

 =Warning  =Timesaver  =Suggestion

Creating a Parent Account

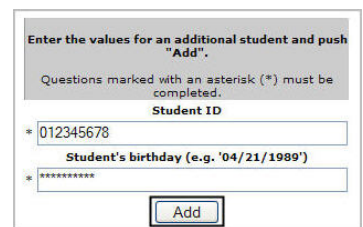
pickAtime is a web based tool that parents use to schedule conferences with teachers during HCPSS's November and February conferences. By using pickAtime, parents can schedule conference times that best meet their busy schedules, print their schedule, and even receive an email reminder. In order to use pickAtime, you will need to create a user account every school year. Remember your user account information because you will use this account for the February conferences.

1. Go to your school's website and click on the link to your school's pickAtime site or follow the school's directions for the link.



NOTE: Do not go to pickAtime's main website.

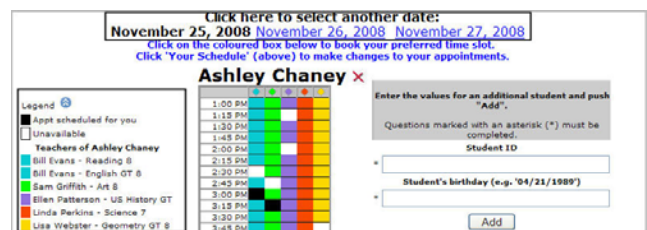
2. Create an account by entering an email address and password. If you do not have an email address, you can make one up but you will not be able to receive an email reminder.
3. Click the **Login/Create Account** button.
4. Fill out the required fields. The First and Last name fields should be your name, not your student's name.
5. Click the **OK** button.
6. Enter your student's 9 digit Student ID# (including leading zeros) and birthday (mm/dd/yyyy format)
7. Click the **Add** button. You can add additional students that attend the same school when creating appointments.



Creating Appointments

You can begin scheduling appointments once you have created an account. Each school determines the start and end date/time for appointment taking in pickAtime. Please check with your school regarding this date.

1. If you are not logged into pickAtime, click the **Login/Create Account** button from your school's pickAtime website. If you forget your password, type in your email address and use the **Forgot My Password** button. A temporary password will be emailed to your email account.
2. Select the day you would like to schedule your appointments. If you have additional students attending this school, you can use the **Add** button to schedule their appointments at the same time.
3. A **Legend** will appear with your student's teachers. Click the colored square for the teacher you would like to schedule an appointment. If you would like an email reminder, click the checkbox and select the timeframe for the reminder.
4. Click the **Create Appointment** button. A black square indicates your scheduled appointment.
5. Continue until all appointments have been scheduled.
6. Click the **Print Schedule** link to print your schedule. Use your browser's print command to print the schedule. Please bring your schedule with you to the conference. Click the **Return** link to return to the Appointment screen.
7. Click the **Logout** link when finished.



Changing or Deleting Scheduled Appointments

You may change or cancel an appointment at any time prior to the end date/time of pickAtime appointment taking. If you need to change or cancel an appointment after that time, please contact the school to do so.

1. If you are not logged into pickAtime, click the **Login/Create Account** button from your school's pickAtime website. If you forget your password, type in your email address and use the **Forgot My Password** button. A temporary password will be emailed to your email account.
2. Click the **Your Schedule** link to the left of your name.
3. To delete an appointment, click the **Cancel** link next to the scheduled date and time. Click the **Cancel Appointment** button.
4. To change the appointment time, click the **Change Time** link and select a different date or time. Click the **Change Appointment** button.
5. Click the **Print Schedule** link to print an updated schedule. Use your browser's print command to print your schedule. Please bring your schedule with you to the conference. Click the **Return** link to return to the Appointment screen.
6. Click the **Logout** link when finished.

Your schedule	Roberta Chaney	Logout	Edit Profile/Change Password	Printable schedule
11/25/08 at 02:45 PM, Lisa Webster at demo	Cancel	Details	Edit	Change time
11/25/08 at 03:00 PM, Bill Evans at demo	Cancel	Details	Edit	Change time
11/25/08 at 03:15 PM, Sam Griffith at demo	Cancel	Details	Edit	Change time
11/25/08 at 03:30 PM, Ellen Patterson at demo	Cancel	Details	Edit	Change time

Editing Account Information

You may edit your pickAtime account information at any time. This could be used to change your password or edit any other account information.

1. If you are not logged into pickAtime, click the **Login/Create Account** button from your school's pickAtime website.
2. Click the **Edit Profile/Change Password** button.
3. Make any changes to your account information.
4. Click **Update**.
5. Click the **Logout** link.