

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'.



Required fields must be filled in.

Granite School District requires the following information

Email address *	<input type="text" value=".....@gmail.com"/>
Confirm Email address *	<input type="text" value=".....@gmail.com"/>
Your email address is also your login ID. Please double check that it is correct.	
First Name *	<input type="text" value="Ali"/>
Last Name *	<input type="text" value="....."/>
Password at least 6 characters *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>

Click OK to register

Required information is indicated by *

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) 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
*

Student's birthday
*

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'.**

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)

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 ✕

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 ✕

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

*

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.

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.

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

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

[SELECT YOUR SCHOOL CATEGORY](#)

SELECT YOUR SCHOOL

September 29, 2021

Legend

Appt scheduled for you
 Appt Unavailable

Teachers of M

- ME - Mathematics(MATH-17)
- ME - Science(SCIENCE-12)
- ME - HOME ROOM 4(944400-2)
- ME - English Language Arts(ELA-20)
- WE - 4th Grade(OTHER-1)

MY EZ ✕

Sep 2021

Wed 29

3:00 PM				
3:15 PM				
3:30 PM				
3:45 PM				
4:00 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

*

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 - MEI 	HOME ROOM	4(944400-2)	ME EZ

Changing/Cancelling Your Scheduled Appointment

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

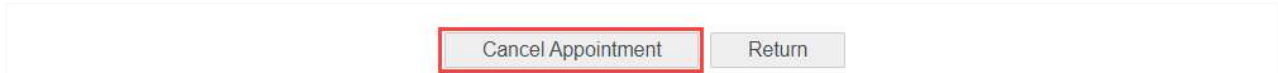
Cancelling your appointment:

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'.

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



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

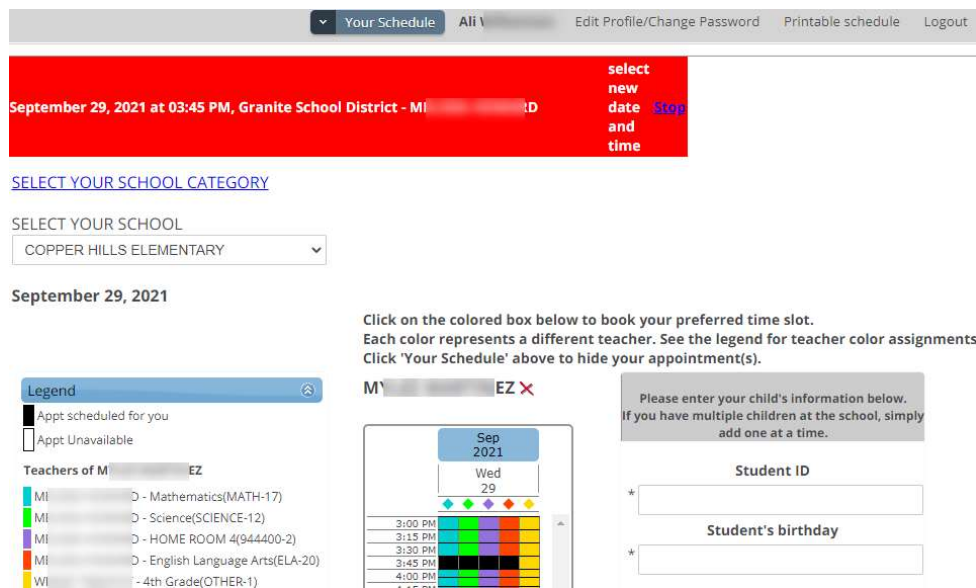


Changing your scheduled appointment:

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'.

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



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

