Directions for Parents

Follow the directions provided by your school to get to the Parent Teacher Conference Scheduler.

Register (new users)

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.

Sign In

If you have previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

Identify Student

For each child, enter in the two prompts that your school requires. They typically are a student ID and birthdate *(Unless your school specifies otherwise enter the birthdate in the following format mm/dd/yy).*

Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with.)
2. Click on a square to book that time
3. Click **"Create Appointment"**.

Repeat until you have a time with each teacher you'd like to visit with.

- At any time you can click on "**printable schedule**" and print the resulting web page to get a hard copy of your schedule. You will also have the option to email your schedule to yourself.
- If you want to make changes to your schedule, you can log in at any time with the email address and password you used to create your account.
- Click on "**Your Schedule**" to display and hide your appointments. There will be links to change the time or cancel the appointment.

Please Note: if you would like to make an appointment with a teacher that your child does not have a class with, you will need to contact the school.

Parent Teacher Conference Scheduling
Parent FAQ

How do I create an account on pickAtime?

Enter your email address and press the Login / Create Account button. On the next page you will be able to either register as a new parent in the system or enter in your password from the previous round of conferences. Some schools will remove all stored parent data at the start of the school year; in this case even if you used the pickAtime scheduler previously you will need to register again.

I can't remember my password. How can I sign in?

If you have forgotten your password -- on the Scheduling page, click on the Forgot Password button. You will receive an email shortly with a link where you can reset your password. If you do not receive this email, check your spam or junk email box. Or, you can email support@pickatime.com and request a new password.

I have requested a password be sent to me by e-mail, but the e-mail didn't arrive.

Requests for new passwords are processed immediately. If you do not receive the new password message, please check your spam or junk email box. If you still do not find it, you can email support@pickatime.com and ask for a password reset.

I'm entering in my student information, and I'm getting the message 'not able to find student with the values entered'

Your school should have provided specific prompts for you to fill in. Typically, these will be a studentID and the student birthdate. The student birthdate in most cases should be entered in the format mm/dd/yy (e.g. 04/12/99). Some schools will use the student first name + student last name (e.g. BenjaminFranklin) for the first prompt. If you continue to have trouble, you can email your school or email pickAtime support at support@pickatime.com.

I'm on the pickAtime website. How do I book my appointment from here?

You school should have provided you with a very specific link to follow, which is not our website. If you are having trouble locating this link, you can email support@pickatime.com with the name of your school and request the link.