

Directions for Parents

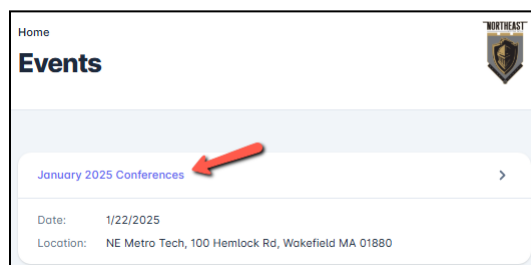
Creating an Account & Linking Students



1. Visit <https://pickatime.com/nemetro/Oct2025Conferences>
2. Enter your email address. You will not have an account the first time you try this, so click on the link to sign up. Accounts from last year were deleted from the system.

A screenshot of a web page titled "Welcome to the Northeast Metro Tech Online Scheduler". On the right side, there is a "Sign in" section with a red error message: "Your email address is not registered. Please click [here](#) to sign up." Below the message is an "Email address*" input field containing "parent@nemetro.com" and a blue "Next" button. Two red arrows with numbers "1" and "2" point to the input field and the "Next" button respectively.

3. Create your free account by entering your Email Address, First Name, Last Name, and Password. Use the email address and password to return to the software if needed. You do not need to create a new account each time you visit the site.
4. Select the October 2025 Conferences event



5. Link your account to your student(s) by entering their **Student ID #** (same as their "Lunch #" and it's always 5 digits). Also enter the student Birthdate as **mm/dd/yy**. Click the Add Another student to link another student or select "Proceed" to begin scheduling your conferences.

Email JB Nicolas at jbnicolas@northeastmetrotech.com for assistance.
We will respond as quickly as possible!