

Pick-A-Time Parent Directions

Parent/Teacher Conference Online Scheduling

Pick-A-Time:

Washingtonville Central School District utilizes "Pick-A-Time", an online scheduling website, for setting up parent/teacher conference appointments. This allows parents/guardians the opportunity to schedule their own appointments online. To begin this process, first go to www.ws.k12.ny.us. Click on the tab- **Student and Parent Resources**- on the top of the page, and then click on **Pick-A-Time**. Finally, click on the link for your child's school and follow the directions stated below.

Returning Parents

1. Enter your email address and password and push "Login/Create Account".
2. Use "Forgot My Password" if you do not remember.

Register (New Parents ONLY)

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.
3. For each child, enter a student ID and birthdate *** *use the following format: mm/dd/yy*

Identify Student

For each child, enter a student ID and birthdate *** **use the following format: mm/dd/yy**

Scheduling

1. Each colored square represents an available meeting time. The legend shows you which teacher

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

Time	Teacher(s)
5:00 PM	
5:10 PM	
5:20 PM	Jennifer Robertson
5:30 PM	
5:40 PM	
5:50 PM	
6:00 PM	Jennifer Robertson
6:10 PM	Tiara Hillis, Kenneth Jones, Cecile Ruest, GYM, Kevin Way
6:20 PM	Tiara Hillis, Kevin Way
6:30 PM	Tiara Hillis, Kevin Way
6:40 PM	Tiara Hillis, Kevin Way
6:50 PM	Kevin Way
7:00 PM	Kevin Way
7:10 PM	Kenneth Jones, Jennifer Robertson
7:20 PM	Kenneth Jones, Jennifer Robertson
7:30 PM	Tiara Hillis, Kevin Way
7:40 PM	Tiara Hillis, Kevin Way
7:50 PM	Tiara Hillis, Kevin Way

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

corresponds to which color (**Note:** you will not see all of the teachers at your school, just the set of teachers that your children have classes with).

2. **Click on a square to book that time.**
3. You will have the choice of setting a time when you would like a reminder email delivered.

4. 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

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

- 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
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 [Print](#)

- 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.
- Click on "Your Schedule" to display and hide your appointments. There will be links to change the time or cancel the appointment.

Parent FAQ

Pick-A-Time Parent/Teacher Conference Online Scheduling

How do I create an account on pickAtime?

Enter your email address and press the Login / Create Account button. On the next page, you will be able to either register as a new parent in the system or enter in your password from the previous round of conferences. Some schools will remove all stored parent data at the start of the school year; in this case, even if you used the pickAtime scheduler previously you will need to register again.

I cannot remember my password. How can I sign in?

If you have forgotten your password -- on the Scheduling page, click on the Forgot Password button. You will receive an email shortly with a link where you can reset your password. If you do not receive this email, check your spam or junk email box. Alternatively, you can email support@pickatime.com and request a new password.

I have requested a password be sent to me by e-mail, but the e-mail did not arrive.

Requests for new passwords are processed immediately. If you do not receive the new password message, please check your spam or junk email box. If you still do not find it, you can email support@pickatime.com and ask for a password reset.

I'm entering in my student information, and I'm getting the message 'not able to find student with the values entered'

Double check to be sure that you entered your students' studentID and the student birthdate correctly. The student birthdate should be entered in the format mm/dd/yy (e.g. 04/12/99). If you continue to have trouble, you can email your school or email Pick-A-Time support at support@pickatime.com.

I am on the Pick-A-Time website. How do I book my appointment from here?

If you are having trouble locating this link, you can email support@pickatime.com with the name of your school and request the link.