## Scheduling an Appointment with pickAtime

- 1. Go to <a href="https://pickatime.com/granitesd">https://pickatime.com/granitesd</a>.
- 2. Click 'Login/Create Account'.



If you have previously created an account, use the same information to log-in.

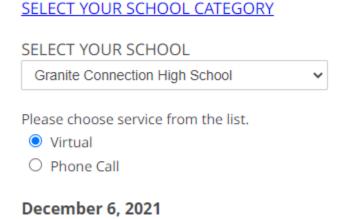


Click OK to register OK Cancel

4. Once your account is created, you will select the school category hyperlink.

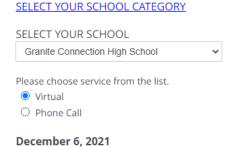


5. Select your school from the list (only Granite Connection High will be doing conferences on December 6) then add your student by typing in their student ID (their 9 number) and birthdate, click 'Add'.



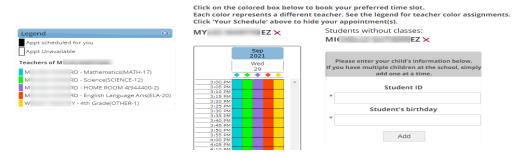
6. Next, select the type of service and date for your appointment.

Conferences will be by ZOOM or a phone call.



7. On the next screen, you will select a time by clicking on the correct color and time slot. If your student has multiple teachers/courses, you will need to pay attention to the color coding to know which teacher you are scheduling to see.

**NOTE**: This is where you will add other students you have in the school by typing in the Student ID and birthdate and click 'Add'.



8. Once you select the time slot for the associated teacher, a new screen will show the appointment date/time and teacher. If this is correct, click 'Create Appointment'. If this is not correct, click 'Return'.



9. After you click 'Create Appointment' you will be brought back to the main scheduling screen and a message will appear letting you know your appointment is confirmed.

