

# 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 [redacted] EZ X

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 [redacted] EZ X

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 [redacted] 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.

Ali

September 29, 2021 at 03:45 PM, Granite School District - ME [redacted]

[SELECT YOUR SCHOOL CATEGORY](#)

SELECT YOUR SCHOOL  
COPPER HILLS ELEMENTARY

September 29, 2021

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 [redacted] EZ X

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 [redacted]

COPPER HILLS ELEMENTARY

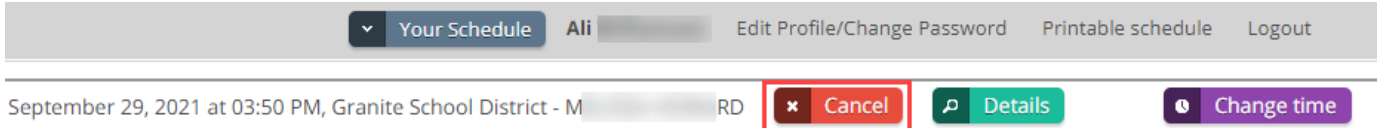
When	Teacher	Class	Room	Student
September 29, 2021 at 03:45 PM	Granite School District - ME [redacted]	HOME ROOM 4(944400-2)		ME [redacted] EZ

# Changing/Cancelling Your Scheduled Appointment

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

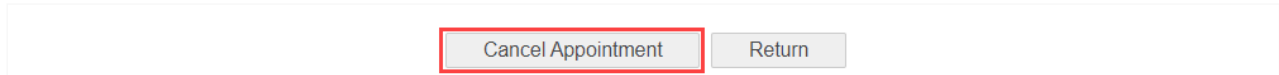
## Cancelling your appointment:

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



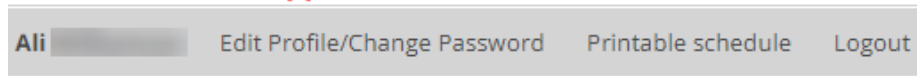
2. A new screen will show that you are cancelling your appointment, with the date and time. If you wish to cancel, click 'Cancel Appointment'.

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



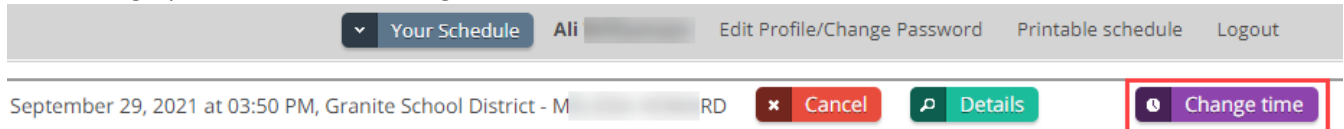
3. You will then get a message that your appointment has been cancelled.

**Your appointment has been canceled.**

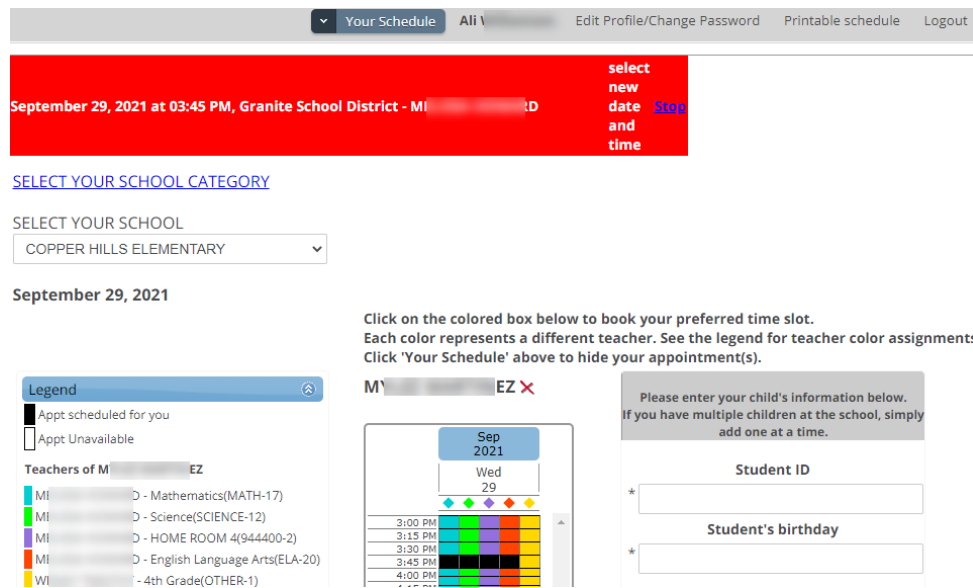


## Changing your scheduled appointment:

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

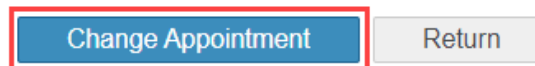


2. Select your new date/time by clicking on the time. Pay close attention to the color coding for each teacher.



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 to 04:30 PM on September 29, 2021.



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

**Appointment has been changed.**

