



## How to make Parent-Teacher Interview Bookings

Due to security and privacy requirements of Education Queensland, PBC is not permitted to provide parent and student names to the company which manages the online booking software without first obtaining individual consent from parents. Consent must be obtained for each parent's own information and their student's information to be stored and used in the PT Online Software for parent teacher interview bookings. The software has been created so that this consent can be obtained as part of the log-in process. Please follow these steps to log in to the online 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](http://www.pbc-shs.eq.edu.au)
2. At the login screen, click "Register for Use" and enter the registration code Pbc1-2010
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 detail email, click "Login" on the PTO login screen and enter your surname and PIN as shown in the email.
6. Enter the Student EQID of the student for whom you wish to book interviews.
7. You can enter more than one EQID if you have multiple students at school.
8. Your student's Student EQID can be found on the letter attached.
9. You can optionally enter the name of the 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. You do not have to enter the name of the student(s) but doing so will help you when making bookings and will also help teachers to know who they are seeing at each interview.
10. After you have entered your Student EQID(s) and optional Name(s), proceed to make bookings as instructed on the screen.
11. 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/>