

## Online Sign-up Instructions for Lower School Parent/Teacher Conferences

1. Go to: <https://providenceacademy.ptcwizard.com/>
2. To register for the first time, enter parent: First Name, Last Name, Email, Confirm Email, Password and Confirm Password.
3. If your family has already registered with PTC Wizard, simply enter your Email and Password under Returning Parents. If you have already registered but cannot remember your password, simply click the *Forgot Your Password?* button. An email containing your password will be sent to you.
4. Next step is to add children (at least one child needs to be added to the account). First and Last name is all that is necessary (and nicknames are fine). Last name is defaulted to parent last name, but can be changed if needed. Additional children can be added at a later date, if you wish, by going to the My Account link and selecting the My Children section.
5. A confirmation of children on the account is prompted. You will need to confirm with a yes or no, and click Continue.
6. Select the conference date you will be attending and click Continue.
7. The next screen will verify the date you have chosen, click Continue.
8. Next, select the teacher(s) with which you wish to schedule a conference, and click Continue.
9. The next screen will verify the teacher(s) you have chosen, click Continue.
10. The next screen displays the teacher(s) you have selected and their available times. If you have one child, a checkbox will appear. If you have more than one child, a drop down menu will appear prompting you to select which child the appointment is for. Once times are selected, click Continue.  
(Note: Since the system is open to multiple users, if you select an appointment at the exact same time another user selects it, you may see that the appointment time is no longer available.)
11. A summary of your selected appointment(s) will appear. A copy of this schedule will also be sent to your email address.

If you have any questions or concerns, please contact Mrs. Elizabeth McIntyre at 763-258-2537 or [elizabeth.mcintyre@providenceacademy.org](mailto:elizabeth.mcintyre@providenceacademy.org)