

How to Sign Up for Spring Forward Conferences

Sign-up begins on Monday, February 4 at 12:01 AM

Deadline for sign-up is Thursday, February 14 at 11:59 PM

Conference dates and times for Bay View Middle School are as follows:

- **Monday, February 18 — 3:00 PM — 6:30 PM**
- **Thursday, February 21 — 3:00 PM — 6:30 PM**

1. Click on this link to sign up: <http://www.teeso.com/hssd/home/default.cfm>
2. Enter your username and password:
Username: Your primary email address that you provided us with at the beginning of the year.
Password: Same as Fall Conferences (if you did not create a password in the fall, use **hssd** for your password).
3. Click on the “Log Me In” button

Troubleshooting Tips

- If your email address doesn't work, try your work or spouse's email address
- If you do not have access to a computer (home, work or the public library), you are welcome to come to Bay View Middle School and use a computer available in the library. Please check in the main office.

4. **Bay View Middle School.** Make sure this box is checked.
(this step only applies if you have students in multiple schools using TEESO)
5. Hover over the **BVMS** Conferences arrow to the left of the page and click on “Sign-up”
6. **Click on the STRIDE name.** Scroll down to see a list of available dates and times. Decide which time and date works for you and click on “Available”.

When you are done scheduling conferences:

- Click on “View/Print Family Schedule” at the top of the page. This will give you a confirmation schedule of your conferences.
- **Print this out** and bring with you on the night of your conference for your reference.

If you need to **cancel** or **change** a conference, simply click on the current time and follow the on-line screen directions.

- In the next screen, click “Yes, Take me Off!” to release the conference date. You can now go back to the teacher's schedule to book a different time.

If you have questions or need assistance ,
please contact Tanya Greely at tanygree@hssdschools.org



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