

- ✓ **Log In:** <https://www.fridayparentportal.com/hardyston>
- ✓ Enter username and password
- ✓ Select “Teacher Conferences”
- ✓ Choose the appropriate teacher or teachers to schedule a conference by clicking on “Schedule Conference”
- ✓ You can then view and select an available conference time. *Once a time slot has been selected it is not available for any other parent to select and if you need to reschedule, you must call the school to change your conference time.*
- ✓ Scroll down to the far left side and click on “Request Conference”
- ✓ Once your time slot has been accepted by the teacher(s), you will receive a notification on your portal page detailing date, time and whether or not it was accepted.