

PowerPTC

Quick Start Guide

Activating a New Account

1. Open a web browser and navigate to:
<https://www.powerptc.net>
2. In the **Activate an Account** section, enter your activation code.
3. Enter a valid **Email Address, First Name, Last Name,** and **Password**. The password must meet the following criteria:
 - At least 7 characters long
 - Mixed case
 - At least one number
4. You will get an email sent to the email address used to register your account, open this email and click on the link contained within to verify your account.

Adding an Activation Code to an Existing Account

1. Open a web browser and navigate to:
<https://www.powerptc.net>
2. Log in with your existing account.
3. Click on **My Settings**.
4. Under the **Add New Activation Code** section enter your activation code.

Scheduling Your Conferences

1. Open a web browser and navigate to:
<https://www.powerptc.net>
2. Log in with your account.
3. Select the student you wish to schedule if more than 1.
4. Click on **Conference Schedule**.
5. Select the teacher you would like to schedule with..
6. Select a **time** for your appointment.
7. Click **Schedule Appointment** to book the time.
8. Click **Return to Your Schedule** to select another teacher
9. Finally, click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.
10. If you are scheduling for more than one student, you can switch the active student you are scheduled for by clicking on the **Change Student** link from the left-hand menu.
11. Remember to allow time to travel between buildings if your scheduling for both an Elementary student and a High School student.