Sign Up Information:

Log-in to pickatime using the link provided.

1. The first page is "Welcome to the Online Scheduler". ***For first time scheduling, put in your email address and click on "log-in/create an account".**

   The second page will confirm your email address, and will request your name and password.

2. **Your email address will be your login ID. Your password is your student's ID number.**   (If you do not remember your student's ID number, you can find it on the parent portal on our school's website. **If you have never signed into the Parent Portal please call the Tech helpline at 952-975-7094.)**
3. You will then see your child's teacher's schedule. The names of the teachers are color coded to correspond to his / her schedule. Once you put in your times, your schedule will be available in printable format and will give you an option to have an email reminder sent to your address.
4. If you have multiple households, only one parent/guardian will be able to schedule a conference time.