

# Monty Tech Online Conference Scheduling

## Directions for Parents

Dear Monty Tech Parent/Guardian,

Once again, with a goal of allowing parents greater flexibility in scheduling conferences with their student's instructors, we will utilize our online scheduler, Pick-a-Time. If you have registered before and are familiar with the process, your password from last year should still be active and you can sign right in to the system. Please keep in mind that we no longer designate our conference days for specific graduating classes. This means that parents are free to choose whichever day – November 13<sup>th</sup> or 15<sup>th</sup> - for their conferences. In addition, in response to the general consensus that Thanksgiving week is not an ideal time to hold conferences, you should note that both days of conferences will occur during the week before Thanksgiving. As always, we urge all families to schedule their conferences as soon as possible because, due to the ease of our online system, teachers' schedules will fill up quickly.

Please note that conferences occur every ten minutes from Noon until 1:30pm and then 5:00-8:00pm on each conference day. Parents are only allowed to schedule one conference per teacher.

### Directions for Parents

**(Note** – Prior to starting this process, you will want to have your student's ID available as you will need their ID number – This is a five digit number located on the back of their ID.)

**Step #1** – Go to the school's exclusive website by entering the following web address into your browser –

<https://pickatime.com/montytech>

**Register (New users must complete a registration. Previous Users can skip to the Sign In instructions)**

1. Enter your email address and push "Login/Create Account".
2. Fill in the required fields and register.

The following welcome screen will greet all parents/guardians

**Welcome to the Montachusett Regional Vocational Technical School 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).

**In order to register, enter your email of choice here, and then press, Create Account here.**

- A. Enter whatever email address is most convenient for you and push "Login/Create Account". (Note – You will receive notifications and reminders of your conference schedule at whichever email address you enter.)
- B. Fill in the required fields and register. Once you have registered, you simply input your email and password during your future sign-ons.

**Sign In**

If you have previously registered, all you need to do is 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.

**Step #3 – Identifying Your Student**

For each child, enter in the two prompts that your school requires. They are a student ID and birthdate

**Again, you should enter your student’s Local ID number here. That five-digit number can be found on the back of their student ID that they wear every day in school.**

Please enter your child's information below.  
If you have multiple children at the school, simply add one at a time.

As a student ID, please enter your student's local ID number. This is the 5 digit number located on the back of your student's photo ID.

\*

When entering a Security Value, please enter your student's birthdate using the following format - MM/DD/YYYY. So, if your child's birthday is September 3, 2000, then you should enter 09/03/2000.

\*

Add

**Insert your child’s birthdate here. Be sure that you enter it using the described method – MM/DD/YY**

## Step #4 – Scheduling Your Conferences

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

**Legend**

■ Appt scheduled for you  
□ Appt Unavailable

**Teachers of**

- Anderson, Nils, 534 - Physics (CP4)
- Babb, Travis, 260 - Discrete Mathematics (CP4)
- Gosselin, Paul, 450 - Culinary Arts 3
- Gosselin, Paul, 450 - Culinary Arts 3 Related
- McMullen, Ryan, 167 - English 11 (CP4)
- Sallila, Matthew, GYM - Physical Education 11
- Storm, Laura, 157 - U.S. History III (H)

Nov 2017	
Thu 16	Tue 21
12:00 PM	12:00 PM
12:10 PM	12:10 PM
12:20 PM	12:20 PM
12:30 PM	12:30 PM
12:40 PM	12:40 PM
12:50 PM	12:50 PM
1:00 PM	1:00 PM
1:10 PM	1:10 PM
1:20 PM	1:20 PM
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Please enter your child's information below.  
If you have multiple children at the school, simply add one at a time.

As a student ID, please enter your student's local ID number.

\*

When entering a Security Value, please enter your student's birthdate using the following format - MM/DD/YY. So, if your child's birthday is September 3, 2000, then you should enter 09/03/00.

\*

- A. When you open the schedule page, each colored square represents an available meeting time. We hold two sessions on each day – A daytime session from Noon-1:30pm and an evening session from 5:00-8:00pm. Each conference lasts ten minutes. The legend to the left of the time schedule shows you which teacher corresponds to which color, and the times increase as you go down the page. (**Note:** you will only see the set of teachers that your children have classes with.)
- B. **You can then click on any colored square to book that time.** (Note – This is a first come, first served system so any time slot that is black has already been reserved by another parent. We cannot guarantee that your schedule will allow consecutive appointments.)

- C. After you click on your desired time, you will optionally have the choice of setting a time when you would like a reminder email delivered.

You are scheduling an appointment with **Montachusett Regional Vocational Technical School, Foss, Christina**, at **01:20 PM on 11/17/16**, for the **Parent Conferences 2016-17** event.

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

Add this appointment to your calendar

- D. (Note – if you use a Google or Outlook calendar associated with your email, you can click “Add this appointment to your calendar” and it will automatically be added to your personal calendar.)

- E. If you are satisfied with your chosen time, click "**Create Appointment**". Repeat until you have a time with each teacher you'd like to visit with. (Note – you are not required to meet with all of your student's teachers.)

- a. At any time you can click on "**print**" 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.

**Appointment confirmed for 11/17/16.**

Appointment for Thomas Browne

Date: **11/17/16**

Time: **01:20 PM**

Duration: **10**

Event: **Parent Conferences 2016-17**

Teacher: **Foss, Christina**

Room: **730**

- b. 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.

11/17/16 at 01:20 PM, Montachusett Regional Vocational Technical School - Foss, Christina

- F. If you need to cancel an appointment, please do so as soon as possible. Families will be able to choose an appointment right up to the morning of conferences so please cancel your appointment so that others may schedule their own.

- G. **Please Note** – Unfortunately, only one parent can be associated with each student. If you are a non-custodial parent who has submitted their confirmation form to Guidance, please call the main office at 978-345-9200, ext. 5205 in order to schedule your conferences.