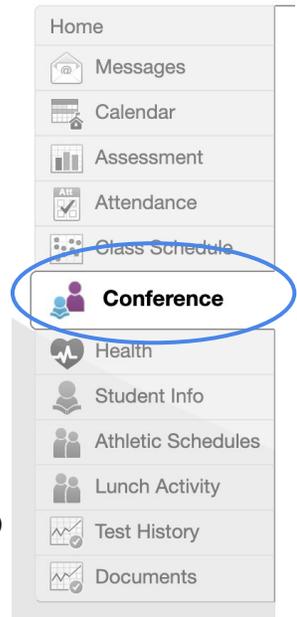


# Scheduling Conferences through Synergy

If you have NOT PREVIOUSLY accessed your child's Synergy account (to check grades, lunch balance, etc) OR if you have forgotten your login and password information, please contact Jen Johnston at [johjen@tricounty.k12.mn.us](mailto:johjen@tricounty.k12.mn.us) or call at 218-436-2261 prior to attempting to schedule your conference(s). You will receive login information at that time.

From a Computer or Chromebook:

1. Go to [www.tricounty.k12.mn.us](http://www.tricounty.k12.mn.us)
2. More-->Synergy-->Parent Portal
3. Login to your account
4. Select the child you wish to schedule a conference for (picture in upper left of screen)
5. From menu list that is shown on the left side of screen, select "Conference" (See right)
6. At top right of the screen, select "Parent Scheduled Conferences" (See right)



Summary | **Parent Scheduled Conferences**

7. On this screen, you will be able to choose an available time for your conference with the teacher by placing a checkmark in the box next to the time slot you would like. (see below right)

**\*\*MS and HS Parents! Be sure to scroll right to see all of your child's teachers and schedule for each that you wish to see!!**

8. When checked, the time slot will become unavailable to other parents.
9. Once a time slot is chosen, it saves automatically.
10. After choosing all conference times for your current child, click "Email Schedule" found in blue box at top of screen. Doing so will send all Zoom links in one email.
11. Repeat for all children in household. (Choose another child by clicking the drop down arrow to the right of the current child's picture.)

Thursday, 11/12/2020	3:20 PM	<input type="checkbox"/>
Thursday, 11/12/2020	3:30 PM	<input type="checkbox"/>
Thursday, 11/12/2020	3:40 PM	<input type="checkbox"/>

To join the conference(s):

1. Check your email inbox (same email you connected to your Synergy account).
2. Open email with "Parent/Teacher Conference Schedule" in subject line.
3. Join at the time of your conference(s) via the Zoom links provided. You will need to have Zoom Meetings Client downloaded on your computer, but you do NOT need an account. Download at [zoom.us](http://zoom.us) or download the Zoom app on your mobile device.