



# Parent/Teacher Interviews Wednesday 1 May 2024

## Registration Instructions

### PTO – PARENT TEACHER ONLINE

Dear Parent/Caregiver

In conjunction with the issuing of Mid Semester Reports, we will be conducting parent/teacher interviews on **Wednesday 1 May 2024** from **1.45pm to 7.30pm**, by **appointment only** in **F and J blocks**.

**PTO bookings open at 6pm Friday 19 April**

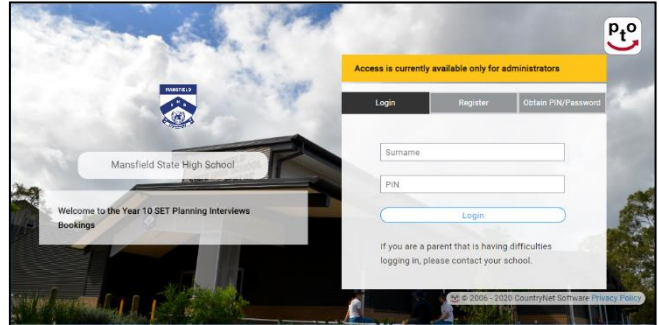
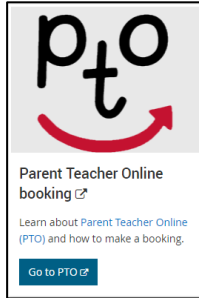
**PTO bookings close at 12noon Monday 29 April**

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.

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

**STEP 1** Go to the school's website [www.mansfieldshs.eq.edu.au](http://www.mansfieldshs.eq.edu.au) at the bottom of the screen find the PTO link. Click on "Go to PTO".

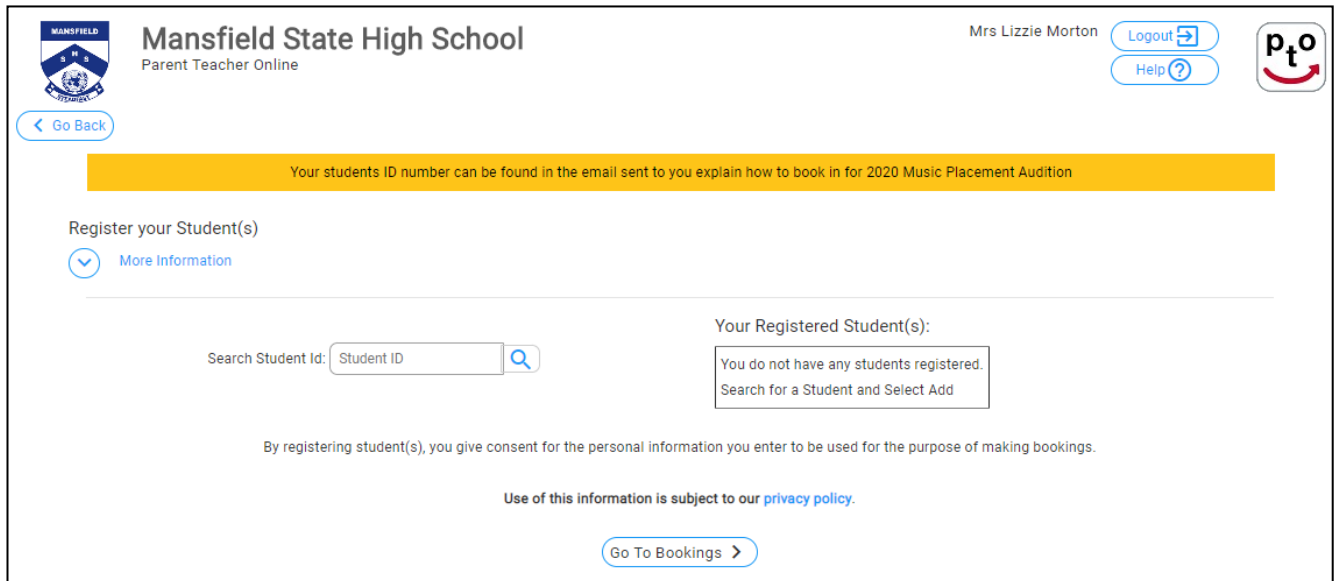
**STEP 2** At the PTO login screen, click 'Register for use' and enter your name and email address, then click 'Send registration'. You are now consenting to your information being stored in PTO for use in interview bookings.



**STEP 3** Your login PIN will emailed to the address provided. You may need to check your junk mail folder.

**STEP 4** 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.

**STEP 5** Enter the Student ID of the student for whom you wish to book interviews. The ID required is the **10 digit + 1 letter ID** found on all student ID cards underneath the barcode or their school timetable. Once you have entered one student's ID number you can enter multiple students at the school. A class list of each student is available to check you have entered the ID correctly.



**STEP 6** After you have entered your student ID proceed to make the bookings. The school appreciates if you could **enter student's name** and save. Select a time and click the green plus sign to make your booking. Once a booking is made it will turn green and move to the booked section. A map showing the room locations and teacher allocations is available on the webpage.

#### Please note the following points:

- You will only see time slots which are *available* at the time you are using the system. When time slots become booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers.
- When you have made your booking, you can print or email a report of your booking. You can log in and change bookings any time up to 12noon Monday 29 April.**
- 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.
- The Guidance Officers are also available for interviews until 7.30pm. If you wish to meet with a Guidance Officer, you will need to make a booking on the evening of Wednesday 1 May via the concierge. An interview with them is only necessary if you require specific information regarding guidance services.
- If you encounter any problems using PTO please notify the school office, preferably via email at [info@mansfieldshs.eq.edu.au](mailto:info@mansfieldshs.eq.edu.au).
- If a teacher who you have scheduled a meeting with is absent on the day, you will be notified by phone or text message.