

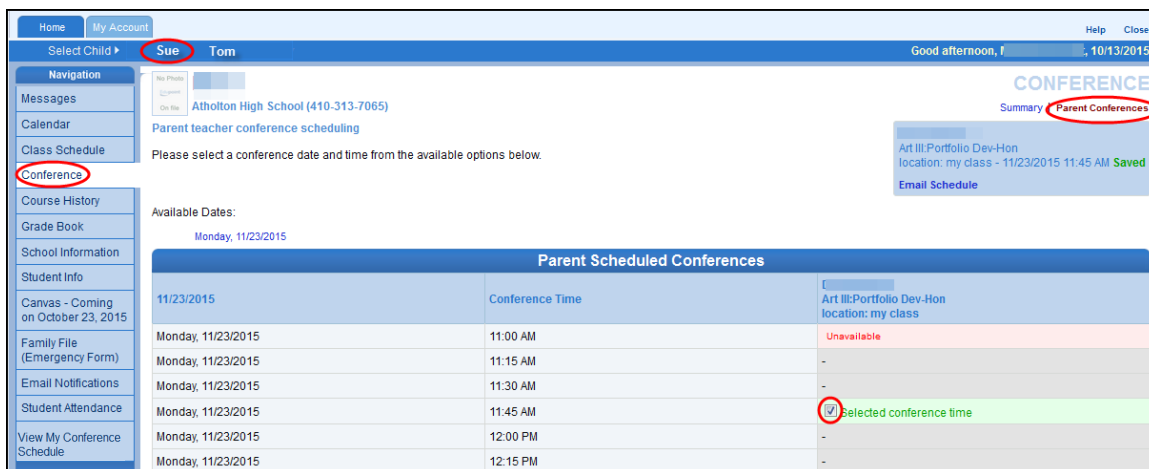
HCPSS Connect

Parent Conference Registration


 =Warning  =Timesaver  =Note

Register for a Conference

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



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 **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.

