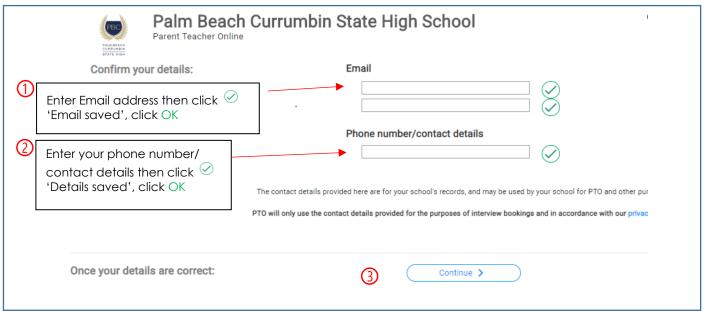# How to make SETP (Subject Selection) Interview Bookings

Due to security and privacy requirements of the Department of Education, PBC is not permitted to provide parent/caregivers and student names to 'PT Online' (PTO) (who manage the online booking software) without first obtaining individual consent from parents/caregivers. Consent must be obtained from each parent/caregiver for their and their student's information to be stored and used in the PTO Software for parent-teacher interview bookings. This consent can be obtained as part of the login process. Please follow these steps to login to the PTO booking system:
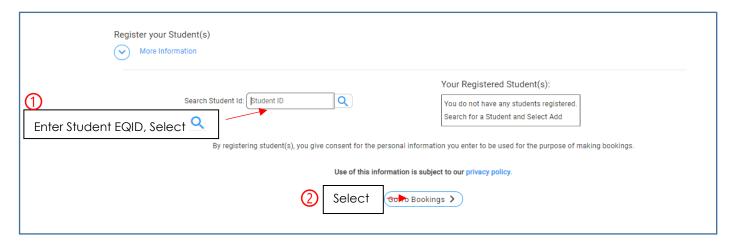
1. Go to the PBC website and click the Parent-Teacher Interviews link on the home page www.pbc-shs.eq.edu.au

2. At the login screen, click "Register for Use" and enter registration code: **Pbc1-2023**

3. Enter your name and email address, then click "Send Registration". By doing this you are consenting to your information being stored in PTO and used only for the purpose of booking interviews.

4. An email containing your login PIN will be sent to the email address you provided. If you cannot find this email message you may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail.

5. After you have received your login details by email, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.

6.

Palm Beach Currumbin State High School
Parent Teacher Online

Confirm your details:

Email

① Enter Email address then click ✓ 'Email saved', click OK

② Enter your phone number/ contact details then click ✓ 'Details saved', click OK

Phone number/contact details

The contact details provided here are for your school's records, and may be used by your school for PTO and other pur...

PTO will only use the contact details provided for the purposes of interview bookings and in accordance with our privac...

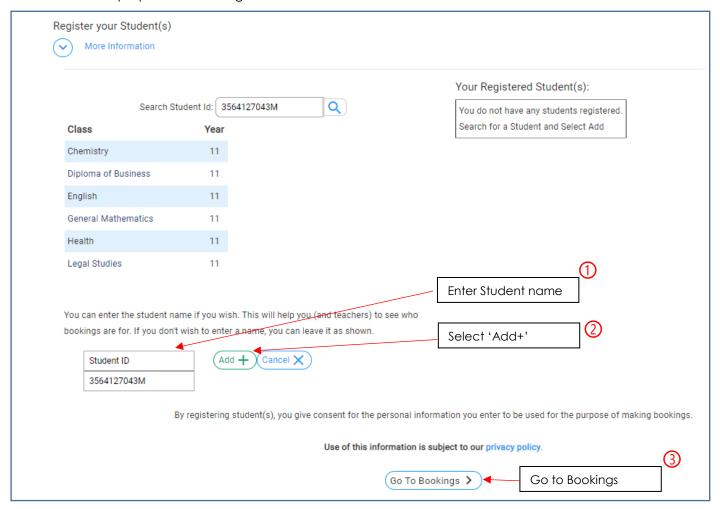Once your details are correct: ③   (Continue >)

7. Enter the Student EQID of the student for whom you wish to book an interview. You can enter more than one Student EQID if you have multiple students in Year 10. Your student's EQID can be found on the SETPlan sheet emailed to you.

Register your Student(s)

⌄ More Information

① Enter Student EQID, Select 🔍 → Search Student Id: [Student ID] 🔍

Your Registered Student(s):

You do not have any students registered. Search for a Student and Select Add

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.
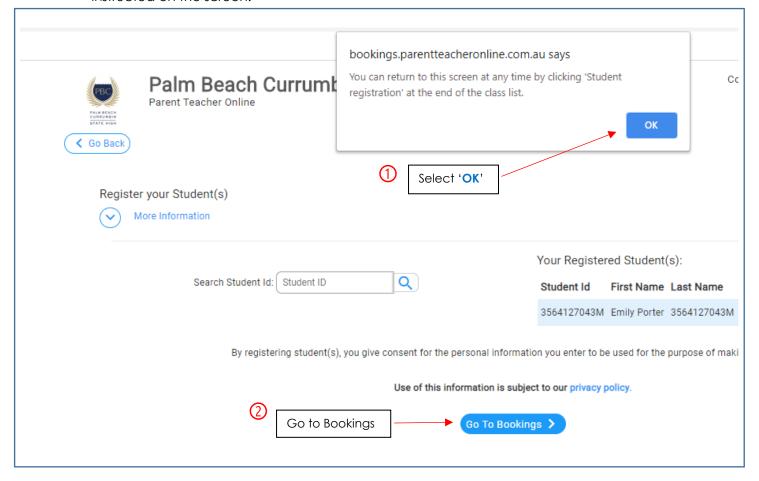
② Select | Go To Bookings ›

8. You will need to enter the name of your student for the EQID's being entered. By doing so you are consenting to the student's name being stored and used in PTO and used only for the purpose of booking interviews.

Register your Student(s)

⌄ More Information

Search Student Id: [3564127043M] 🔍

Class	Year
Chemistry	11
Diploma of Business	11
English	11
General Mathematics	11
Health	11
Legal Studies	11

Your Registered Student(s):

You do not have any students registered. Search for a Student and Select Add

① Enter Student name

② Select 'Add+'

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.

Student ID
3564127043M

Add + | Cancel ✕

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.

③ Go to Bookings

Go To Bookings ›

9. After you have entered your Student EQID(s) and Name(s), proceed to make bookings as instructed on the screen.

10. If you have any questions or concerns about security or privacy of information stored in PTO please visit PTO website at: http://parentteacheronline.com.au/privacy-policy/