



 =Warning  =Timesaver  =Suggestion

Creating a Teacher Account

pickAtime is a web based tool parents use to schedule fall and winter conferences. Your pickAtime account should be created using your HCPSS CLC account. You will need to create a new pickAtime account each fall.

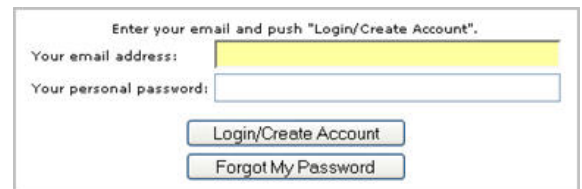
NOTE: Once your account is created, you will use the same login for conferences in February. Make sure you remember your user account information for winter conferences.

1. Using any web browser, go to **www.pickatime.com/hcpss.jsp** URL.
2. Select your school's name from the list of HCPSS schools.
3. Type your Employee ID# in the **TeacherID** field. Employee ID's begin with an "E" followed by 5 numbers.
NOTE: Your Employee ID# can be found on your paycheck stub.
4. Complete the required information. Please use your CLC email address.
Example: firstname_lastname@hcpss.org
5. Click the **Update** button.
-  6. Click the **Logout** button.
NOTE: You will only need to go to the above URL to create your account. Once you have created a pickAtime account, you will log into **www.pickatime.com** website to view your scheduled conferences.

Logging into pickAtime

To view and print scheduled appointments, you will need to log into pickAtime. If you have not created a pickAtime account, please follow the directions above for creating an account.

1. Using any web browser, go to **www.pickatime.com**
2. Click the **Reports** button.
3. Log in using the pickAtime account established. Type your email address and password.
4. Click the **Login/Create Account** button. If you forget your password, type in your email address and use the **Forgot My Password** button. A temporary password will be emailed to your CLC account.



Viewing or Printing Scheduled Appointments

Once parents begin scheduling appointments, you can log in and view or print the scheduled appointments. There are a variety of report options to print.

1. Log into pickAtime following the directions above.
2. In the **Event** drop down list, select the Fall or Winter PTA event for your school (Example: MHHS Fall 2008).
3. From the **Report** drop down list, choose one of the report options. The **Teachers' Schedule** report will show all your appointments with detailed information.
4. If you would like the parent's phone number to appear on your printed schedule, click **Parent's contacts field** and click in the selection box next to **Telephone**.

5. If you would like to view or print all the available appointment times, click in the selection box next to **Show All Slots**. This will show scheduled appointments, as well as times available to schedule appointments.
6. Use your browser's print command to print any report.
7. Click the **Logout** button.

Editing Account Information

You may edit your pickAtime account information at any time. This could be used to change your password or edit any other account information.

1. Log into pickAtime (see directions above for Logging into pickAtime).
2. Click the **Edit Profile/Change Password** button.
3. Make any changes to your account information.
4. Click **Update**.
5. Click the **Logout** button.