

Using the PTO Booking System

BRISBANE
STATE
HIGH
SCHOOL



Part One: Register for Use

1. Click on the **PTO Link** located on the BSHS Parent Teacher Interview Website page:
<https://brisbaneshs.eq.edu.au/Supportandresources/Parentresources/Pages/Parent-teacher-interviews.aspx>



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Book a parent-teacher interview online using the PTO Booking System.

PTO Booking System

Please read the [PTO Booking System Instructions \(PDF, 368 KB\)](#) before logging into the [PTO Booking System](#).

Click **Register for Use** (top right side).

2. Enter your name and email details.
3. Click **Send Registration**.
4. An automated response with your login name and pin will be sent to the email address that you entered.
5. Go to your email account to obtain your *Login name* and *pin*.

Need help?

▶ [Register for use](#)

Log in to PTO

Title (optional)

e.g. Mr/Mrs:

First name:

Last name:

Email address:

[Send registration](#)

Part Two: Login to add student details

1. Click on the **PTO Logo**.
2. Select **Login** (right side menu).
3. Enter **surname/login** (as shown on email).
4. Enter **pin number** (as shown on email).
5. Click **Login**.

The screenshot shows the 'Log in to PTO' section on the left and a 'Need help?' section on the right. In the 'Log in to PTO' section, there are two input fields: 'Surname/Login:' and 'PIN/Password:', followed by a 'Login' button. A red arrow points from the bottom to the 'Login' button. In the 'Need help?' section, there are three links: 'Register for use', 'Obtain PIN/Password', and 'Login'. A red arrow points from the 'Login' link to the 'Login' button in the left section. Below the 'Login' link, there is explanatory text: '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.'

6. Enter your **student's EQ ID number** (this is a 10 digit number + one alpha character).
The student ID number is recorded on your student's One School timetable and on their Student ID card.
7. Press the **Check** button.

The screenshot shows a registration form. At the top, a yellow box contains the text: 'Please replace the Student EQ ID Number with the NAME of your student. Students can locate their EQ ID number on their Student ID card and on their One School timetable.' Below this, there are two main sections. The left section is titled 'Register/change students:' and contains a 'Student ID' input field with the value '1234567890X', a 'Check' button, and explanatory text: 'Please enter a student ID and click the Check button. This the Education Queensland student ID, with ten numeric digits followed by a letter. Leading zeros do not need to be entered.' The right section is titled 'Students currently registered:' and contains a message: 'You do not have any students registered. Please fill in the details at the left and click Add.' A red arrow points from the 'Check' button in the left section to the 'Add' button in the right section. At the bottom, there is a 'Go to bookings' 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**.

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

Register/change students:

Student ID

Please enter a student ID and click the Check button.
This 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 date and time that you want to start seeing the teachers (from the drop down menu)
Select the required teachers by checking the relevant green box
Click **Next**

You are making bookings in automatic mode.

STEP 1 - Select the date and time that you want to start seeing teachers: ☒ Leave gaps between bookings

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

| Student | Class | Teacher | Bookings for Parent, Sample |
|------------------|-------------------|---------------|-----------------------------|
| Practice Student | Aspire English | Michelle Goan | <input type="checkbox"/> |
| | Aspire Humanities | Michelle Goan | <input type="checkbox"/> |
| | Design Technology | Edward Benn | <input type="checkbox"/> |
| | Italian | Naomi Young | <input type="checkbox"/> |
| | Mathematics | Damon Giles | <input type="checkbox"/> |
| | Science | Damon Giles | <input type="checkbox"/> |

[Student registration](#)

2. Confirm the time for your first interview

Click **Next**

STEP 1 - Select the date and time that you want to start seeing teachers: Thu 14/4 4:00pm ☒ Leave gaps between bookings

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

✓ ● ● ● Next >>

| Student | Class | Teacher | Bookings for Parent, Sample |
|--------------------------------------|-------------------|---------------|-------------------------------------|
| Practice Student | Aspire English | Michelle Goan | <input checked="" type="checkbox"/> |
| | Aspire Humanities | Michelle Goan | <input checked="" type="checkbox"/> |
| | Design Technology | Edward Benn | <input checked="" type="checkbox"/> |
| | Italian | Naomi Young | <input checked="" type="checkbox"/> |
| | Mathematics | Damon Giles | <input checked="" type="checkbox"/> |
| | Science | Damon Giles | <input checked="" type="checkbox"/> |
| Student registration | | | |

Confirm the bookings 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**

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

<< Prev ✓ ✓ ✓ ● Next >>

| Student | Class | Teacher | Bookings for Parent, Sample |
|--------------------------------------|-------------------|---------------|---|
| Practice Student | Aspire English | Michelle Goan | <input checked="" type="checkbox"/> Thu 14/4 4:40pm (5 min) |
| | Aspire Humanities | Michelle Goan | <input checked="" type="checkbox"/> Thu 14/4 4:50pm (5 min) |
| | Design Technology | Edward Benn | <input checked="" type="checkbox"/> Thu 14/4 4:10pm (5 min) |
| | Italian | Naomi Young | <input checked="" type="checkbox"/> Thu 14/4 4:20pm (5 min) |
| | Mathematics | Damon Giles | <input checked="" type="checkbox"/> Thu 14/4 4:00pm (5 min) |
| | Science | Damon Giles | <input checked="" type="checkbox"/> Thu 14/4 4:30pm (5 min) |
| Student registration | | | |

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

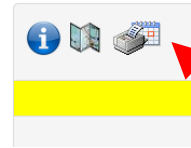
✓ ✓ ✓ ✓ Next >>

| Student | Class | Teacher | Bookings for Parent, Sample |
|--------------------------------------|-------------------|---------------|-----------------------------|
| Practice Student | Aspire English | Michelle Goan | Thu 14/4 4:40pm (5 min) |
| | Aspire Humanities | Michelle Goan | Thu 14/4 4:50pm (5 min) |
| | Design Technology | Edward Benn | Thu 14/4 4:10pm (5 min) |
| | Italian | Naomi Young | Thu 14/4 4:20pm (5 min) |
| | | | n (5 min) |
| | | | n (5 min) |
| Student registration | | | |

6 bookings were made successfully.

OK

3. 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 dialog box with a title bar containing the same three icons as the top bar. The text inside reads: "Please choose a report or calendar appointments:" followed by two radio buttons: "PDF report" (selected) and "Calendar appointments" (with an information icon). Below this is another section: "Choose how you want to receive this:" followed by two radio buttons: "Download" (selected) and "Email". At the bottom are two buttons: "Download" with a right-pointing arrow and "Close".

Logout (top right of screen)

A horizontal bar with the text "You are logged in as: Parent, Sample" followed by three links: "[Sign out]", "Help", and "Feedback?". A red arrow points to the "[Sign out]" link.

Booking Additional Appointments

If you wish to make additional appointments after having completed the process, follow the same steps from the beginning of Part Two (above). When the schedule of appointments appears, select the required teachers and continue with the remainder of the process. When you have downloaded/emailed the new schedule, select **Logout** (right side of screen).

Cancelling or Changing Appointments

If you wish to cancel appointments or change the times of appointments 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).

Enquiries

If you encounter any problems using the PTO booking system, please contact our Corporate Services Officer by email nflet39@eq.edu.au. Please provide your name, your student's name(s) and your phone contact details, and a staff member will contact you to provide assistance.