

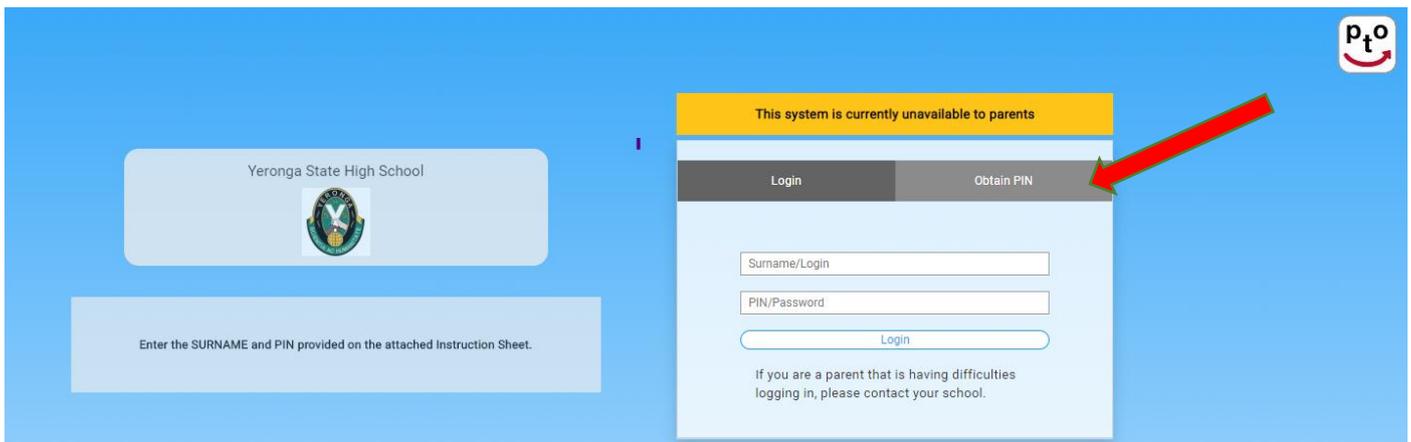
Using the PTO Booking System

Booking will be made using an online system called Parent Teacher On-Line (PTO). Using this system you will be able to book the interview times that suit you best from any internet-connected computer. If you do not have internet access at home or elsewhere, please contact the school administration office for assistance.

1. The link to make a booking for the Parent Teacher interview is

<https://bookings.parentteacheronline.com.au?school=9kraj>

2. Please click on the link. It'll take you to the PTO booking page for you to obtain your login details. Click "Obtain PIN" as seen below and then enter your email address. (This must be the email address previously supplied to the school).



3. Your PIN will be emailed to you. After you have received your login details, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.
4. Please confirm your email – click on "Save and Continue".
5. 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. You would only use one parent to log in unless parents are separated and require individual interviews.
 - You will only see time slots which are available at the time you are using the system. As time slots are booked they are no longer displayed as available. PTO prevents double-booking of teachers.
 - When you have made all the bookings you require, you can print a report of your bookings in time order.

If you encounter any problems using PTO please notify the school office, preferably via email at office@yerongashs.eq.edu.au. Thank you.