



DIRECTIONS FOR PARENTS USING PICKATIME FOR ESTABLISHED ACCOUNTS

<p>1. Go to your school's web page and click on the link to PickATime (or follow school's directions for the link)</p>																									
<p>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.)</p> <p>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>	<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>																								
<p>3. Select the day you would like to make your appointments.</p>																									
<p>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>	 <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>																								
<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.)</p>																									
<p>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.</p> <p>Note: Please print your schedule and bring it with you on conference day.</p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>When</th> <th>Teacher</th> <th>Room</th> <th>Student</th> </tr> </thead> <tbody> <tr> <td>02/14/05 at 08:00 AM</td> <td>Lee Ann Kulina</td> <td>306</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 08:15 AM</td> <td>Shanya Hilliard</td> <td>330</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 08:30 AM</td> <td>Shannon Miller</td> <td>256</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 08:45 AM</td> <td>Holly Eckard</td> <td>325</td> <td>Roberta Hecker</td> </tr> <tr> <td>02/14/05 at 09:00 AM</td> <td>Chad Mearns</td> <td>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
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<p>7. Click Logout when completed.</p>																									

<p>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>	<p>Your schedule </p>
<p>9. Click Logout when completed.</p>	
<p>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.</p>	