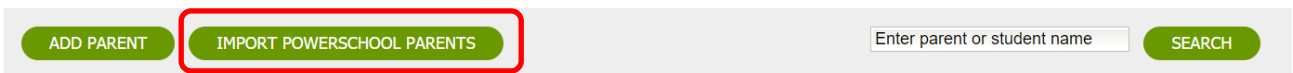


How to Import Parent Accounts from PowerSchool

Applies to: Standalone Conference Manager System Admin and Office Admin
 PowerSchool Conference Manager System Admin and Office Admin

When using the Conference Manager in PowerSchool mode, we recommend you complete the importing of PowerSchool parent accounts and confirm the process was successful well in advance of your conferences commencing. To import parents, click the PARENTS tab and the IMPORT POWERSCHOOL PARENTS button. This will create a parent account for each parent who already has a PowerSchool web access account.

Add, view or edit parent profiles from the list below.



A horizontal toolbar with three main elements: a green button labeled 'ADD PARENT', a green button labeled 'IMPORT POWERSCHOOL PARENTS' which is highlighted with a red rectangular box, and a search section consisting of a text input field with the placeholder 'Enter parent or student name' and a green button labeled 'SEARCH'.

It is recommended that parent accounts be refreshed by clicking the IMPORT POWERSCHOOL PARENTS button in advance of parents starting to book their conferences. It is important to know that any parent who does not have a Conference Manager account will have one created automatically for them when they first access the Conference Manager through PowerSchool. However, until this parent account is created, that parent will not receive the automated email from the Conference Manager notifying them that conference booking will soon begin.