Please follow these easy steps to schedule your parent/teacher conference. All conferences are held in the teacher's room. Conferences will be 20 minutes in length. **If you have used pick-a-time before, please use the same username and password as last time.**

TO SCHEDULE YOUR CONFERENCE ON-LINE

1. Log-in to pickatime by clicking on the red button "Conference Scheduler" or using the link from the "News and Events" section on the Prairie View Website. The first page is "Welcome to the Online Scheduler". **For first time scheduling, ONLY put in your email address and click on "log-in/create an account".**

2. The second page will confirm your email address, and will request your name and password.
a. Your email address will be your login ID from now on.
b. Your password is your student's ID number (Your student's id number also appears next to their name at the heading when you access your student's information on line via the parent portal).
c. If you have more than one student, use the chart to the right to enter the next ID number and add that student to your account.

• **If you have never set up an account on the Eden Prairie Schools website please call the website's Parent Help Desk at 952-975-7094**. **If you have more than one student at Prairie View, choose one ID to be your password.**

3. You will now have access to your student's teacher's schedule. The name of the teacher is color coded to correspond to his/her schedule. If a teacher is previously booked, you will see time blocked.

4. Once your times are inputted, your schedule will be available in printable format and you can also set an email reminder.

5. In the event you are a dual family household, only one parent/guardian will be able to schedule a conference time. You will need to communicate the time between the two of you.