



Year 10 Set Planning Conferences

Thursday 25 July 2019

Registration Instructions

PTO – PARENT TEACHER ONLINE

Dear Parent/Caregiver

Year 10 Set Planning Conferences will be conducted on **Thursday 25 July 2019** from **7:30am to 5:00pm** by **appointment only**. Please note: you need to **book ONE 15 min interview, with one teacher, please do not book multiple interviews**.

The following timeframe is for booking parent/teacher interviews through PTO. Bookings are not available online or at the school before the opening date/time or after the closing date/time.

PTO Opens at 6pm Friday 28 June	PTO Closes 5pm Monday 15 July
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NO ACCESS TO A COMPUTER? Parents may come to the school upper office and log on using a school laptop. This will be available between the hours of 8 am and 4 pm on school days.

Procedures to log on to PTO in order to make bookings

Due to 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 a part of the log in process.

DURING STEP 7 PLEASE ALLOW CONSENT TO USE YOUR CHILD'S NAME BY ENTERING HIS/HER NAME WHEN YOU BOOK AN INTERVIEW. *You do not have to enter the name of the student(s)* but doing so will help you when making bookings and will also assist teachers to recognise the student they are seeing/discussing for each interview.

Please follow these steps to log on to PTO:

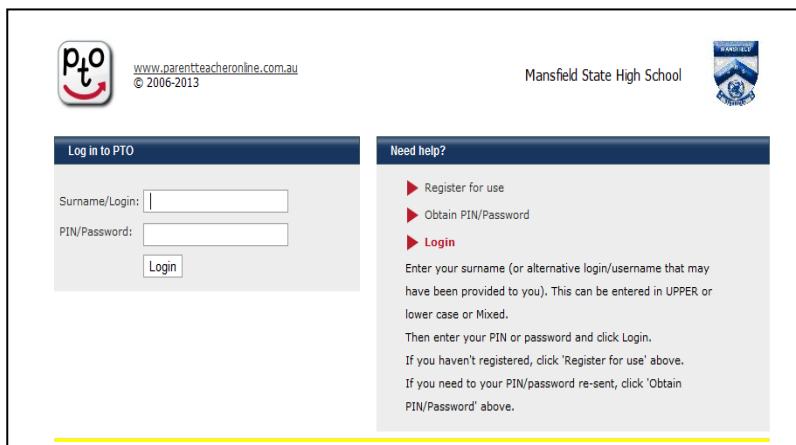
STEP 1 Go to the school's website www.mansfieldshs.eq.edu.au and go to the bottom of the screen to find the 'Quicklinks' section. Click the PTO (SET Plan Online) link.

STEP 2 At the PTO login screen, click 'Register for use' and enter your name and email address, then click 'Send registration'. You are now consenting to your information being stored in PTO for use in interview bookings.

STEP 3 Your login PIN emailed to the address provided. You may need to check your junk mail folder, as genuine email messages sometimes incorrectly classify as junk mail.

STEP 4 If you do not have an email address, please contact the school by phoning **3452 5333** so that we can enter your details for you. We will create a PIN for you and send it home.

STEP 5 After you have received your login details by email, click 'Log in to PTO' on the PTO login screen and enter your surname and PIN. If you have received your details from the school, then you log on to PTO via the school website and use Surname and PIN as indicated at right.



The screenshot shows the PTO login interface. At the top left is the PTO logo and the website URL www.parentteacheronline.com.au with a copyright notice for 2006-2013. At the top right is the Mansfield State High School logo and name. The main content area is divided into two sections: 'Log in to PTO' and 'Need help?'. The 'Log in to PTO' section contains two input fields: 'Surname/Login:' and 'PIN/Password:', followed by a 'Login' button. The 'Need help?' section contains three red arrow icons pointing to 'Register for use', 'Obtain PIN/Password', and 'Login'. Below these icons is a paragraph of instructions: '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. If you haven't registered, click 'Register for use' above. If you need to your PIN/password re-sent, click 'Obtain PIN/Password' above.'

STEP 6 Enter the Student ID of the student for whom you wish to book interviews. The ID required is the **10 digit + 1 letter ID**. The ID is on all student ID cards underneath the barcode. Once you have entered one student's ID number you can enter multiple students at the school.

STEP 7 You can optionally enter the name of the students for the IDs entered. By doing so, you are consenting to the student's name being stored for use in PTO for interview bookings. **Please note that entering student's names will help ease the process of teachers recognising the students they will be discussing at the interviews and will allow teachers time to gather information to bring to the interview.**

STEP 8 After you have entered your student ID(s) and name(s), proceed to make bookings as instructed on the screen. If you have any questions or concerns about security or privacy of information stored in PTO, please visit the [http://parentteacheronline.com.au/](http://parentteacheronline.com.au)

STEP 9 Log out of PTO to ensure bookings have been finalised. **If you do not log out, the booking will not save and will delete.**

Full instructions are available to you after log in. Please note the following points:

- When you log on, the system displays only your child/children's student ID. Bookings are for *individual* parents/guardians, not for couples. However, couples can log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview timeslot, one parent/guardian should make the booking then both can attend.
- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots will no longer display as available. PTO prevents double booking of teachers or parents/guardians.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot, it will not be available and a message will display to indicate this.
- When you have made all the bookings you require, you can print a *report* of your bookings. You can log in and *change bookings* any time up to the closing date and time.
- If you encounter any problems using PTO please notify the school office, preferably via email at info@mansfieldshs.eq.edu.au