

Instructions on How to Use Parent Teacher Online

1. Click on **Register to Use**



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Varsity College

Log in to PTO

Title (optional)
e.g. Mr/Mrs:

First name:

Last name:

Email address:

Need help?

- ▶ **Register for use**
- ▶ Obtain PIN/Password
- ▶ Login

You can register to use PTO here. If you have already registered and need your PIN/Password re-sent, click 'Obtain PIN/Password' below.

By registering to use PTO, you give consent for the personal information you enter being used for the purpose of interview bookings. Use of this information is subject to our [privacy policy](#).

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**



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Log in to PTO

Surname/Login:

PIN/Password:

Need help?

- ▶ Register for use
- ▶ Obtain PIN/Password
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login.

If you haven't registered, click 'Register for use' above.

If you need to your PIN/password re-sent, click 'Obtain PIN/Password' above.

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.**

Student Registration You are logged in as: **Lemishka, Laurel (Mrs)** [Sign out]

Step 1: Register your Student(s).

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Please replace the Student First and Surname fields with your Students First name & Surname to assist the teacher with bookings for the evening

Register/change students: Students currently registered:

Student ID You do not have any students registered.

Please enter a student ID and click the Check button. Please fill in the details at the left and click Add.

This the Education Queensland student ID, with ten numeric digits followed by a letter.

Leading zeros do not need to be entered.

Register/change students:

Student ID

You can enter the student name if you wish.

This will help you (and teachers) to see who bookings are for.

If you don't wish to enter a name, you can leave it as shown.

First Name

Last Name

Replace the information in the First name field & Last name fields with the actual student's name. Then select ADD

Class	Year
Biology	12
Chemistry	12
English	12
Mathematics B	12
Physics	12
QTAC	12

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


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 


Click here to continue ...

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

You are making bookings in **automatic mode**. **Change** 


STEP 1 - Select the date and time that you want to start seeing teachers: **Thu 28/4 1:20pm** 

Then select the teachers you want to see in the list below.


    **Next >>**




Student	Class	Teacher	Bookings for Patton, Kerry (Mrs)
Jake Patton	Chemistry	Callum Agius	<input checked="" type="checkbox"/>
	English	Carolyn Mills	<input checked="" type="checkbox"/>
	Mathematics B	Steven Baddeley	<input checked="" type="checkbox"/>
	Mathematics C	Gail Madge	<input type="checkbox"/>
	Physics	Kirsten Chapman	<input type="checkbox"/>
<u>Student registration</u>			

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)

You are making bookings in **automatic mode**. **Change** 

STEP 2 - Confirm the time for your first interview then click Next.

Starting: **Thu 28/4 1:20pm** Total time: **30m**  (Click the down-arrow to see more options)

<< Prev    **Next >>**

Student	Class	Teacher	Bookings for Patton, Kerry (Mrs)
Jake Patton	Chemistry	Callum Agius	<input checked="" type="checkbox"/>
	English	Carolyn Mills	<input checked="" type="checkbox"/>
	Mathematics B	Steven Baddeley	<input checked="" type="checkbox"/>
	Mathematics C	Gail Madge	<input type="checkbox"/>
	Physics	Kirsten Chapman	<input type="checkbox"/>
<u>Student registration</u>			

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.

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Student	Class	Teacher	Bookings for Patton, Kerry (Mrs)
Jake Patton	Chemistry	Callum Agius	<input checked="" type="checkbox"/> Thu 28/4 1:20pm (10 min)
	English	Carolyn Mills	<input checked="" type="checkbox"/> Thu 28/4 1:40pm (10 min)
	Mathematics B	Steven Baddeley	<input checked="" type="checkbox"/> Thu 28/4 1:30pm (10 min)
	Mathematics C	Gail Madge	<input type="checkbox"/>
	Physics	Kirsten Chapman	<input type="checkbox"/>
Student registration			

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](#) >>

Student	Class	Teacher	Bookings for Patton, Kerry (Mrs)
Jake Patton	Chemistry	Callum Agius	Thu 28/4 1:20pm (10 min)
	English	Carolyn Mills	Thu 28/4 1:40pm (10 min)
	Mathematics B	Steven Baddeley	Thu 28/4 1:30pm (10 min)
	Mathematics C	Gail Madge	Thu 28/4 1:50pm (10 min)
	Physics	Kirsten Chapman	<input type="checkbox"/>
Student registration			

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.