

# SEP Conferences

Please sign up for a conference time online.

- Visit our school homepage (<http://schools.graniteschools.org/morningside/>) and click on the Online Scheduler link:



- Or, scan this qr code:



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1. Select our school “Morningside” and click “go”
    - a. Enter the school password: **mustang**
    - b. Enter your student’s “Student ID”. If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
    - c. Verify the student’s birth date
    - d. A list of your student’s teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
    - e. If you have more than one student in the school you can see all of your students’ teachers’ schedules at one time by answering YES to this question “**Do you want to schedule conferences for another student?**” then repeat the steps above for your other students. If you only have one student, answer NO to that question.
    - f. You will then see the available time slots for each teacher you selected.
    - g. Select the times that work best for your schedule.
    - h. Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
    - i. Once you have finished you can confirm your appointment details and print your conference schedule.
    - j. Write down the Confirmation Number (you will need this number to cancel your appointment)