

How to book Parent Teacher Interviews

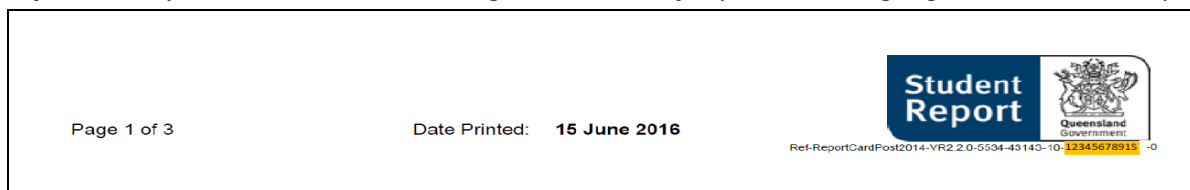


Below are instructions for booking Parent Teacher Interviews. *The College uses the online booking system - Parent Teacher On-Line (PTO).* Using this system will allow you to book the interview times that suit you best from any internet-connected computer. If you do not have internet access at home or elsewhere, you may phone the administration office during school hours and a staff member will assist you in making the bookings. Booking opportunities close at 3pm on the Friday before the interviews for Prep-6 and 9am on the morning of interviews for years 7-12.

Please follow these steps to log in to PTO and make your interview bookings:



1. Go to the school's web site www.capalabasc.eq.edu.au and *click* this icon under Quicklinks -
2. *Click* "**Login to Parent-Teacher online**".
3. *Read this screen and then Click* "**Login to Parent-Teacher online**". (again)
4. *Click* "**Register for Use**"
5. Enter **csc19** (last 2 numbers will reflect the current year eg in 2020 it will be **csc20**) at "**Registration Code**" and then enter your details below.
6. *Click* "**Send Registration**" (a message appears stating the password sent to your email). Go to your emails and you should receive a 5 digit PIN – please note that number. Return to PTO.
7. *Click* "**Login**" - your surname will appear
8. Enter your **PIN** number and *click* "**Login**"
9. Enter your student's EQ ID number (as above) (*see below where to locate this ten digit number followed by a letter on the bottom right hand side of report card –highlighted on this example*)



10. *Click* "**check**" (subjects for the student will appear)
11. *Enter* your student's first name and last name
12. *Click* "**Add**" (if you have more than one student repeat steps 8 to 12)
13. *Click* "**Go to bookings**" and press OK
14. *Click* "**Make a Booking**" and follow screen prompts for each teacher you wish to book. (Bookings you have made will appear in green at top of the screen).

IF YOU WISH TO PRINT OR EMAIL THE BOOKINGS YOU HAVE MADE (recommended)

- *Click* Printer icon – you will be given the option to print or email

When you have finished with your bookings *Click* (top right hand side of screen) "**Sign out**".

If you have any questions or concerns about security or privacy of information stored in PTO please visit the www.parentteacheronline.com.au/privacy. Please note the following points:

- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- If you see this symbol displayed alongside the class name, it means this teacher recommends that you book an interview. Teachers have also recommended interviews be booked on the College Report you have received.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.

If you have any queries or encounter any issues with the system, please contact the office during office hours.