Note: 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. PTO allows this consent to be obtained as part of the login process. Please follow these steps to log into PTO and make your interview bookings:

Go to the school’s website www.biloelashs.eq.edu.au and click on the link for Parent Teacher interview booking under Quicklinks on the right hand side.

At the PTO login screen click ‘Register for use’

Enter details (name and email) and click ‘Send Registration’. 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.

After you have received your login details, go to the PTO login screen and enter these details and click ‘Login’.
Click ‘Continue’

Enter the Student ID, this number is available on the Student ID Card or in brackets after the student name on the student timetable.

Then click ‘Check’.
Enter the name of the student, as this will help the teacher to see who the interviews are for, then click ‘Add’. To add additional students, enter next Student ID, click ‘Check’ and enter student name, then click ‘Add’

Continue this process until all relevant students are added. Then click ‘Go to bookings’ and make bookings as per PTO instructions.

You can make your bookings in manual or automatic mode, click ‘Change’ to switch between modes. In manual mode you can select the time that suits you best or automatic mode selects the time for you. Click ‘OK’
If you see this symbol displayed along side the class name it means this teacher recommends that you book an interview.

In manual mode select a time from the drop down list next to the class and teacher and click ‘Make booking’.

If a teacher has no times available or no times that suit you, you may select from the drop down list ‘Please contact me’. Once you have finished making your bookings, click on the printer in the top left hand corner of the screen, to print out your interview schedule.

In automatic mode follow the directions at the top of the screen. Once you have finished making your bookings, click on the printer in the top left hand corner of the screen, to print out your interview schedule.