

# Parent Teacher On-Line Booking

**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](http://www.biloelashs.eq.edu.au) and click on the link for Parent Teacher interview booking under Quicklinks on the right hand side.

## Quicklinks

[Parent teacher interview booking instructions](#)

[Parent teacher interview booking](#)

Book your interviews with just a few clicks.



At the PTO login screen click *'Register for use'*

Log in to PTO

Surname/Login:

PIN/Password:

Need help?

- Register for use
- Obtain PIN/Password
- Login

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.

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.

Log in to PTO

Title (optional)  
e.g. Mr/Mrs:

First name:

Last name:

Email address:

After you have received your login details, go to the PTO login screen and enter these details and click *'Login'*.

Log in to PTO

Surname/Login:

PIN/Password:

Need help?

- Register for use
- Obtain PIN/Password
- Login

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.

Click 'Continue'

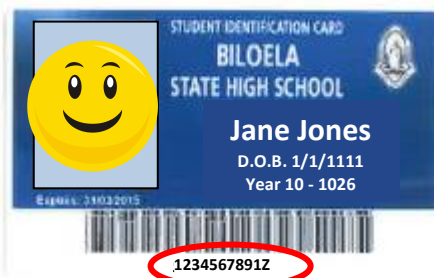
**Please confirm your registered email address:**

The email address provided here is for your school's records, and may be used by your school for PTO and other purposes.

PTO will only use email address provided for the purposes of interview bookings and in accordance with our [privacy policy](#).

Email Address	Actions
1234567@bluesky.com	<input type="button" value="Change"/> <input type="button" value="Remove"/>
<input type="button" value="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.



**Biloele State High School  
Student Timetable - Sem2 2012 V20**

Jones, Jane (1234567891Z) Year 10, Paterson, 10P1 (Ms McGinty)

	Monday	Tuesday	Wednesday	Thursday	Friday
CG	8:55-9:05 10P1 MC.GMA D11	8:55-9:05 10P1 MC.GMA D11	8:55-9:05 10P1 MC.GMA D11	8:55-9:05 10P1 MC.GMA D11	8:55-9:05 10P1 MC.GMA D11
1a	9:05-9:40 BCP101A LAMMCA K02	9:05-9:40 ENG101C LANCNI G14	9:05-9:40 HPA101A RICAHE H03	9:05-9:40 DRA101A ZISCKA A01	9:05-9:40 SCH101A ALLERE C16

Then click 'Check'.

Student Registration You are logged in as: [\[Sign out\]](#)

**Step 1:** Register your Student(s).

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Please enter a student ID and click the Check button.  
This is the Education Queensland student ID,  
with ten numeric digits followed by a letter.  
Leading zeros do not need to be entered.

Students currently registered:  
You do not have any students registered.  
Please fill in the details at the left and click Add.

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'

Student Registration You are logged in as: [Sign out](#)

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- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students: Students currently registered:

Student ID

You can enter the student name if you wish.  
This will help you (and teachers) to see who bookings are for.  
If you don't wish to enter a name, you can leave it as shown.

First Name



Last Name

You do not have any students registered.  
Please fill in the details at the left and click Add.

Class	Year
Accounting	11
English	11
Geography	11
Legal Studies	11
Lifeskills	11
Mathematics A	11
STUDY	11

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'

  You are logged in as: [\[Sign out\]](#)  
[Help](#)  
[Feedback?](#)


You are making bookings in **automatic** mode


**Welcome to PTO**

To book your interviews, follow the instructions shown near the top of the page.


Click  to go through each of the 4 booking steps.

You can also make and cancel bookings individually. See  for details.

When finished, download your interview schedule using the printer button  (top left of page)



To show this information again and get more help, see 

Click here to continue ...

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.



  You are logged in as: [\[Sign out\]](#) [Help](#) [Feedback?](#)

You are making bookings in **manual** mode. [Change](#)

Student	Class	Teacher	Bookings for
[NOT BOOKED ...]		You do not have any bookings.	
Student ID1234567891Z	Accounting	Belinda Jennings	Select time ... <input type="button" value="Make booking"/>
	English	Ann Collard	Select time ... <input type="button" value="Make booking"/>
	Geography	Dean Brewer	Select time ... <input type="button" value="Make booking"/>
	Legal Studies	Cammi Donohoe	Select time ... <input type="button" value="Make booking"/>
	Lifeskills	Sally Chilcott	Please contact <input type="button" value="Make booking"/>
	Mathematics A	David Lang	Select time ... <input type="button" value="Make booking"/>
	STUDY	Deborah Johnston	Select time ... <input type="button" value="Make booking"/>

[Student registration](#)

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.

  You are logged in as: [\[Sign out\]](#) [Help](#) [Feedback?](#)

You are making bookings in **automatic** mode. [Change](#)

STEP 1 - Select the date and time that you want to start seeing teachers: Tue 26/4 3:30pm

Then select the teachers you want to see in the list below.

[Next >>](#)

Student	Class	Teacher	Bookings for
Student ID1234567891Z	Accounting	Belinda Jennings	<input type="checkbox"/>
	English	Ann Collard	<input type="checkbox"/>
	Geography	Dean Brewer	<input type="checkbox"/>
	Legal Studies	Cammi Donohoe	<input type="checkbox"/>
	Lifeskills	Sally Chilcott	<input type="checkbox"/>
	Mathematics A	David Lang	<input type="checkbox"/>
	STUDY	Deborah Johnston	<input type="checkbox"/>

[Student registration](#)