

Teacher Access

Teachers can view their own schedule by logging in at **pickAtime.com**, or via the **Blackbaud Portal** the same way a parent would. SSO access is determined by the role tied to the user's **BBID**.

Once logged in, a teacher or admin (whose BBID maps to a **TeacherID**) is taken directly to the **Reports** page, where they can view their booked appointments.

For users with dual roles (teacher *and* parent at the school):

These users' BBID appears **twice** in the system — once as a parent, once as a teacher. They'll land on the standard parent scheduling page first. From there, they'll see an **Admin UI** link, which takes them to the **Reporting** section to view their teaching schedule.

“ See the Reports section for details on the available reports.

Revision #2

Created 2026-04-09 16:06:53 UTC by Tara Cicora

Updated 2026-06-21 21:29:50 UTC by Anne Taves