

# How to Sign Up for Spring Conferences

**Conference sign-up begins on Monday, Feb. 10**  
**Deadline for conference sign-up is Friday, Feb. 21**

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

- Tuesday, February 25, 3:00 PM — 6:30 PM
- Thursday, February 27, 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.
- If you have any questions or need assistance scheduling a conference, please contact Connie Michlig at 920-662-7970 or [connmich@hssdschools.org](mailto:connmich@hssdschools.org)

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-



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