

DIRECTIONS FOR PARENTS USING PICKATIME WITH ESTABLISHED ACCOUNTS

1. Go to your school's web page and click on the link to PickATime (or follow school's directions for the link)	http://www.pickatime.com/schedule.jsp?ven=11600666																								
2. Log into PickATime using the same email address and password you used for the Fall conferences. If you do not remember your password, click the Forgot My Password button and a new password will be sent to you. (PickATime remembers your student's information and is attached to your account.) If you do not remember the email address used to set up your account, you can set up a new account but will need your student's ID number and date of birth. If you need directions on how to create a new account, please download the file from your school's website.	<p style="text-align: center;">Enter your email and push "Login/Create Account".</p> <p>Your email address: <input style="background-color: yellow;" type="text"/></p> <p>Your personal password: <input type="password"/></p> <p style="text-align: center;"> <input type="button" value="Login/Create Account"/> <input type="button" value="Forgot My Password"/> </p>																								
3. Select the day you would like to make your appointments.																									
4. A legend will appear with your child's teachers. Black squares display appointments you have made and white squares are unavailable appointments (already booked or teacher is unavailable).	<p> <input checked="" type="checkbox"/> Appt scheduled for you <input type="checkbox"/> Appt Unavailable <input checked="" type="checkbox"/> Shanya Hilliard, 330 <input checked="" type="checkbox"/> Holly Eckard, 325 <input checked="" type="checkbox"/> Chad Mearns, 226 <input checked="" type="checkbox"/> Lee Ann Kulina, 306 <input checked="" type="checkbox"/> Shannon Miller, 256 </p>																								
5. To schedule your appointment, click the colored square for the teacher and time you would like. If you would like a reminder, complete the reminder information and click Create Appointment . Repeat until all appointments have been scheduled. (The time slot will turn black to indicate your appointment with this teacher.)																									
6. Click Printable Schedule to view your schedule. Use your browser's Print command to print. Click the Return button on the screen (not keyboard) when finished printing. Note: Please print your schedule and bring it with you on conference day.	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">When</th> <th style="text-align: center;">Teacher</th> <th style="text-align: center;">Room</th> <th style="text-align: center;">Student</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">02/14/05 at 08:00 AM</td> <td>Lee Ann Kulina</td> <td style="text-align: center;">306</td> <td>Roberta Hecker</td> </tr> <tr> <td style="text-align: center;">02/14/05 at 08:15 AM</td> <td>Shanya Hilliard</td> <td style="text-align: center;">330</td> <td>Roberta Hecker</td> </tr> <tr> <td style="text-align: center;">02/14/05 at 08:30 AM</td> <td>Shannon Miller</td> <td style="text-align: center;">256</td> <td>Roberta Hecker</td> </tr> <tr> <td style="text-align: center;">02/14/05 at 08:45 AM</td> <td>Holly Eckard</td> <td style="text-align: center;">325</td> <td>Roberta Hecker</td> </tr> <tr> <td style="text-align: center;">02/14/05 at 09:00 AM</td> <td>Chad Mearns</td> <td style="text-align: center;">226</td> <td>Roberta Hecker</td> </tr> </tbody> </table>	When	Teacher	Room	Student	02/14/05 at 08:00 AM	Lee Ann Kulina	306	Roberta Hecker	02/14/05 at 08:15 AM	Shanya Hilliard	330	Roberta Hecker	02/14/05 at 08:30 AM	Shannon Miller	256	Roberta Hecker	02/14/05 at 08:45 AM	Holly Eckard	325	Roberta Hecker	02/14/05 at 09:00 AM	Chad Mearns	226	Roberta Hecker
When	Teacher	Room	Student																						
02/14/05 at 08:00 AM	Lee Ann Kulina	306	Roberta Hecker																						
02/14/05 at 08:15 AM	Shanya Hilliard	330	Roberta Hecker																						
02/14/05 at 08:30 AM	Shannon Miller	256	Roberta Hecker																						
02/14/05 at 08:45 AM	Holly Eckard	325	Roberta Hecker																						
02/14/05 at 09:00 AM	Chad Mearns	226	Roberta Hecker																						
7. Click Logout when completed.																									
8. If you would like to change or cancel your appointments, you will need to login (Steps 1 and 2) and click Your Schedule and choose either Cancel or Change Time . Follow the directions on the screen. Note: Don't forget to print your new schedule.	<p style="text-align: center;">Your schedule </p>																								
9. Click Logout when completed.																									
Note: To edit your account information (email address, password, or phone number), click the Edit Profile button while still logged in. Click Update when finished.																									