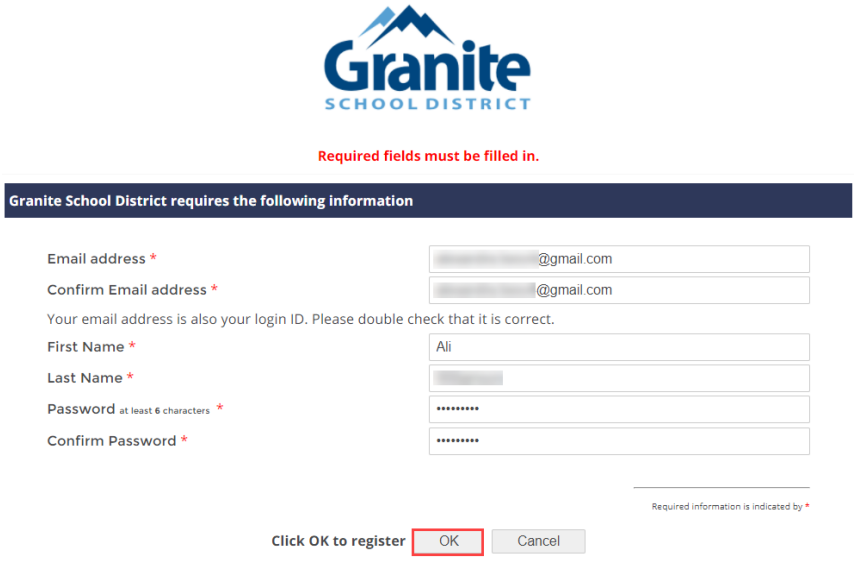
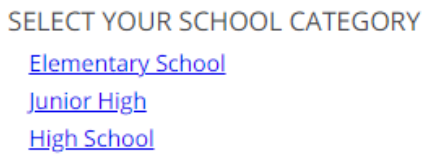
Scheduling an Appointment with pickAtime

1. Go to https://pickatime.com/granitesd.
2. Click 'Login/Create Account'.

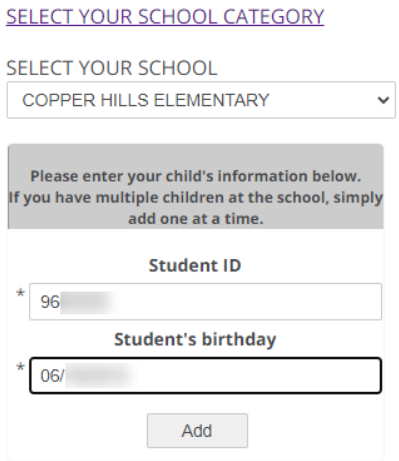
3. Fill in the required information and click 'Ok'.



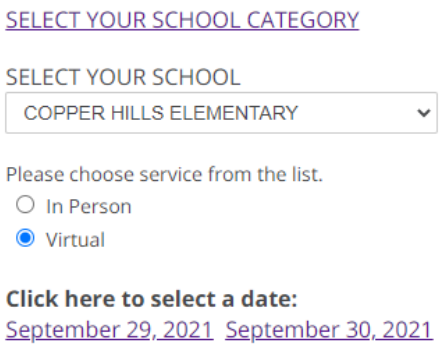
4. Once your account is created, you will select the school category hyperlink.



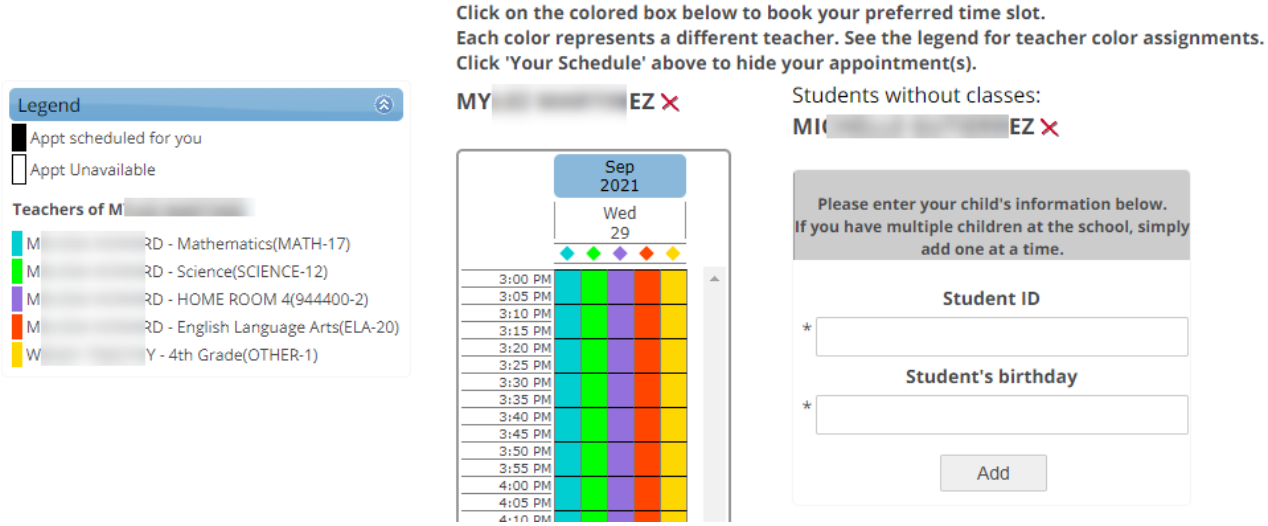
5. Select your school from the list then add your student by typing in their student ID (their 9 number) and birthdate, click 'Add'. **NOTE**: *If you have multiple students to schedule, you will be able to add them on the scheduling page (image on step 7).*



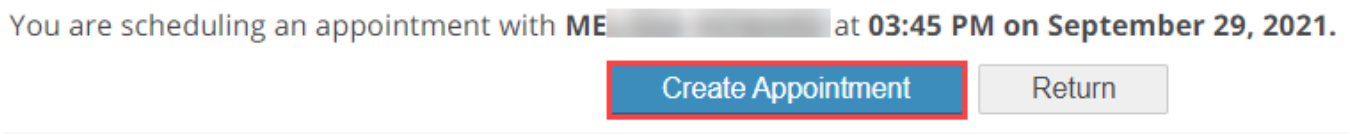
6. Next, select the type of service and date for your appointment.



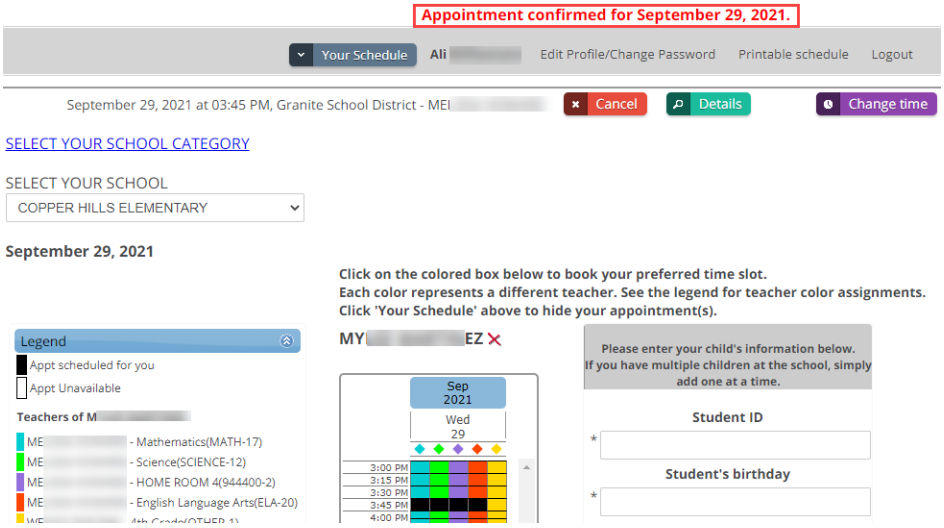
7. On the next screen, you will select a time by clicking on the correct color and time slot. If your student has multiple teachers/courses, you will need to pay attention to the color coding to know which teacher you are scheduling to see. **NOTE**: *This is where you will add other students you have in the district by typing in their Student ID and birthdate and click 'Add'.*



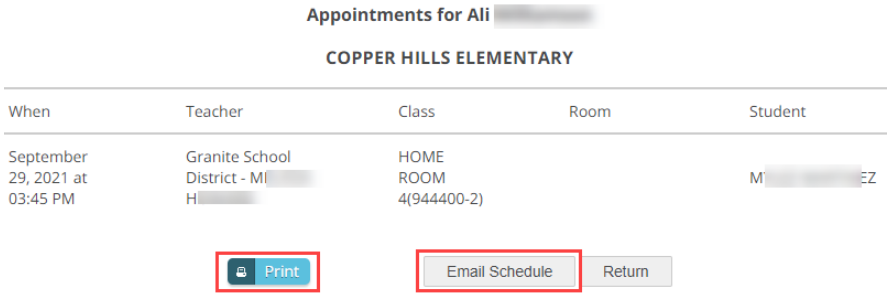
8. Once you select the time slot for the associated teacher, a new screen will show the appointment date/time and teacher. If this is correct, click 'Create Appointment'. If this is not correct, click 'Return'.



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.



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.

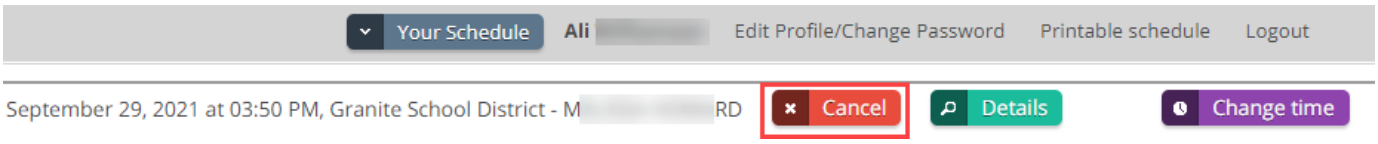


Changing/Cancelling Your Scheduled Appointment

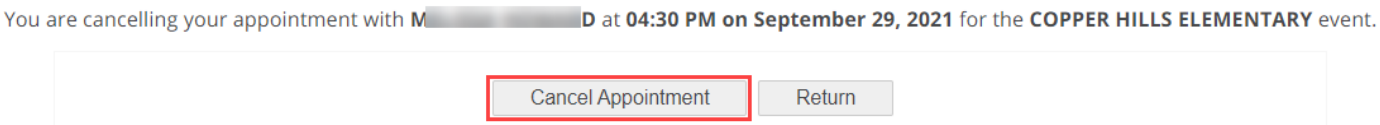
If you wish to change or cancel your appointment, follow the steps below.

Cancelling your appointment:

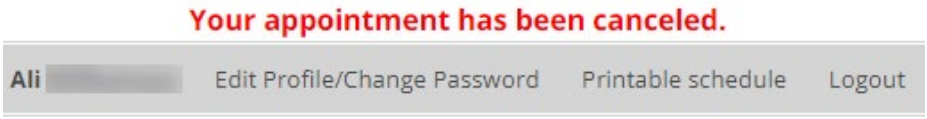
1. Below the gray menu bar, you will see your scheduled appointments. To cancel, click on the red 'cancel' button.



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'.

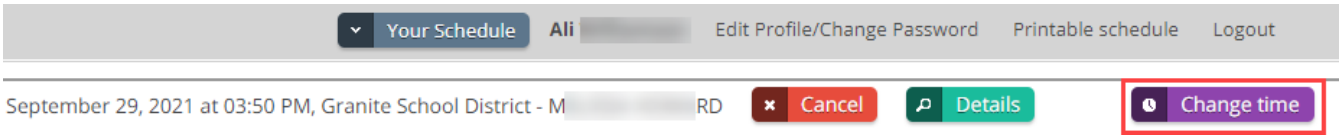


3. You will then get a message that your appointment has been cancelled.

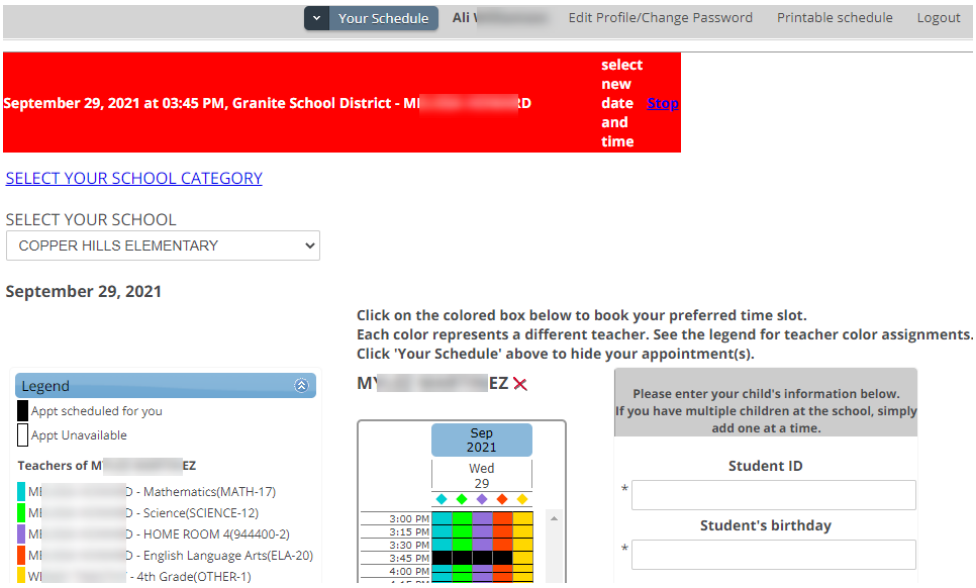


Changing your scheduled appointment:

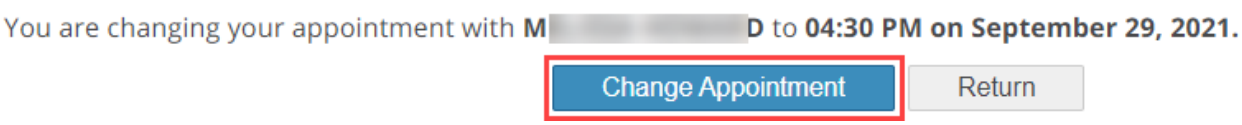
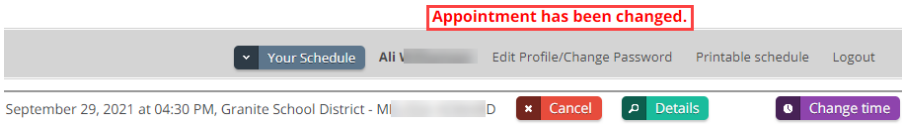
1. Below the gray menu bar, click 'Change Time'.



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'.



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