

# Scheduling an Appointment with PickATime

Granite Connection will hold Parent Teacher Conferences on Thursday, December 15 from 4:00 – 7:00 PM only.

You can use PickATime to schedule virtual or phone conferences.

If you would like to meet in person you can just show up at the school. We will have a taco truck for all who come in person (until the tacos run out).

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

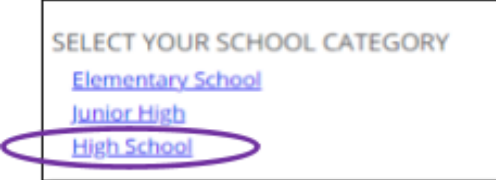
Login/Create Account

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 reads "Granite School District requires the following information". The form contains several fields: "Email address \*", "Confirm Email address \*", "First Name \*", "Last Name \*", "Password \*", and "Confirm Password \*". A note below the email fields says "Your email address is also your login ID. Please double check that it is correct." At the bottom right, there is a note "Required information is indicated \*". At the bottom left, there are buttons for "Click OK to register", "OK", and "Cancel".

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

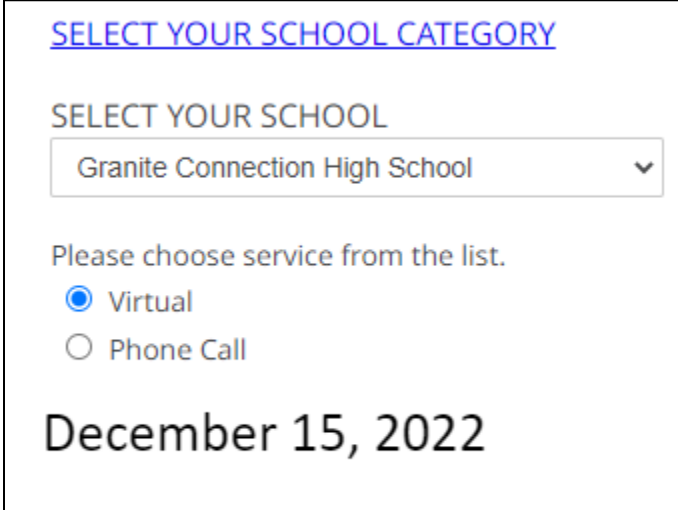


The screenshot shows a menu titled "SELECT YOUR SCHOOL CATEGORY". It lists three options: "Elementary School", "Junior High", and "High School". The "High School" option is circled in purple.

5. Select your school from the list then add your student by typing in their student ID (their 9 number) and birthdate, click 'Add'.

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

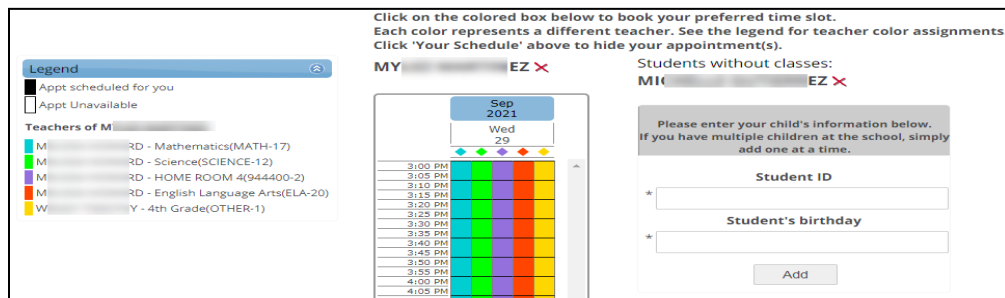
Conferences will be by ZOOM or a phone call.



The screenshot shows the appointment selection interface. At the top is the heading "SELECT YOUR SCHOOL CATEGORY" with a blue underline. Below it is another heading "SELECT YOUR SCHOOL" followed by a dropdown menu showing "Granite Connection High School" with a downward arrow. Below the dropdown is the text "Please choose service from the list." followed by two radio button options: "Virtual" (which is selected) and "Phone Call". At the bottom of the form, the date "December 15, 2022" is displayed in a large font.

- 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'.



- 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'.



- 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.

