HCPSS Connect

Parent Conference Registration

Howard County Public School System ✪ Data Management ✪ Document: SYN073 ✪ Revision Date: 09/27/2024

❗ =*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.
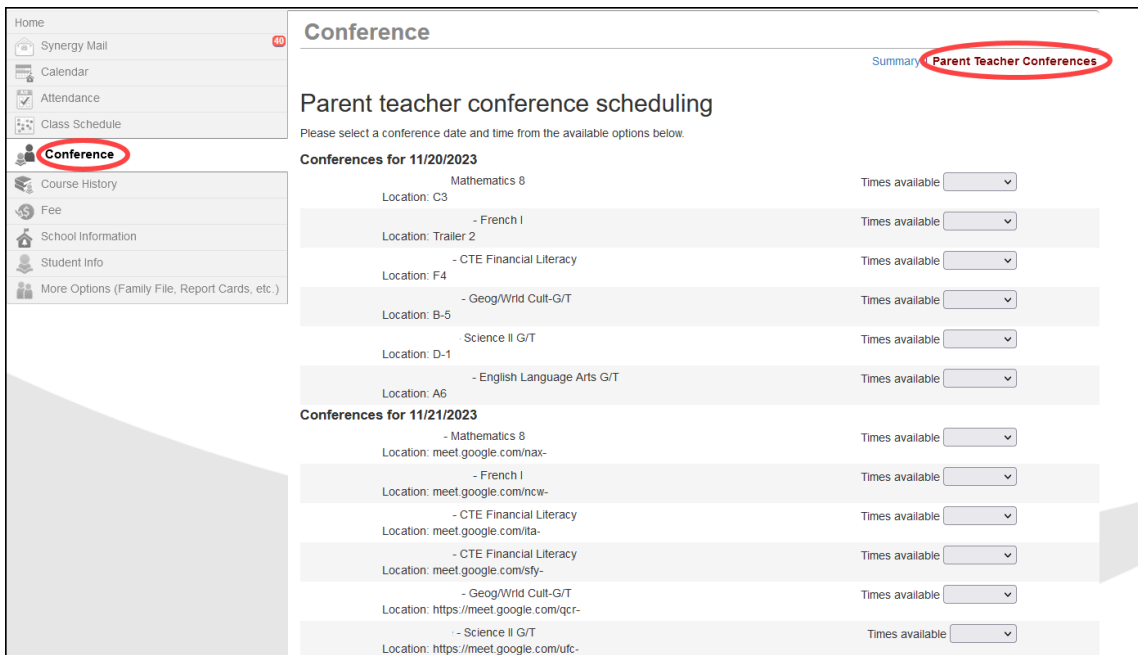
3. Select a time option for each class listed. The conference will be saved automatically. Once you select a time option, all other time options for that class will become unavailable.

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 top left corner.

6. Click **Email Schedule** in the top right corner to send yourself an email with your schedule.

✉ **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 **More Options (Family File, Report Card, etc**.).

2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** 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.

Date	Section	Conference Time	Teacher	Select	Location
November 23, 2020 (Monday)	Comptr Netwrk I-GT	9:00 AM		☑ Selected conference time	my class

4. If your child is more than one secondary program, select the additional program in the drop-down list at the top of the page.

View Conference Schedule for All Schools

1. In the Navigation Panel, select **More Options (Family File, Report Card, etc.)**.

2. Click the **Conference Scheduling (View or Schedule ARL/DigEd)** link.

3. Click the **View My Conference Schedule** link in the left panel. A page displays listing all of the conferences for your children.