

Bay Harbor Families,

Please sign up for Spring Conferences at Bay Harbor by following this step-by-step guide. **PLEASE BE SURE THE CORRECT TEACHER IS SELECTED WHEN SIGNING UP A CONFERENCE** because all of your student's teachers (including specials) will show up. You **DO NOT** have to schedule conferences with specialists.

1. click the link: <http://www.teeso.com/hssd/>
2. Login with your main email, password: hssd
3. Change your password- You will instantly be on a page to change your password. Click on "update person" when complete
4. IF you have a child at Lineville, Bay View, or Bay Port, you will be able to schedule all of their conferences from the same "MY HOME PAGE" tab by using the "Switch Schools" link.
5. Select the correct school conferences and then on the left hand side of the page, hover over the "BHES Conferences" tab and click on:
  1. "Our Conferences"- this will show you the conferences you are already scheduled for
  2. "Sign-up"- this will let you sign up for your child. **PLEASE REMEMBER TO SELECT THE CORRECT HOMEROOM TEACHER!!!!** The first teacher alphabetically will be automatically selected, so you need to click on the correct teacher to sign up with.
6. The process is very intuitive, but for more detailed directions, please click on the below link
  1. [TEESO parent instructions.pdf](#)
7. IF you experience any problems, contact Sally Scheffen at 662-8800.

We look forward to seeing you at conferences!

Tony Ebeling, Principal

Bay Harbor Elementary School