

pickAtime Scheduling

pickAtime:

Wallkill Senior High School will utilize “**pickAtime**”, an online scheduling website, for setting up parent/teacher conference appointments. This allows parents to schedule their own appointments by accessing this link through the High School webpage.

Directions for Parents:

Register (only if you have not used the system in the past)

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter the student ID # (this can be found on your child's progress reports, student schedule or through Parent Portal. The student ID is also the number your student uses to purchase lunch.) Enter your child's birthdate (use the following format: mm/dd/yy).

Log in (if you have registered in the past):

1. Use the login information that you have used in the past.
2. For each child, enter a student ID and birthdate (use the following format: mm/dd/yy).
3. **PLEASE NOTE:** If you already have a Pick A Time account and do not remember your password, please click “forgot password”.

Scheduling:

Click on the colored box below to book your preferred time slot.
Click 'Your Schedule' above to view, cancel, or change your appointment(s).

Jessica Walker ✕

Legend

- Appt scheduled for you
- Appt Unavailable

Teachers of Jessica Walker

- Tiara Hillis
- Kenneth Jones
- Jennifer Robertson
- Cecile Ruest, GYM
- Kevin Way

Nov 2013	
Wed 13	
5:00 PM	
5:10 PM	
5:20 PM	
5:30 PM	
5:40 PM	
5:50 PM	
6:00 PM	
6:10 PM	
6:20 PM	
6:30 PM	
6:40 PM	
6:50 PM	
7:00 PM	
7:10 PM	
7:20 PM	
7:30 PM	
7:40 PM	
7:50 PM	

Please enter your child's information below.
If you have multiple children at the school, simply add one at a time.

Questions marked with an asterisk (*) must be completed.

Student ID (for this demo, [click here](#) to find a child you can adopt.)

Security Value (enter 1 for this demo, normally it will be the student's birthday)

Add

- Each colored square represents an available meeting time. The legend shows you which teacher corresponds to each color (**Note:** you will not see all of the teachers at your school, just the set of teachers with whom your children have classes). **Click on a square to book that time.**
- You will have the choice of setting a time when you would like a reminder email delivered.
- Click "**Create Appointment**".

You are scheduling an appointment with **Jennifer Robertson** at **06:00 PM** on **11/13/13**, for the **PTA event**.

☐ Add this appointment to your calendar

Create Appointment Return

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

- 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.

PTA						
When		Teacher		Room	Student	School
11/13/13 at 06:00 PM		Jennifer Robertson -			Jessica Walker	Any School
11/13/13 at 06:20 PM		Cecile Ruest -		GYM	Jessica Walker	Any School
11/13/13 at 06:40 PM		Tiara Hillis -			Jessica Walker	Any School
This is the Footer						

 [Print](#)

[Email Schedule](#)
[Return](#)

- 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.
4. If you have any questions or concerns, please contact our Guidance Office at 845-895-7154 between the hours of 7:30 a.m. – 3:00 p.m.