PowerPTC

Quick Start Guide

Logging into PowerPTC

1. Log into **PowerSchool**
   a. If you not have a PowerSchool account, please visit ps.glenbard.org to create one
   b. Please wait 1 week before your account is active in PowerPTC
2. Click the [icon] icon in the top right corner
3. Click **PowerPTC**
4. Choose either English or Español
5. Click the **Guardians & Parents - Click Here to Login >>>** link.

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. Click on **Conference Schedule**.
4. Select the **date** you would like to schedule your appointments on.
5. Select a starting **time** for your appointments.
6. If you would **not** like to attend conferences with certain courses, uncheck the box under the **Schedule** column.
7. Click **Build Your Schedule Now!**
   a. If you want to manually schedule your appointments, click manually schedule button in the bottom right.
8. Finally, click **Print Schedule** to create a hard copy of your parent-teacher conference schedule.
9. If you are scheduling for more than one student, you can switch the active student you are scheduled for by clicking on the **Select a Student** link from the left-hand menu.