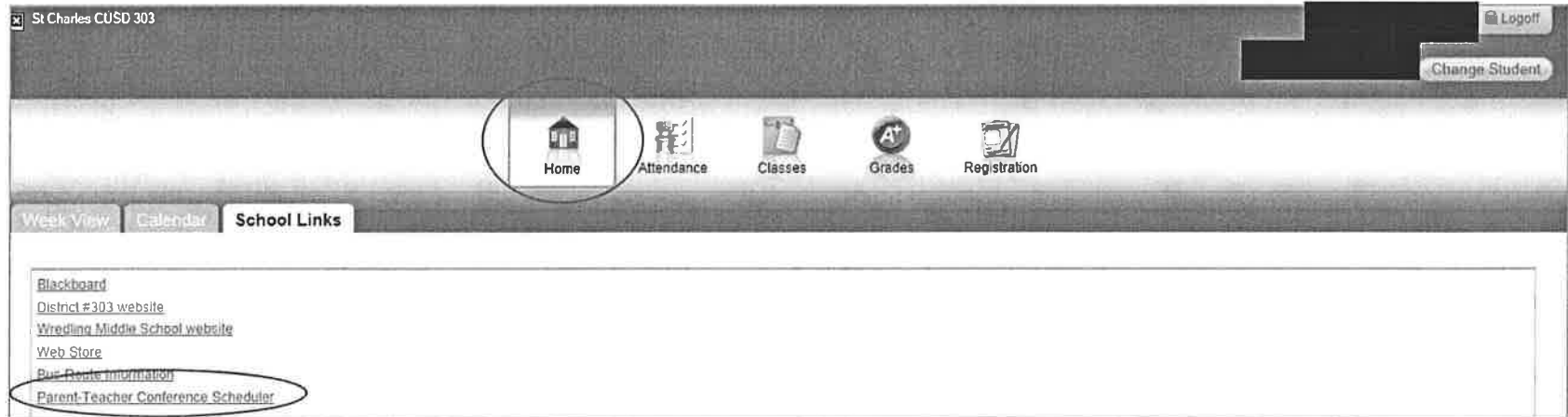


# Pick-A-Time Parent Teacher Conferences

First, login to your HAC account. Click on the Home icon -> School Links tab -> Parent-Teacher Conference Scheduler



The first time you are logging into Pick-a-time, you will only enter your email address, then leave the password field blank and then click Login/Create Account. It will take you to a password screen where you will enter a password, then re-enter it to verify it. This is the email login and password you will use for any future times you go to the Pick-a-time scheduler.

**Welcome to CUSD 303 Parent Teacher Conference Online Scheduler**

Enter your email and click "Login/Create Account"

Your email address:

Your personal password:

Logging In for the first time? Simply click "Login/Create Account" and answer the questions there.  
If you are already registered, enter both your email and password and push "Login/Create Account" to view your scheduled appointment.  
Please record the date and time you selected, as well as your password (In case you want to change your appointment later).

Next, you will see your student(s) with colored charts under their name.

There is a color legend at the top of the screen to show which teacher each color is associated with.

Click the box that corresponds with the time and teacher that you would like to schedule an appointment with.

Logout Edit Profile/Change Password Printable schedule

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**November 23, 2015**

**Legend**

Appt scheduled for you  
 Appt Unavailable

Burgener, Gregory, B211 Kolker, Jeffrey, GYM Libberton, Kyle, F183 McCullough, Douglas, B110  
Reed, James, F183 Sotern, Donna, B204 Stone, Shannon; Kososki, Michael Powers, Gerald; Kososki, Michael

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

Nov 2015  
Mon 23

11:30 AM	
11:40 AM	
11:50 AM	
12:00 PM	
12:10 PM	
12:20 PM	
12:30 PM	
12:40 PM	
12:50 PM	
1:00 PM	
1:10 PM	
1:20 PM	
1:30 PM	
1:40 PM	
1:50 PM	
2:00 PM	
2:10 PM	
2:20 PM	
2:30 PM	
2:40 PM	
2:50 PM	
3:00 PM	
3:10 PM	
3:20 PM	
3:30 PM	
3:40 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**

\*

**Student's birthday (e.g. 03/28/1999)**

\*

Add

This screen will confirm your appointment and ask you if you want an email reminder. Check the box if you would like an email reminder and how many days prior to the appointment you would like to receive the email.

You are scheduling an appointment with **CUSD #303, Burgener, Gregory**, at **12:00 PM on 11/23/15**, for the **72 - St Charles East High School Fall Parent-Teacher Conferences** event.

I would like a reminder e-mailed to me  days prior to my appointment.

Add this appointment to your calendar

This is the confirmed appointment screen. It will have a black box in the times that you have chosen.

**Appointment confirmed for 11/23/15.**

[Your Schedule](#) Logout Edit Profile/Change Password Printable schedule

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**November 23, 2015**

**Legend**

- Appt scheduled for you
- Appt Unavailable

Burgener, Gregory, B211   Kolker, Jeffrey, GYM   Libberton, Kyle, F183   McCullough, Douglas, B110  
Reed, James, F183   Sotern, Donna, B204   Stone, Shannon; Kososki, Michael   Powers, Gerald; Kososki, Michael

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

Nov 2015

Mon 23

11:30 AM	
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1:10 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**

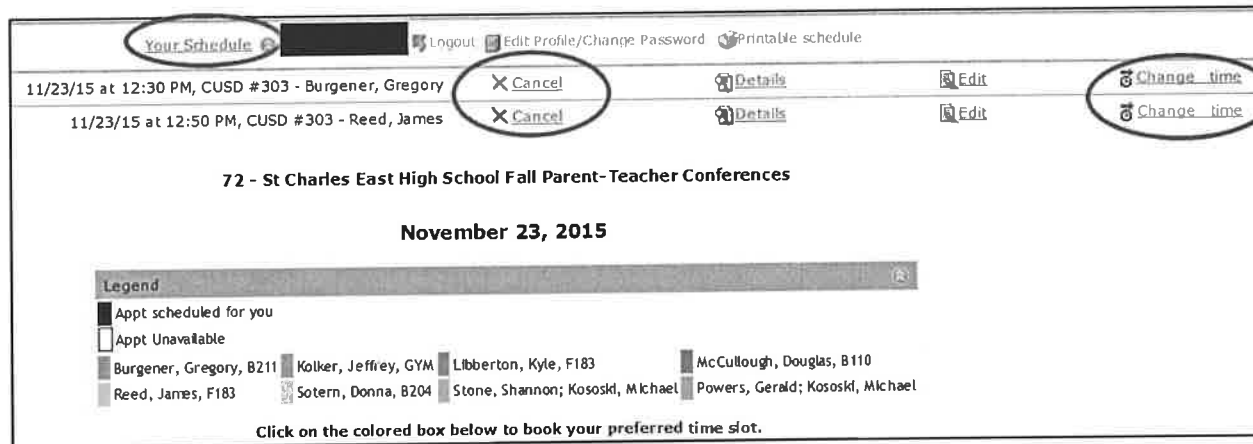
\*

**Student's birthday (e.g. 03/28/1999)**

\*

At the top of the screen, you can click the [YOUR SCHEDULE](#) link and the conferences you have scheduled so far will open at the top of the screen.

You will then have a [CANCEL](#) option and a [CHANGE TIME](#) option next to each scheduled conference if you can no longer make it to any of the appointments.



The screenshot shows a user interface for managing a schedule. At the top, there are navigation links: "Your Schedule" (circled), "Logout", "Edit Profile/Change Password", and "Printable schedule". Below this, two appointments are listed:

- 11/23/15 at 12:30 PM, CUSD #303 - Burgener, Gregory. Action buttons: "Cancel" (circled), "Details", "Edit", and "Change time" (circled).
- 11/23/15 at 12:50 PM, CUSD #303 - Reed, James. Action buttons: "Cancel" (circled), "Details", "Edit", and "Change time" (circled).

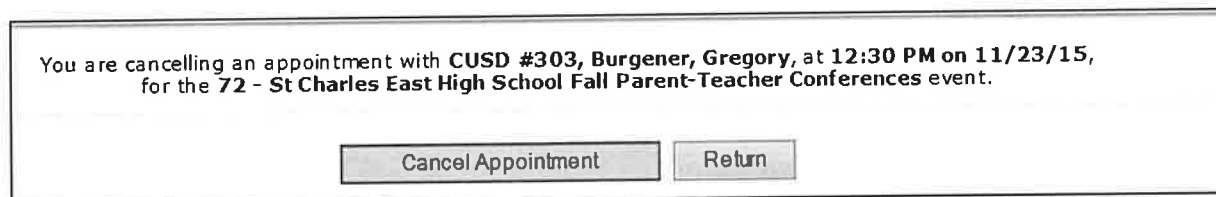
The main heading is "72 - St Charles East High School Fall Parent-Teacher Conferences" with the date "November 23, 2015". A legend section includes:

- Legend
- Appt scheduled for you
- Appt Unavailable
- Color-coded boxes for: Burgener, Gregory, B211; Kolker, Jeffrey, GYM; Libberton, Kyle, F183; McCullough, Douglas, B110; Reed, James, F183; Sotern, Donna, B204; Stone, Shannon; Kososki, Michael; Powers, Gerald; Kososki, Michael.

At the bottom, it says "Click on the colored box below to book your preferred time slot."

You will get a confirmation before the conference is actually cancelled.

You would need to click the CANCEL APPOINTMENT button.



The dialog box contains the following text:

You are cancelling an appointment with **CUSD #303, Burgener, Gregory**, at **12:30 PM on 11/23/15**, for the **72 - St Charles East High School Fall Parent-Teacher Conferences** event.

At the bottom, there are two buttons: "Cancel Appointment" and "Return".

If you click the PRINTABLE SCHEDULE in the top menu bar, you will also see your schedule and have the option to email the schedule to yourself as well.

**Appointments for** [REDACTED]

**72 - St Charles East High School Fall Parent-Teacher Conferences**

When	Teacher	Room	Student
11/23/15 at 12:30 PM	Burgener, Gregory	B211	[REDACTED]
11/23/15 at 12:50 PM	Reed, James	E183	[REDACTED]

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

If your email address is not associated with a student, or you are missing a student that you should have, you will need to enter in your student's ID number as well as their birthdate (MM/DD/YYYY) in order to find your student.

Once you've entered their information, click ADD.

If you need any assistance, please call your student's school.

[REDACTED] [Logout](#) [Edit Profile/Change Password](#) [Printable schedule](#)

**72 - St Charles East High School Fall Parent-Teacher Conferences**

**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**

\*

**Student's birthday (e.g. 03/28/1999)**

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