Instructions on How to Use Parent Teacher Online

1. Click on Register to Use

Fill in the required details and click on Send Registration.

Check that your email address is correct, you will receive an email containing your login details direct from PTO. When you have received your Login details return to the PTO website to login and make your bookings.

Please note this is a web based program and in most circumstances you will receive an email reply within a couple of minutes, during high use periods it may take a little longer.

2. Enter your Login details and select Login

Fill in the required details and click on Send Registration.

Check that your email address is correct, you will receive an email containing your login details direct from PTO. When you have received your Login details return to the PTO website to login and make your bookings.

Please note this is a web based program and in most circumstances you will receive an email reply within a couple of minutes, during high use periods it may take a little longer.
Student Registration (Provided to you in the email notifying of the upcoming event)

Add the Student EQID number into the Student ID Field and select Check.
The screen will look like the following, as you will note the First Name and Last Name do not have the ACTUAL student details. Please change them to reflect the student name you are making the booking for.

At this stage you can add any additional students you may have using their EQ ID. Then select “Go to Booking”.

Replace the information in the First name field & Last name fields with the actual student’s name. Then select ADD.
Make a Booking

Follow the process of 4 booking steps as per the instructions – Select OK to continue

Welcome to PTO

To book your interviews, follow the instructions shown near the top of the page.

Click **Next >>** to go through each of the 4 booking steps.

You can also make and cancel bookings individually. See **Change** for details.

When finished, download your interview schedule using the printer button  (top left of page)

To show this information again and get more help, see **OK**

Step 1. Select the start time that you would be available to make bookings and select from the drop down arrow option on this screen below:

Then check the boxes for the teachers that you wish to see. – Proceed by selecting the Next button

Step 2. Confirm the time for the first interview to start then click “Next”, (You can click the down-arrow to select from other times)
Step 3. Click Next to confirm the times that are shown below – **the bookings will only be made if you click Next.**

You are making bookings in automatic mode. [Change]

**STEP 3 - Click Next to confirm the times shown below.**
**Your bookings will only be made if you click Next.**

<< Prev ✔️ ✔️ ✔️ ✔️ Next >>

<table>
<thead>
<tr>
<th>Student</th>
<th>Class</th>
<th>Teacher</th>
<th>Bookings for Patton, Kerry (Mrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jake Patton</td>
<td>Chemistry</td>
<td>Callum Agius</td>
<td>✔️ Thu 28/4 1:20pm (10 min)</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td>Carolyn Mills</td>
<td>✔️ Thu 28/4 1:40pm (10 min)</td>
</tr>
<tr>
<td>Mathematics B</td>
<td>Steven Baddeley</td>
<td></td>
<td>✔️ Thu 28/4 1:30pm (10 min)</td>
</tr>
<tr>
<td>Mathematics C</td>
<td>Gail Madge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>Kirsten Chapman</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 4. The bookings have been made – from here you can simply print your bookings out and then exit.

You are making bookings in automatic mode. [Change]

**STEP 4 - Go to manual mode where you can make more bookings and/or print your schedule.**

Click Next to continue.

✔️ ✔️ ✔️ ✔️ Next >>

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Once the bookings have been made you and in the event you need to change them, select the change button and it will bring you into a screen where you can change individual entries.

**Lastly** – At the end of every Parent Teacher Interview, the booking system is archived and the data you have entered is removed. This means that whenever there is another event you will need to Re-register as per these instructions.