

# Scheduling an Appointment with pickAtime

1. Go to <https://pickatime.com/granitesd>.
2. Click 'Login/Create Account'.
3. Fill in the required information and click 'OK'.

Login/Create Account

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

The screenshot shows the Granite School District registration page. At the top is the Granite School District logo. Below it, a red message states "Required fields must be filled in." A dark blue header bar contains the text "Granite School District requires the following information". The form fields include: "Email address \*" (with a red asterisk), "Confirm Email address \*" (with a red asterisk), "First Name \*" (with a red asterisk), "Last Name \*" (with a red asterisk), "Password (at least 8 characters) \*" (with a red asterisk), and "Confirm Password \*" (with a red asterisk). Each field has a corresponding input box. At the bottom right, there is a note "Required information is indicated by \*". At the bottom left, there is a button labeled "Click OK to register" with "OK" and "Cancel" options.

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

The screenshot shows a page titled "SELECT YOUR SCHOOL CATEGORY". There are three hyperlinks: "Elementary School", "Junior High", and "High School". The "High School" link is circled in purple.

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'.

## SELECT YOUR SCHOOL CATEGORY

### SELECT YOUR SCHOOL

Granite Connection High School ▼

Please choose service from the list.

- Virtual  
 Phone Call

**December 6, 2021**

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

Conferences will be by ZOOM or a phone call.

[SELECT YOUR SCHOOL CATEGORY](#)

SELECT YOUR SCHOOL

Granite Connection High School

Please choose service from the list.

- Virtual
- Phone Call

December 6, 2021

- 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'.

Click on the colored box below to book your preferred time slot. Each color represents a different teacher. See the legend for teacher color assignments. Click 'Your Schedule' above to hide your appointment(s).

**Legend**

- Appt scheduled for you
- Appt Unavailable

**Teachers of M**

- M - RD - Mathematics(MATH-17)
- M - RD - Science(SCIENCE-12)
- M - RD - HOME ROOM 4(944400-2)
- M - RD - English Language Arts(ELA-20)
- W - Y - 4th Grade(OTHER-1)

**MY** **EZ** **X**

Sep 2021  
Wed 29

3:00 PM				
3:05 PM				
3:10 PM				
3:15 PM				
3:20 PM				
3:25 PM				
3:30 PM				
3:35 PM				
3:40 PM				
3:45 PM				
3:50 PM				
3:55 PM				
4:00 PM				
4:05 PM				
4:10 PM				

**Students without classes:** **MI** **EZ** **X**

Please enter your child's information below. If you have multiple children at the school, simply add one at a time.

Student ID

Student's birthday

Add

- 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'.

You are scheduling an appointment with **ME** at 03:45 PM on September 29, 2021.

Create Appointment

Return

- 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.

Appointment confirmed for September 29, 2021.

September 29, 2021 at 03:45 PM, Granite School District - MEI

[Your Schedule](#) All [Edit Profile/Change Password](#) [Printable schedule](#) [Logout](#)

[Cancel](#) [Delete](#) [Change time](#)

[SELECT YOUR SCHOOL CATEGORY](#)

SELECT YOUR SCHOOL  
COPPER HILLS ELEMENTARY

September 29, 2021

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