

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'.

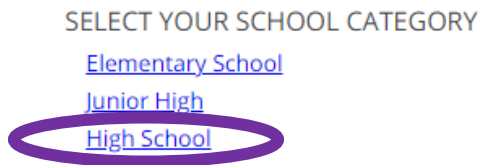
Login/Create Account

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". It lists three hyperlinks: "Elementary School", "Junior High", and "High School". The "High School" link is circled in purple.

5. Select your school from the list 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

February 7, 2022

6. 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

February 7, 2022

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'.

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).

MY EZ Students without classes: MI EZ

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)

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				

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

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'.

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

Create Appointment

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.

Appointment confirmed for September 29, 2021.

September 29, 2021 at 02:45 PM, Granite School District - ME

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL
COPPER HILLS ELEMENTARY

September 29, 2021

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).

MY EZ

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)

Sep 2021
Wed 29

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

10. If you have other students you need to schedule, click on the link 'Select Your School Category', select the correct category and school, then follow steps 6-8.

11. You can print/email your scheduled appointments by clicking 'Your Schedule' in the gray menu bar next to your name.

Appointments for Ali ██████████

COPPER HILLS ELEMENTARY

When	Teacher	Class	Room	Student
September 29, 2021 at 03:45 PM	Granite School District - MI ██████████	HOME ROOM 4(944400-2)		M ██████████ EZ

[Print](#) [Email Schedule](#) [Return](#)

Changing/Cancelling Your Scheduled Appointment

If you wish to change or cancel your appointment, follow the steps below.

Cancelling your appointment:

1. Below the gray menu bar, you will see your scheduled appointments. To cancel, click on the red 'cancel' button.

▼ Your Schedule Ali ██████████ Edit Profile/Change Password Printable schedule Logout

September 29, 2021 at 03:50 PM, Granite School District - M ██████████ RD [Cancel](#) [Details](#) [Change time](#)

2. A new screen will show that you are cancelling your appointment, with the date and time. If you wish to cancel, click 'Cancel Appointment'.

You are cancelling your appointment with M ██████████ D at 04:30 PM on September 29, 2021 for the COPPER HILLS ELEMENTARY event.

[Cancel Appointment](#) [Return](#)

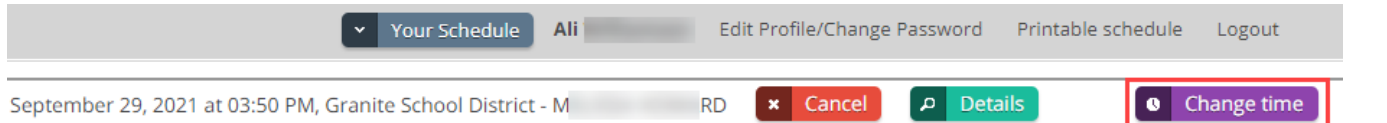
3. You will then get a message that your appointment has been cancelled.

Your appointment has been canceled.

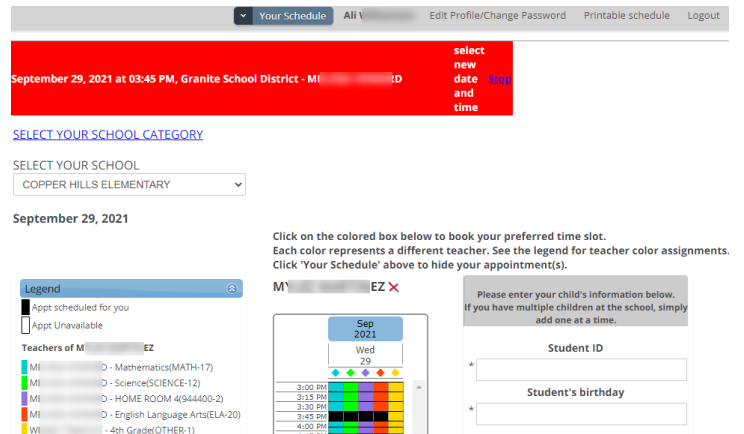
Ali ██████████ Edit Profile/Change Password Printable schedule Logout

Changing your scheduled appointment:

1. Below the gray menu bar, click 'Change Time'.

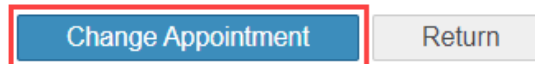


2. Select your new date/time by clicking on the time. Pay close attention to the color coding for each teacher.



3. A confirmation page will come up and if that is the date/time you want, click 'Change Appointment'.

You are changing your appointment with M to 04:30 PM on September 29, 2021.



4. You will see a message that your appointment has been changed.

