

**INSTRUCTIONS FOR SCHEDULING PARENT/TEACHER CONFERENCES
USING PICKATIME**

Important! You can not make appointments until **Monday, February 8, 2010 @ 6:00 PM**

Returning parents & students who have previously registered, login with your email address and password (this is NOT your blackboard or parent portal 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 **

New students and parents, follow the directions below.

Please read the following instructions carefully or print for reference because when you click on the following link "**Schedule Parent/Teacher Conferences**" 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, 1990, then you will type 19900508. 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 Monday, February 8, 2010 from 6:00-7:30 PM. After that time you'll need to contact the main office during regular school hours.