

Parent-Teacher Conferences - Parent Instructions

Parents must use their [Home Access Center \(HAC\)](#) username and password to access the parent-teacher conference registration system. It is highly recommended that you verify your ability to successfully login to [HAC](#) before proceeding, especially if you are an infrequent HAC user.

If assistance is needed with verifying HAC login credentials or registering for parent-teacher conferences, please contact North High at 630-795-8400 or South High at 630-795-8500.

With a valid HAC username and password in hand, please register for conferences as follows:

To Create Your Conference Schedule

- Access the [Parent-Teacher Conference Registration system](#)
 - Login using your HAC username and password
- Click the [Conference Schedule icon](#) to schedule appointments
 - Select [the date](#) and [a desired starting time](#) for your appointments
 - To skip scheduling certain courses, uncheck the box under [the Schedule column](#)
- Click [Build Your Schedule Now](#) to create your conference schedule
 - [The two icons in each row](#) are for leaving the teacher a comment prior to conferences and requesting a Spanish translator respectively
 - The [buttons on the bottom](#) are self explanatory

To Schedule Appointments with Other Staff Members

- Click the [Show Other Available Appointments](#) button or [scroll past the student's classes](#)
- Click [Not Scheduled](#) next to the staff member with whom you would like to meet
- Click [Request Appointment](#) for the time you desire to meet with that staff member
- Repeat as necessary

To Schedule Additional Students

- Select [Change Student](#) on the left
- From the [list presented in the center](#) select a different student
- Create a conference schedule for each student as described above
- Conference times between students will not overlap