Parent Instructions for Classlink SSO

Step 1: Sign In

Parents access the pickAtime Online Scheduler directly from LaunchPad, via the pickAtime App Shell.

Step 2: Select Your Student(s)

Your student will already be attached to your account.

- Click the student(s) whose schedule you'd like to view.

> If a student is attached but shows no classes within the event, please contact the event administrator.

Step 3: Select Teachers

By default, all of your child's teachers are selected.

- **To exclude a teacher:** Uncheck the box next to their name.
- **When ready:** Click **Filter Slots**.

Step 4: Book Appointments

The scheduling grid displays available times as squares with a **plus sign (+)**.

1. Click your preferred time square.
2. Click **Create Appointment**.
3. A confirmation message will briefly appear at the top of the screen.
4. Repeat for each teacher you'd like to visit.

Managing Your Schedule

View or Print Your Schedule

Click **Printable Schedule** in the left-hand sidebar to see your full itinerary.

Changes & Cancellations

On a computer:

1. Click **My Appointments** in the left-hand sidebar.
2. Locate the appointment you'd like to change.
3. Hover over the appointment to reveal **Details**, **Edit**, and **Cancel** options.

On a mobile phone:

1. Tap the **menu icon** (☰) in the top-left corner.
2. Select **My Appointments**.
3. Tap the **three dots (⋮)** next to an appointment to modify or cancel it.

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