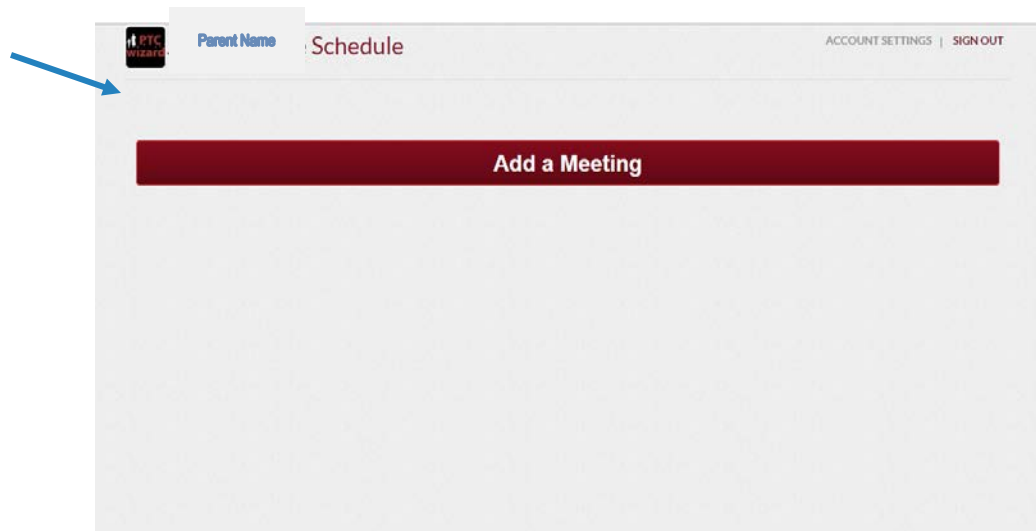
The screenshot shows the 'Parent Sign In' interface. At the top, the 'PTC wizard' logo is displayed with the tagline 'THE EASIEST WAY TO SCHEDULE PARENT-TEACHER CONFERENCES'. Below the logo is a white sign-in box with a grey border. Inside the box, there are two input fields: the first is labeled 'Infinite Campus Username' and the second is labeled 'Infinite Campus Password'. Below these fields is a dark red button with the text 'Sign In'. At the bottom of the page, it says 'Secure Area' and 'Copyright @ 2016 Computer Creation Systems, Inc. All rights reserved.'

In order to login to PTC wizard this year you will need to use your **Infinite Campus Username** and **Infinite Campus Password**. Note: you will no longer receive an email from PTC wizard with an automated computer generated password. The district has streamlined the process so you use the same password as you would with Infinite Campus Parent Portal Account.

Please contact your school if you need additional support or if you do not have an Infinite Campus Parent Portal Account.

3. Once logged in, you will be brought to a screen that looks like...

Click "Add a Meeting" to begin the process of scheduling a meeting.



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Conference Name	Date
<input type="checkbox"/> LES Parent/Teacher Conferences 2016	Monday Nov 21st - Tuesday Nov 22nd

Cancel **< Go Back** **Continue >**

Step: 1 2 3

4. Select the Conference that you want to schedule.

5. In Step 2 select the date you wish to schedule your conference.

Then click **Continue >**

LES Parent/Teacher Conferences 2016 Mon Nov 21, 11 AM - 8 PM

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

Cancel **< Go Back** **Continue >**

Step: 1 2 3



- 6. Click on the time you wish to schedule the conference

LES Parent/Teacher Conferences 2016

Mon Nov 21, 11 AM - 8 PM

	Teacher Name
11:00 AM	<input type="checkbox"/>
11:10 AM	<input type="checkbox"/>
11:20 AM	<input type="checkbox"/>
11:30 AM	<input type="checkbox"/>
11:40 AM	<input type="checkbox"/>

Cancel

< Go Back Continue >

Step: 1 2 3

- 7. You should see a check mark next to the available time.

Click Continue.

LES Parent/Teacher Conferences 2016

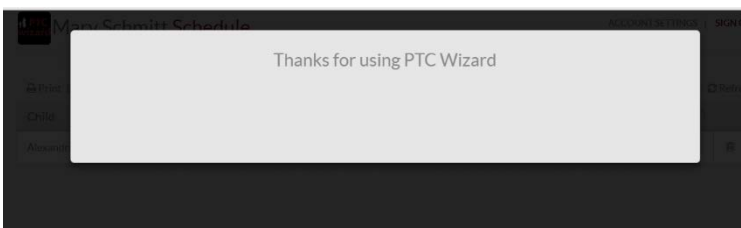
Mon Nov 21, 11 AM - 8 PM

11:00 AM	<input checked="" type="checkbox"/>
11:10 AM	<input type="checkbox"/>
11:20 AM	<input type="checkbox"/>
11:30 AM	<input type="checkbox"/>
11:40 AM	<input type="checkbox"/>

Cancel

< Go Back Continue >

Step: 1 2 3



- 8. You should receive the following message.

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9. To verify when the appointment was made you will now see this on the opening screen.

