



WILLOWBROOK HIGH SCHOOL



INSTRUCTIONS FOR ACCESSING PARENT/TEACHER CONFERENCES

To Create Your Log-In Account

1. Using the Internet, log in to www.dupage88.net. Go to Parents' tab (bottom left), click on Parent Access Center/Portal.
2. The first screen you encounter will have a box on the right hand side that is entitled "ACTIVATE ACCOUNT." If an Activation Code appears in the center of your letter, input it here; or enter your Login information that you have previously created and then proceed to the next page to begin scheduling your Parent/Teacher Conferences.

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3. The next screen will ask you to establish the following information:
 - User name - your choice, however there can be no spaces
 - User password - your choice, but must be at least 6 characters in length
 - First name
 - Last Name
 - E-mail address
4. Once these fields are entered, the system will tell you that your account is now created and you can LOG IN.
5. If you need additional assistance, please go to the bottom of the first screen and click on the [click here for help](#) box under the red question mark. There is a full tutorial to assist you with Parent Access Center/Portal.

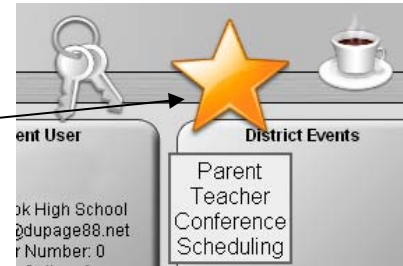
PLEASE TURN THE PAGE OVER FOR FURTHER INSTRUCTIONS.

PLEASE CALL 530-3400, 3443, 3439, 3444, 3441 or 3427 IF YOU HAVE ANY QUESTIONS.

Para asistencia en espanol, por favor de llamar al 530-3986 OR 530-3417

To Create a Parent/Teacher Conference Schedule

1. The first step is to enter your user name and password – (see step 3 on reverse side). These must be entered exactly as you created them.
If you have more than one student, you will want to link multiple accounts as defined below.
2. The next screen will allow you to begin the scheduling process. Using the ICON toolbar, click on the Gold Star –“Schedule Parent Teacher Conference.”
3. Next you will need to establish a start time from the pull down window in the center section of the screen. You must select a date for scheduling (located above the time box). The next step on this same page is to mark all of the instructors who you wish to see for a conference. Please remember that conferences are only 5 minutes in length. As a courtesy to all parents who are visiting that day, we ask that you book a separate appointment with the teacher on another day if you require more than 5 minutes.
4. Click at the bottom of the page on “Build My Schedule.” Your schedule will be created.
5. If you need to edit the assigned conferences, the system will prompt you as to how to make these changes. Please remember that this is a “live” Internet program, and all changes will be done while you work. When finished, please remember to print out a copy of your schedule of conferences. A copy will also be emailed to you prior to Parent/Teacher Conferences on Thursday, October 10.



If You Have More Than One Student

Once you have logged in to your account ...

At the top of the screen, select “Manage My Settings”.

A screenshot of the 'My Settings' page. At the top, there is a navigation bar with icons for flags, a key, a gold star, a coffee cup, a wrench, a computer monitor, and a power button. Below this, the 'My Settings' section contains three main panels: 'Change Password' (with a message 'Unable to change password on this account type.'), 'Change Email Address' (with a 'New Email Address' field and a 'Change Email' button), and 'Change Other Information' (with 'First Name' and 'Last Name' fields and an 'Update Information' button). Below these panels is a 'Link Another Student' section with an 'Activation Code' field and a 'Link Student' button. Two arrows point from the text below to the 'Link Student' button and the 'Activation Code' field.

The bottom left portion of the screen allows for another activation code to be entered (This may be in a second letter you have received.). Click Link Student.

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