

HCPSS Connect

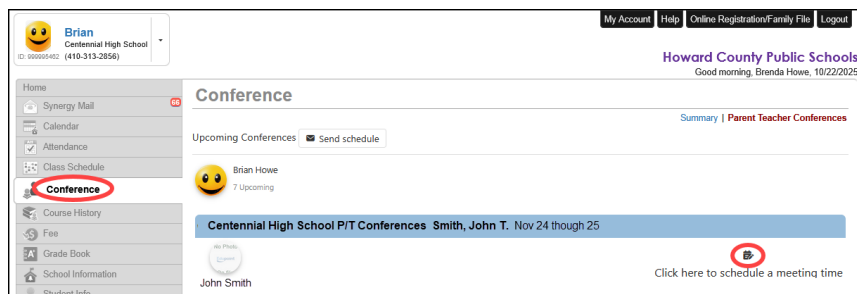
Parent Conference Registration

Howard County Public School System 🌐 Data Management 📄 Document: SYN073 🔄 Revision Date: 10/22/2025

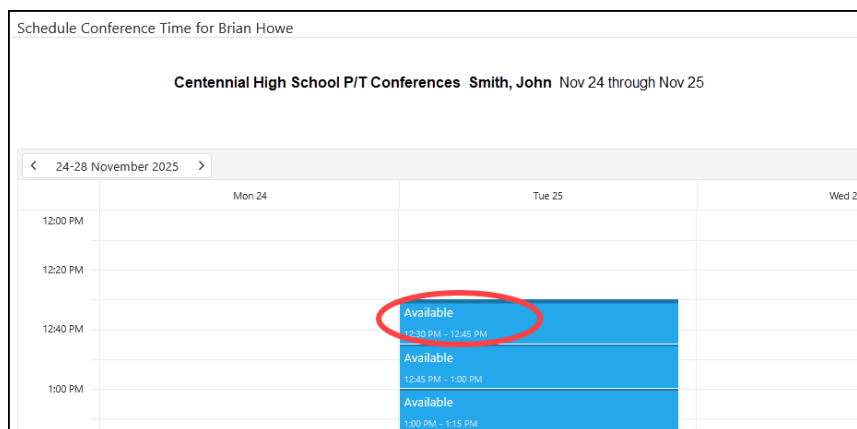
⚠️ =Warning 🕒 =Timesaver 📧 =Note

Register for a Conference

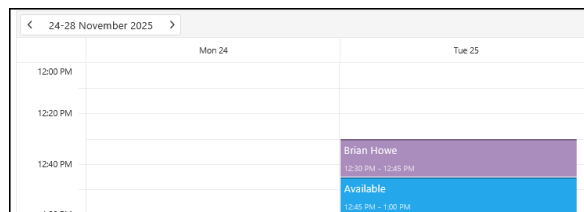
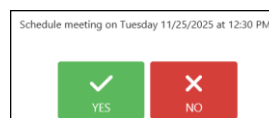
1. Log into HCPSS Connect.
2. In the Navigation panel, select **Conference**. If the parent registration window is open, the list of available teachers displays immediately. If you don't see the list of teachers, click on **Parent Teacher Conferences** link in the top right corner and note the window open date.



3. Click on the **Schedule** icon for the appropriate teacher.



4. Select a time option for the teacher.
5. Click **Yes** to confirm your decision to schedule that time.
6. Click **Done** to return to the teacher's conference times.



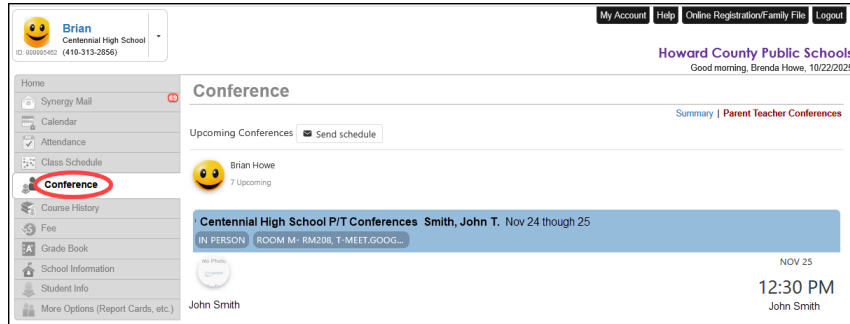
7. Close the window to return to the list of teachers. All teachers with scheduled conferences will move to the bottom of the list. Repeat this process to schedule all necessary conferences.



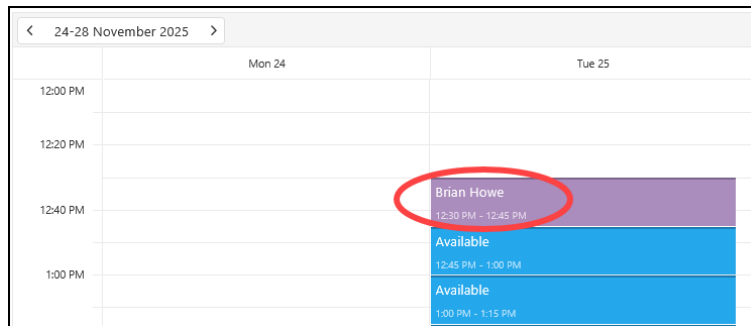
NOTE: Keep in mind the conference times you selected for your first child when selecting conference times for any additional children.

Remove/Edit a Conference Time

1. To remove or edit a conference time, click on **Conferences** in the Navigation panel.



2. Click on the row for the teacher to delete or edit.
3. Click on the click on the scheduled conference time.



4. Click **Yes** to confirm your decision to remove this conference slot.
5. Click **Done** to return to the list of conference slots for this teacher. Select another time slot if necessary.



View Conference Schedule

To view the list of upcoming scheduled conferences, select **Conferences** in the Navigation panel. The list of conferences displays for that child. Select another child to review their conference times. Note the Room or Google Meet Link for each teacher.

