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.

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.**