

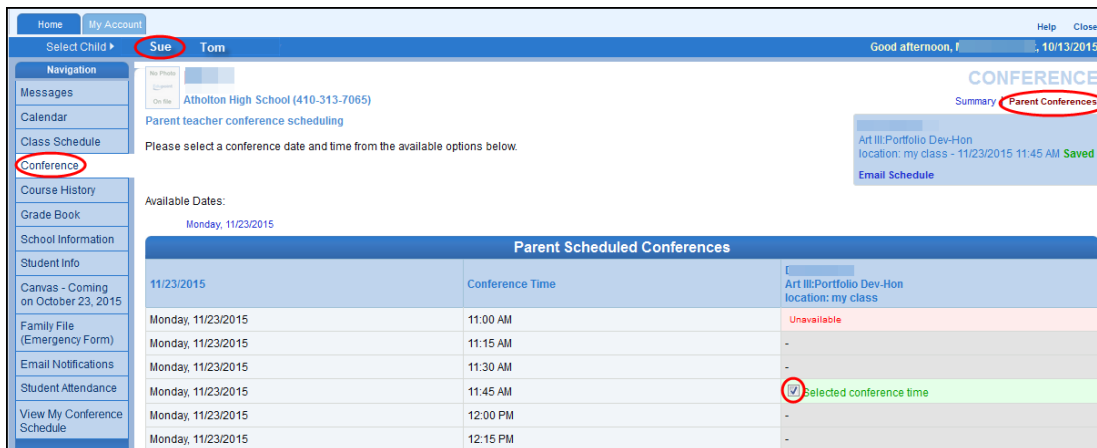
HCPSS Connect

Parent Conference Registration


 =Warning  =Timesaver  =Note

Register for a Conference

1. Log into HCPSS Connect.
2. In the Navigation pane, select **Conference** and click the **Parent Scheduled Conferences** link in the top right corner to schedule conferences.



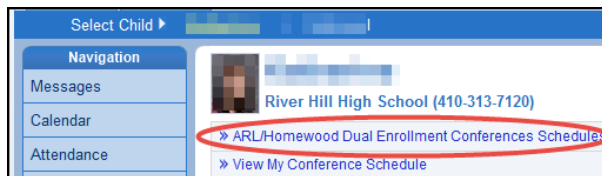
3. Select a time option for each class listed. The conference will be saved automatically. Once you select a time option, all other time options for that class will become unavailable.
4. To select a different time option, clear the first checkbox and select a new option.
5. If you have more than one child, select the next child in the banner across the top.

 **NOTE:** Keep in mind the conference times you selected for your first child when selecting conference times for any additional children.

Schedule Conference Time for Secondary School

If your child attends a second school for additional courses, e.g., Applied Research Laboratory or a synchronous class in the Digital Education Program, conferences are scheduled on a separate screen.

1. In the Navigation Panel, select **Conference Scheduling > View My Conference Schedule**.
2. Click the **ARL/Homewood/Dual Enrollment Conference Schedules** link. A page displays the conference times available for your child.
3. Select a time option for each class listed. The conference will be saved automatically.



View Conference Schedule

1. In the Navigation Panel, select **Conference Scheduling > View My Conference Schedule**.
2. Click the **View My Conference Schedule** link. A page displays listing all of the conference for your child.

 **NOTE:** You can also create a Parent Teacher Conference appointment from this screen.