

PTO Booking System

Enrolment Transition Interviews

BRISBANE
STATE
HIGH
SCHOOL



At Brisbane State High School we use an internet-based system called Parent Teacher On-Line (PTO) for booking interviews.

Due to security and privacy requirements of Education Queensland, parents must register with PTO every time parent-teacher interviews occur. If you encounter any problems using PTO, please contact the school via email on bshsinterviews@brisbaneshs.eq.edu.au

Please follow these steps to log in to PTO:

Part One: Register for Use



1. [CLICK HERE](#) to access PTO or click on the **PTO icon** (as shown to the right).
2. At the PTO log in screen, click ► **Register for Use** (top right side).
3. Enter your name and email details.
4. Click **Send Registration**.

An automated response with your login name and pin will be sent to the email address that you entered.

Log in to PTO

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

First name:

Last name:

Email address:

5. Close this site and open your email account to obtain your **Login name** and **pin**.

Part Two: Login to add student details

1. Click on the **PTO Logo**.
2. Select **Login**.
3. Enter **Surname/Login** (as shown on email).
4. Enter **Pin/Password number** (as shown on email).
5. Click **Login**.



Log in to PTO

Surname/Login:

PIN/Password:

You can also make bookings on your phone or tablet:

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6. Enter your student's **Unique Student Identifier code** as per the email advising of your enrolment transition interview booking process.
7. Press the **Check** button.
8. **Edit the names** of your student by substituting Unique Student Identifier number (shown above) for the **first name and last name** of your student.
9. Click the **Add button**.
10. Register additional students if necessary (only if you have more than one student enrolling at BSHS in Year 7 2020).
11. Click **Go to Bookings**.

Register/change students:

Please enter a student ID and click the Check button.
This is the Education Queensland student ID,
with ten numeric digits followed by a letter.
Leading zeros do not need to be entered.

Students currently registered:

Student ID	First name	Last name	
5961336726C	Practice	Student	<input type="button" value="Change"/>

Part Three: Make Bookings

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.

Welcome to PTO

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

Click to go through each of the 4 booking steps.

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

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

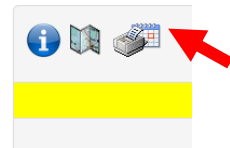
To show this information again and get more help, see

Click here to continue ...

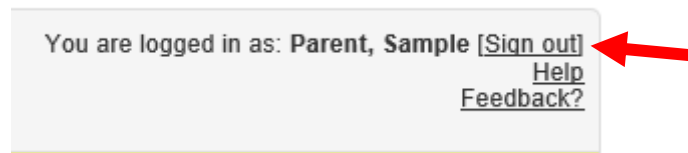
1. Select the time that you want to book your interview from the drop down menu. Check the relevant green box. Click **Next**.
2. Confirm the time for your interview. Click **Next**.
3. Confirm the booking by clicking **Next** (use **Previous** button if you need to go back through the relevant steps to make changes at this stage).
You will receive a screen message advising of status of bookings (successful / not successful). Click **OK**.

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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.

A screenshot of a dialog box with a white background and a grey border. At the top left, there are three icons: an information icon (i), a calendar icon, and a printer icon. The main text reads "Please choose a report or calendar appointments:". Below this, there are two radio buttons: "PDF report" (selected) and "Calendar appointments" (unselected). A horizontal line separates this from the next section, "Choose how you want to receive this:". Below this, there are two radio buttons: "Download" (selected) and "Email" (unselected). At the bottom, there are two buttons: "Download" with a right-pointing arrow and "Close".

5. **Logout** (top right of screen)



Cancelling or Changing Appointments

If you wish to cancel appointments or change the time of your interview after having completed the process, follow the same steps from the beginning of Part Two (above). 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).

If you have any questions or concerns about the security or privacy of information stored in PTO please visit <https://parentteacheronline.com.au/privacy-policy/>