



# Parent Teacher Interviews Years 7, 8, 9, 10, 11 and 12 Wednesday 1 August 2018 Registration Instructions PTO – PARENT TEACHER ONLINE

Dear Parent/Caregiver

In conjunction with the issuing of End Semester Reports (Yr 7 -10 issued by email on the evening of Thursday 19 July and Yr 11 and 12 issued by email on the evening of Thursday 26 July) Parent-Teacher interviews will be conducted for **ALL Year levels** on **Wednesday 1 August 2018** from **3.15pm to 7.00pm by appointment only**.

Please note the following timeframe for booking parent/teacher interviews through PTO. Bookings cannot be made online or at the school before the opening date/time or after the closing date/time.

**PTO Opens at 6pm Thursday 26 July**

**PTO Closes 12 noon Tuesday 31 July**

**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 9am and 3pm on school days.

## Procedures to log on to PTO in order to make bookings.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into PTO without first obtaining individual consent from parents. Consent must be obtained for each parent's own information and their student's information to be stored and used in PTO for parent-teacher interview bookings. PTO allows this consent to be obtained as a part of the login 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 help teachers to know who they are seeing/discussing for each interview.*

**Please follow these steps to log on to PTO:**

**STEP 1** Go to the school's web site [www.mansfieldshs.eq.edu.au](http://www.mansfieldshs.eq.edu.au) and go to the bottom right hand corner of the screen to find the "Quicklinks" section. Click the PTO (Parent Teacher Online) link.

**STEP 2** At the PTO login screen, click "Register for use" and enter your name and email address, then click "Send registration". By doing so you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.

**STEP 3** An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.

**STEP 4** If you don't 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.

**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. You can enter more than one ID if you have multiple students at the school. The classes of each student can be listed to check that you have entered the ID correctly, and to help distinguish between siblings.

**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 and used in PTO for interview bookings. **Please see note above – entering student’s names will help ease the process for teachers of determining *which* 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 [www.ptonline.net.au/privacy](http://www.ptonline.net.au/privacy)

**STEP 9** Log out of PTO to ensure bookings have been finalised. **If you don’t log out, the booking will not save and the booking will be deleted.**

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

- When you log on, the system displays only your own child/children’s student ID. Bookings are made for *individual* parents/guardians, not for couples. Couples can however 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 which are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- The **Guidance Officers** are also available for interviews. While these specialists are listed for all students, an interview with them is **only** necessary if you require specific information regarding guidance services.
- When you have made all the bookings you require, you can print a *report* of your bookings in time order. You can log in and *change bookings* any time up to the closing date and time.
- 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 be displayed to indicate this.
- If you encounter any problems using PTO please notify the school office, preferably via email at [admin@mansfieldshs.eq.edu.au](mailto:admin@mansfieldshs.eq.edu.au)