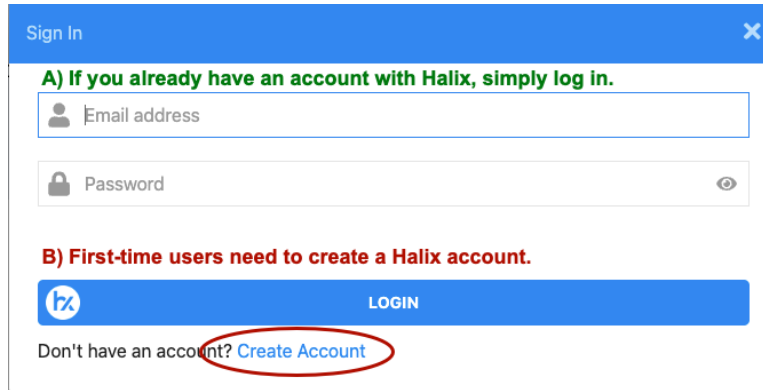


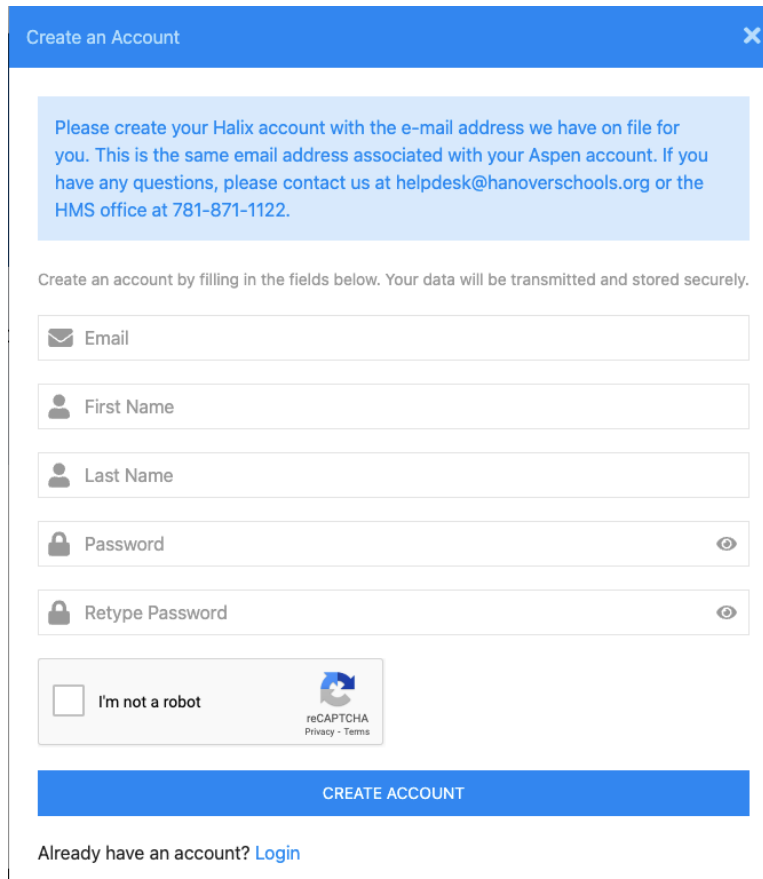
Logging into the Conference Scheduling application, Powered by Halix

- Navigate to the application, here: <https://hanover-appts.myhalix.io/>
- Click the “SIGN IN OR CREATE AN ACCOUNT” button
- Sign in OR create an account
 - A) If you already have a Halix account (used for FACE), enter your credentials to sign in
 - B) First-time users will need to create a Halix account (only needs to be done once)



The screenshot shows a 'Sign In' form with a blue header. Below the header, there are two instructions: 'A) If you already have an account with Halix, simply log in.' and 'B) First-time users need to create a Halix account.' The form includes fields for 'Email address' and 'Password'. A blue 'LOGIN' button is present, and a link 'Create Account' is circled in red below it.

- When creating a new account, you MUST use the email address that HPS has on file (the email address associated with your Aspen account, which is also the email address used to receive School Messenger notices)



The screenshot shows a 'Create an Account' form with a blue header. Below the header, there is a blue box with instructions: 'Please create your Halix account with the e-mail address we have on file for you. This is the same email address associated with your Aspen account. If you have any questions, please contact us at helpdesk@hanoverschools.org or the HMS office at 781-871-1122.' Below this, there is a note: 'Create an account by filling in the fields below. Your data will be transmitted and stored securely.' The form includes fields for 'Email', 'First Name', 'Last Name', 'Password', and 'Retype Password'. There is also a reCAPTCHA section with the text 'I'm not a robot' and a 'CREATE ACCOUNT' button. At the bottom, there is a link: 'Already have an account? Login'.

- In the Event Signup area, click the “Sign Up” link below your student’s name to choose a time for each teacher for which you would like to schedule a conference
- When you are finished, click “View Schedule” to see your selections, print a copy, or have it emailed