



**November 16th and November 17th**

We are pleased to announce the opportunity for our families to schedule conferences quickly and easily online. If you do not have internet access, please contact your child's teacher directly to schedule your conference.

### **Conference Scheduling Directions**

**Conference Scheduling Opens:** Monday, October 16, 2017 at 10:00 a.m.

**Closes:** Tuesday, November 14, 2017 at 12:00 midnight

**Log In:** <https://pickatime.com/client?ven=11609867&event=266639>

Or <http://goo.gl/my7dAP> (case sensitive)

**Register (New Users):** Enter your email address and push "Login/Create Account". Fill in the required fields and register.

**Sign In:** If you've previously registered, all you need to do is enter your email and password. If you have forgotten your password, you can select the Forgot Password button and a new password will be emailed to you.

**Student Information:** You will enter your child's 9 digit student ID number and birthdate in the mm/dd/yyyy format. Enter all your children who attend MHS to view all teachers' appointment schedules simultaneously.

#### **Scheduling:**

1. Once you have entered student information the teacher appointment schedule will be displayed. Each colored square represents an available meeting time. The legend shows you which teacher corresponds to which color and the times increase as you go down the page.
2. **Click on a square to schedule that time**
3. You will optionally have the choice of setting a time when you would like an email reminder to be delivered, and you will be prompted to enter in the name of your student.
4. Click on "**Create Appointment**".
5. Repeat until you have a time with each child if you have multiple children.
6. You can click on the "**Printable Schedule**" link located on the top right corner and print the resulting web page to get a hard copy of your schedule. You will also have the option to email the schedule to yourself.
7. If you want to make changes to your schedule you can click on the "**Your Schedule**" link, OR you can login at any other time with your email and password.

If you have any questions, please call Melanie DePaul 216-831-8600 ext. 4605.