

HCPSS Connect

Parent Conference Registration

Howard County Public School System ☎ Office of Accountability ☎ Document: SYN073 ☎ Revision Date: 11/03/2017

! =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.

The screenshot shows the HCPSS Connect interface for a parent. The navigation pane on the left has 'Conference' circled in red. The main content area shows 'Parent Scheduled Conferences' for Monday, 11/23/2015. A table lists available times, with the 11:45 AM slot selected and circled in red. The 'Parent Conferences' link in the top right is also circled in red.

11/23/2015	Conference Time	Art III Portfolio Dev-Hon location: my class
Monday, 11/23/2015	11:00 AM	Unavailable
Monday, 11/23/2015	11:15 AM	-
Monday, 11/23/2015	11:30 AM	-
Monday, 11/23/2015	11:45 AM	<input checked="" type="checkbox"/> Selected conference time
Monday, 11/23/2015	12:00 PM	-
Monday, 11/23/2015	12:15 PM	-

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.

The screenshot shows the 'View My Conference Schedule' page. The 'ARL/Homewood/Dual Enrollment Conference Schedules' link is circled in red.

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.