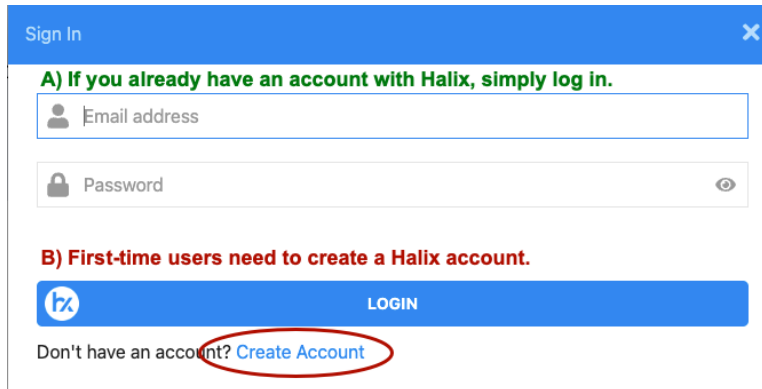


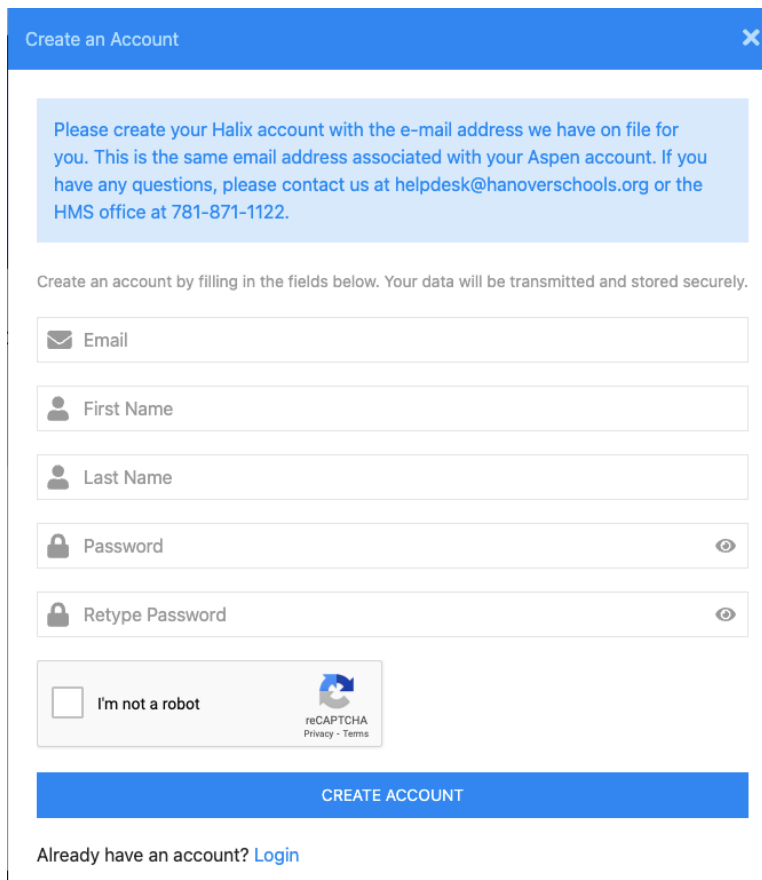
Logging into the Conference Scheduling application, Powered by Halix

- Navigate to the application URL: <https://hanover-appts.myhalix.io/>
- Click the blue button: SIGN IN OR CREATE AN ACCOUNT
 - **A) Sign In**
 - If you already have a Halix account (used for HMS conferences or FACE programming), you can simply enter your credentials to sign in.
 - **B) Create Account**
 - If you are a first-time user, you will need to create a Halix account (this only needs to be done once). Click Create Account.



The screenshot shows a 'Sign In' form with a blue header and a close button. It contains two sections: 'A) If you already have an account with Halix, simply log in.' with fields for 'Email address' and 'Password', and 'B) First-time users need to create a Halix account.' with a blue 'LOGIN' button and a 'Create Account' link circled in red.

- 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 and a close button. It includes a blue informational box, a security notice, and fields for 'Email', 'First Name', 'Last Name', 'Password', and 'Retype Password'. It also features a reCAPTCHA widget and a 'CREATE ACCOUNT' button. A 'Login' link is provided at the bottom.

- If you do not receive the email containing the account verification code, please email mplummer@hanoverschools.org for assistance.

After getting your account set up, please log in.

- Prior to Monday at 6:00 p.m., you will be able to see your student's teachers, i.e., test your account. If you have any concerns, please reach out.
- After Monday at 6:00 p.m., you will be able to schedule conference appointments until the booking window closes on Wednesday at 8:00 a.m.
- 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 to you.