

MPH

Spring 2021 Parent-Teacher Conferences Pick – A – Time Instructions:

The Pick-A-Time system will open on Monday, March 1 at 9:00 a.m. and will close on Tuesday, March 9 at 11:59 p.m. To sign up for conferences, please click [here](#).

Sign In:

If you have previously registered, simply 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.

Register: (If you are new to Pick-A-Time)

- Enter your email address and click "Login/Create Account."
- Fill in the required fields to register.

You will need your NetClassroom userID and password. It is the same information you use to access midterm reports and quarterly report cards. If you have any questions or need to retrieve your userID and password, please contact [Juhee LaHaye](#), Assistant to Division Heads.

For each child, you will need to enter their NetClassroom user ID and password and click "add."

Scheduling Parent Teacher Conferences

- Each colored square represents an available meeting time. Click on a square to book a time then click “Create Appointment.”
- If you have more than one child in a division, the system will allow you to schedule appointments for all your children at one time.
- You will be booking only one 30-minute appointment with your child’s advisor *only*.

Scheduling Tips & Reminders

- The system will e-mail you an immediate confirmation of your schedule and it will allow you to set reminder emails.
- At any time you can click on "printable schedule" to get a hard copy.
- If you want to make changes to your schedule, you can login at any time prior to **Tuesday, March 9 at 11:59 p.m.** using your email and password.
- If you need to change your appointments, click on the blue circle to the left of your name at the top of the screen to show all of your appointments. There will be links to modify the time, or cancel the appointment(s).
- **Please Note:** The online registration period will close on Tuesday, March 9 at 11:59 p.m. *Changes after this date should be made directly with your child’s teacher no later than Wednesday, March 10.*