HCPSS Connect

Parent Conference Registration

Howard County Public School System Office of Accountability Document: SYN073 ORevision Date: 10/16/2015

Register for a Conference

- 1. Log into HCPSS Connect.
- 2. In the Navigation Panel, select **Conference**. The Conference Summary page will display showing any conference history.
- 3. Click the **Parent Conferences** link in the top right corner to schedule conferences.

Home My Account Help Close			
Select Child >	Sue Tom		Good afternoon, I , 10/13/2015
Navigation Messages Calendar Class Schedule Please select a conference date and time from the available options below.			Art III: Portfolio Dev-Hon Iocation: my class - 11/23/2015 11:45 AM Saved
Course History Grade Book	Email Schedule Available Dates: Monday, 11/23/2015		
School mormation	Parent Scheduled Conferences		
Canvas - Coming on October 23, 2015	11/23/2015	Conference Time	I Art III:Portfolio Dev-Hon Iocation: my class
Family File	Monday, 11/23/2015	11:00 AM	Unavailable
(Emergency Form)	Monday, 11/23/2015	11:15 AM	
Email Notifications	Monday, 11/23/2015	11:30 AM	
Student Attendance	Monday, 11/23/2015	11:45 AM	Relected conference time
View My Conference Schedule	Monday, 11/23/2015	12:00 PM	
	Monday, 11/23/2015	12:15 PM	-

- 4. 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.
- 5. To select a different time option, clear the first checkbox and select a new option.
- 6. 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.

Change Conference Times

- 1. In the Navigation Panel, select **Conference**. The Conference Summary page will display showing any conference history.
- 2. Click the **Parent Conferences** link in the top right corner to schedule conferences.
- 3. To select a different time option, clear the first checkbox and select a new option.

View Conference Schedule

- 1. In the Navigation Panel, select View My Conference Schedule at the bottom of the list.
- 2. Click the **View My Conference Schedule** link. A page displays listing all of the conference for your child.
- 3. Select another child and repeat if necessary.

