Scheduling a Parent Teacher Conference (SEP) Appointment with pickAtime

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

Required fields must be filled in.

Granite School District requires the following information

Email address *	@gmail.com
Confirm Email address *	@gmail.com

Your email address is also your login ID. Please double check that it is correct.

First Name *	Ali
Last Name *	
Password at least 6 characters *	••••••••
Confirm Password *	••••••••

Required information is indicated by *

Click OK to register [OK] [Cancel]

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

SELECT YOUR SCHOOL CATEGORY

Elementary School

Junior High

High School

5. Select your school from the list then add your student by typing in their student ID (their 9 number, which is located on the label attached to these instructions) 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).*

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL

COPPER HILLS ELEMENTARY

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

Student ID

* 96

Student's birthday

* 06/

[Add]

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

SELECT YOUR SCHOOL CATEGORY

SELECT YOUR SCHOOL

COPPER HILLS ELEMENTARY

Please choose service from the list.

○ In Person
● Virtual

Click here to select a date:

September 29, 2021   September 30, 2021

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'.

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.
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 ▓▓▓

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When	Teacher	Class	Room	Student
September 29, 2021 at 03:45 PM	Granite School District - M▓▓▓▓ H▓▓▓▓	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 or Changing your appointment:

1. Below the gray menu bar, you will see your scheduled appointments. To cancel, click on the red 'cancel' button. To change the appointment, click on the purple "change time" box.

⌄ 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