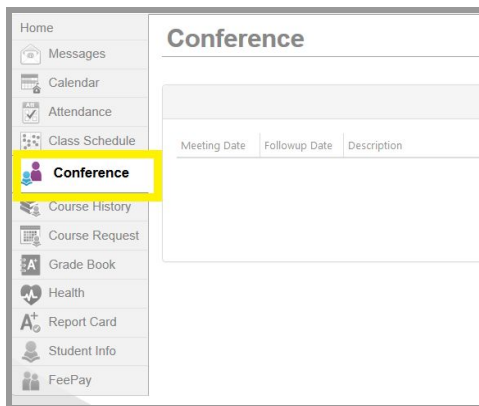


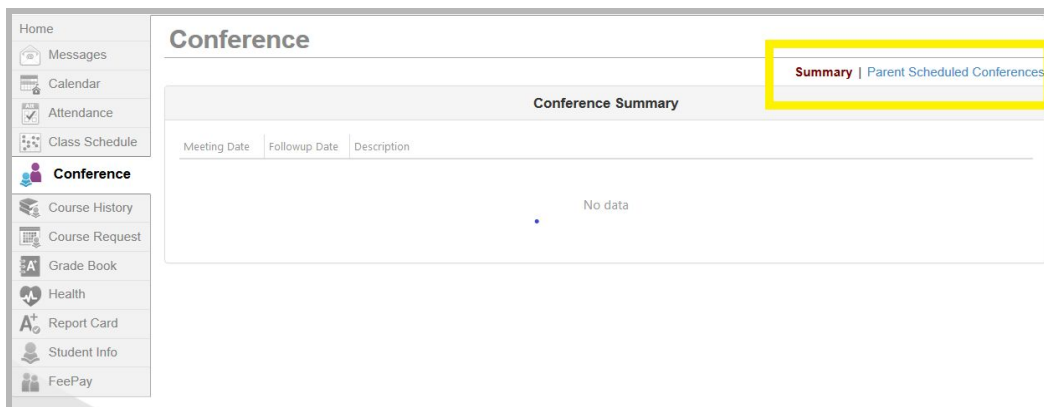
MGSH ParentVUE Conference Scheduling



1. Login to ParentVUE through the Mobile App or follow this browser [link](#).
 - a. If you do not have a ParentVUE Account, please contact Kathy Kirsch (763.391.8717) or Kelly Rausch (763.391.8704). You may also come to the Main Office in person with a photo ID.
 - b. If you have an account and have forgotten your password, please click the “forgot password” link through the browser version of ParentVUE and follow the prompts.
2. Click on the “Conference” menu item on the left side.



3. The page will appear blank initially. In the upper right, click “Parent Scheduled Conferences.”



4. Available dates and times appear; check the box for conference time you would like to select. You are only allowed one selection per teacher. If you would like to change your selections you may return to this screen to deselect your chosen times.

10/2/2019	Conference Time	AP CALC (BC) A location: Cafe	AP STATS A location: my class	FOUNDATIONS 12A location: 102	WIND ENSEMBLE A location: 103	PHYSICS A location: Roof
Wednesday, 10/2/2019	2:30 PM	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday, 10/2/2019	2:45 PM	-	<input type="checkbox"/>	<input checked="" type="checkbox"/> Selected conference time	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday, 10/2/2019	2:50 PM	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Wednesday, 10/2/2019	3:00 PM	<input checked="" type="checkbox"/> Selected conference time	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday, 10/2/2019	3:10 PM	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Wednesday, 10/2/2019	3:15 PM	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday, 10/2/2019	3:20 PM	-	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>

5. As you make selections, your schedule will populate in the upper right. When you are finished, you can choose to email your schedule to yourself. The summary screen will also display the scheduled information.

**The window for scheduling conferences will close on October 10 at 2:00 p.m.