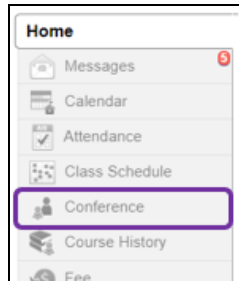


Parent Guide for Selecting Conferences for Parent Teacher Conferences

If you are having trouble with your ParentVUE account, call the PAL line at 402-715-8000 or email millardpal@mpsomaha.org.

Step-by-Step Guide

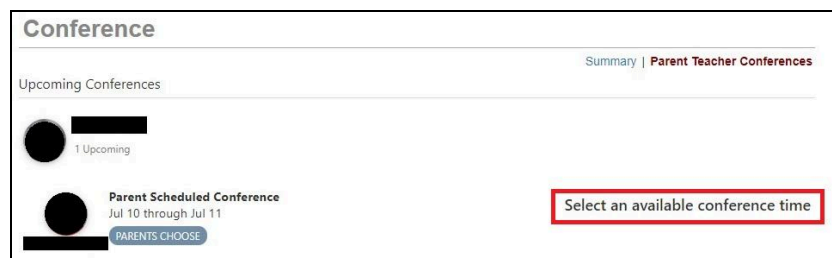
1. Open ParentVUE through a web browser (recommended) or the ParentVUE mobile app ([MPS ParentVUE website](#)).
2. Click on **Conference** from the left-hand column.



3. Click on **Parent Teacher Conferences**.



4. Click on **Select an available conference time**. If your student is in middle school or high school, you may see multiple teachers available for conferences. You will need to click on each teacher to schedule conferences.



- Select a Meeting Type (if you have this option) and a time to meet with the teacher. **The Meeting Type does not show in the ParentVUE mobile app very well at this time.** Login to the ParentVUE web browser to be able to select In Person or Virtual if that is an option ([MPS ParentVUE website](#)).

- Once your choices are made, you will see the meeting type in blue and the time you selected in purple. The date and time of your scheduled conference will also be displayed in the top right corner. After you have made your selection, click on the small x in the top right corner to return to the Conference screen.

Your conference date and time will display on the right of each conference event. Once all selections are made for your student, click on the “Send Schedule” button. This will send a digital schedule to your email address.

- Repeat steps 4-6 for all teachers or to make changes to your conference time. It is up to each parent to make sure their conference times do not overlap. **Contact the school if there needs to be a change after the conference window has closed.**