



SET Plan Interviews Tuesday 2 September 2025

Registration Instructions

PTO – Parent Teacher Online

Dear Parent/Caregiver

SET Plan interviews will be held by appointment only on **Tuesday 2 September 2025**, between **8.35am and 2.45pm** in the **SC Block**.

PTO bookings **open** at 6.00pm Monday 18 August

PTO bookings **close** at 9.00am Friday 28 August

Due to the security and privacy requirements of Education Queensland, we do not have permission to load parent and student names into PTO without first obtaining individual consent. Consent is required for each parent's own information and their student's information to be stored for use in PTO parent/teacher interview bookings. PTO obtains this consent as part of the login process.

Please follow these steps to log on to PTO:

Step 1 Go to the school's website www.mansfieldshs.eq.edu.au and scroll to the bottom of the screen to find the PTO link. Click on **"Go to PTO."**



Step 2 At the PTO login screen, click **'Register'** and enter your details, then click **'Send Registration Email'**. You are now consenting to your information being stored in PTO for use in interview bookings.


Step 3 Your login details will be emailed to the address you provided. Please check your junk or spam folder if you do not receive it shortly.

Step 4 Follow the instructions in the email to log in to PTO.

A screenshot of the PTO registration form. At the top, there are three tabs: 'Login', 'Register' (which is highlighted with a blue box), and 'Obtain Password'. Below the tabs are four input fields: 'Title (optional) e.g. Mr/Mrs', 'First Name', 'Surname', and 'Email Address'. Below these fields is a blue button that says 'Send Registration Email'. At the bottom, there is a paragraph of text: 'By registering to use Booked, 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.' with a link to the 'privacy policy'.

Step 5 Upon logging in, you will be asked to enter your mobile phone number and email. Once this is completed, you will be able to enter the Student ID of your child – the required ID is the 10-digit + 1-letter ID found on all student ID cards underneath the barcode or at the top of their school timetable. Once entered, click **Search/Check** and then **Add**. You can repeat this process for any other children. Please enter your child's name and click save so the teacher can efficiently identify your child.

Step 6 After you have entered the Student ID, proceed to make your bookings.

Desktop - Select a time and click the green plus sign  to make your booking. Once a booking is made, it will turn green and appear in the booked section.

App – Swipe right on the teacher and select a time. Once a booking is made, it will appear in the booked section.

Step 7 You can log in and make changes to your bookings until **9.00am Friday 28 August**. Bookings can be viewed at any time. If you're on a desktop, you will be able to click on 'Download/Email Bookings' to generate a report of your scheduled interviews.

Please note the following points:

- Other parents may be making bookings while you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot, it will not be available, and a message will be displayed to indicate this.
- If you experience any difficulties using PTO, please contact the school office, preferably via email at info@mansfieldshs.eq.edu.au.