

INSTRUCTIONS FOR SCHEDULING PARENT/TEACHER CONFERENCES USING PICKATIME

Important! You can begin making appointments on **Tuesday, February 7, 2012 @ 6:00 PM!**

New students and parents, follow the directions below. Returning parents & students who have previously registered, use the link under the Parents tab on the Pius website labeled “Conference Signup” and login with your email address and password (this is NOT your Blackboard or Parent Connect password), it is a password you previously chose) and enter your student’s ID number. All ID numbers are on the postcard that was mailed to your home. IF THERE IS AN * AFTER YOUR STUDENT’S ID ON THE POSTCARD YOU MUST INCLUDE THE *

Please read the following instructions carefully or print for reference then click on the link “Parent Teacher Conference Sign Up” under the Parents Tab on the Pius website. www.piusx.net You will be asked for the following information.

1. Enter your email address and create a password, then push “Login/Create Account”.
2. Fill in the required fields and register.
3. For each child, enter his/her Pius student ID, their birth date in the correct format, which is YYYYMMDD. Example: If your child’s birth date is May 8, 1995, then you will type 19950508. If the screen indicates the security value for the birth date is incorrect, please contact the main office to confirm your child’s birth date.

Scheduling:

1. Each colored square represents an available meeting time. The legend shows you what teacher corresponds to what color and the times increase as you go down the page. (Note: you will not see all of the teachers, just the set of teachers your children have classes with.) **Click on a square to book the time you want to schedule.**
2. After you determine your email reminder, **click “Create Appointment”**
3. Repeat until you have a time with each teacher you’d like to visit.
4. When you have finished scheduling your conferences, **click on “Printable Schedule”**. Print the schedule and bring with you to conferences.

*If you want to make changes to your schedule, you can log in at any time with your email and password. There are links to modify the time, or cancel the appointment.

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

If you have any questions or problems, contact the Main Office @ (402) 488-0931. We will be available **Tuesday, February 7 from 6:00-7:00 PM**. After that time you’ll need to contact the main office during regular school hours.