HCPSS Connect

Parent Conference Registration

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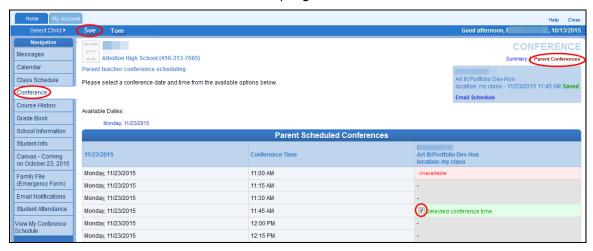






Register for a Conference

- 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

- 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.

