# PTO Booking System

# Enrolment Transition Interviews

**BRISBANE STATE HIGH SCHOOL**

At Brisbane State High School we us 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.



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.**



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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.*



## 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.
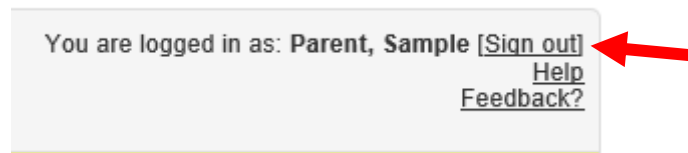


1.  Select the time that you want to book your interview from the drop down menu. Check the relevant green box. Click *Next.*

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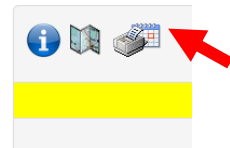
5. *Logout* (top right of screen)

## 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/