



Dear Hoover High School Parents:

## Online signups for February 2, 2012 and March 5, 2012 parent/teacher conferences are available now.

Please follow the instructions below:

**Step 1:** Log onto [www.teeso.com/ncs](http://www.teeso.com/ncs) or click on the TEESO link on the HHS Web site under Parents, Parent-Teacher Conferences, Login to Teeso.

**Step 2:** On the Login Page, you must **FIRST** select **Register My Email Address** from the green box on the left. Then, select your name from the drop down menu inside the Register Email section of the page and click Register Email.

**Step 3:** This will bring you to the **Login Registration Page**. You will be prompted to enter your email address twice and then the **last 7 digits** of your phone number (**no area code - no dash**). You must enter the phone number that the school has on file for you. Then click Register Me.

**Step 4:** You will be sent again to the **Login Page**. Here you will enter the following:  
Username: Your Email address that you just registered  
Password: Your 7 digit phone number will be your password  
click Log Me In

**Step 5:** You will now be on your own TEESO Home Page. From the green box on the left, select the **NCCS Conferences tab** and then select **Sign-Up**.

**Step 6:** Follow the on screen instructions to find the teacher that you would like to conference with. Find an available time in the teacher's schedule that fits your own schedule and click on it. This will automatically schedule a conference at that time. If the teacher's schedule shows times that are not available, that means that they have already had a conference scheduled at that time. If you need to change or cancel a conference once you have scheduled it, simply enter the process again and cancel the schedule.

**Step 7:** To print out a schedule for the conferences you have signed up for, go again to the menu on the left and select **Our Conferences** from the NCS Conferences tab. This will show you your family's schedule and allow you to print a version of it.

*Here are some other reminders and tips that are very important:*

- **If you have trouble with the process or do not have computer access, HHS can schedule a conference for you.** Simply call the school at 330-497-5620 and ask for Mrs. Malcolm at extension 325. She can schedule a conference for you or answer questions.
- If none of the times that work for you are available, please contact teachers and schedule a conference during or after school hours.
- **Please check with your child's teachers to see if a conference is necessary.** We are trying to accommodate as many families as possible.

Thank you,  
Hoover High School