INSTRUCTIONS FOR USE OF PTO SYSTEM – 2022

Part One : Register for Use

1.   Go to the BSHS website – https://brisbaneshs.eq.edu.au

2.   Go to Support & Resources, Parent Resources and select *Senior Success Conversations* –
        https://brisbaneshs.eq.edu.au/support-and-resources/parent-resources/senior-success-conversations

3.   Click on the *PTO Logo* (as shown here).

4.   Click *Register for Use* (top left side menu).

5.   Enter your name and email details. Click *Send Registration*.
        (An automated response with your login name and pin will be sent to the email address that you entered.)
        Close this site and open your email to obtain the login name and pin.

Part Two : Login to add your students

1.   Go to the BSHS website and click on PTO Logo.

2.   Select *Login* (mid left side menu).

3.   Enter surname/login (as shown on email).

4.   Enter pin number (as shown on email).

5.   Click *Login.*

6.   Enter your student's EQ ID number (this is a 10 digit number + 1 letter).
        This number is recorded on their timetables, on their Student ID Card and is also recorded on their interim report card.

7.   Press the *Check* button.

8.   **Edit the names** of your student by substituting student ID and the 10 digit number for the **first name and last name** of your student.

9.   Click the *Add* button.

10.   Register additional students if necessary.

11.   Click *Go to Bookings.*

Part Three : Making Bookings (Four Steps)
Instructions are shown near the top of the page. You will use the *Next* button to move through each step.
Click *OK* when you are ready to proceed.

1.   Select the <u>date and time</u> that you want to attend the SETP Interview (from the drop down menu)
        Select any available teacher by checking the relevant green box
        Click *Next*

2.   Confirm the time for your first interview
        Click *Next*

3.   Confirm the booking by clicking *Next* (use *Previous* button if you need to go back through the relevant steps to make changes at this stage)
        You will receive a screen message advising of status of the booking (successful / not successful)
        Click *OK*

4.   Go to the *Printer* Icon in the top left of the screen and click on it
        Select the required format to receive a copy of the appointment schedule
        Select *Close* after the PDF is downloaded or the Email is sent
        Logout (top right of screen)

If you wish to **cancel the appointment or change the time of the appointment** after having completed the process, follow the same steps from the beginning of part two. When the schedule of appointments appears, select *Change* to go to Manual Mode. Make the changes and then download/email the new schedule. Then *Logout* (right side of screen).

Bookings close at 9:00am on Thursday 1 December 2022.