

8 September 2022

Dear Parents and Carers

Parent/Teacher/Student Interviews for **Years 10-12 students will be held on Tuesday 4 October** from **12:00pm – 6:00pm** in Lennon Hall. Please enter via the Severin Street entrance.

Please ensure that you have set up access to the Parent Portal before attempting to arrange interviews. Instructions can be found on page 8 of the *Parent Information Handbook* which was issued to all parents at the start of the school year and may be found on the Parent Portal.

Interviews can be arranged by accessing the Parent Portal and selecting the Parent Teacher Online (PTO) link as per the attached instructions. Please note the following information:

- > Parents will only be able to book interview times **once the system goes live on Wednesday 14 September at 8:00am.**
- > The booking program **will close on Saturday 1 October at 8:00pm.**
- > Time slots fill very quickly; therefore, the earlier you book, the better chance you have of getting your preferred appointment times with your son's teachers.
- > If your son has the same teacher for more than one subject, **you will only be allocated one time slot.**
- > Homeroom teacher appointments **will not** be available through PTO.
- > Interviews will be of 6 minute duration, with a 1 minute changeover time.
- > **Students must wear their College uniform and must accompany their parents to all interviews.**

If you are unable to secure an interview time with your son's teacher, please contact the teacher directly (via email) to arrange a separate, mutually convenient time. Email addresses can be found on the Parent Portal under the School Directory tab.

If you are unable to access PTO or have problems setting up your Parent Portal account, please call the College office during business hours, prior to the office closing for the holidays on Friday 16 September.

Yours sincerely



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ST AUGUSTINE'S COLLEGE SETTING UP PTO ACCESS

SETTING UP PTO ACCESS FOR PARENT TEACHER STUDENT INTERVIEWS

Access the College website at <http://www.sac.qld.edu.au>

Select Portals → choose Parent Portal.

Login to the Parent Portal.

NOTE: You will need to have set up access to the Parent Portal in order to access PTO.

Select the PTO link.



You will be presented with the following screen.

Click on the "Obtain PIN" option on the right-hand side of the screen.

Login Obtain PIN

Surname/Login

PIN/Password

Login

If you are a parent that is having difficulties logging in, please contact your school.

Enter your email address.

A message will appear advising whether or not your request has been successful.

An email will be sent to your email address containing your login details.

Login Obtain PIN

Email Address

Send Email

The email address you enter must match the address in your school's records.
If you already have your PIN/password, click Login.

After retrieving your login details, return to the Parent Portal and again click on the PTO link.



Login with Surname and PIN that has been sent to you.

Follow the steps to make a booking with your son's teacher by first selecting a time from the drop down box and then **clicking the green plus sign (+)** to add the booking.

For mac users, if you cannot see the (+) please update your operating system and/or safari version and the (+) will be visible.

Student	Class	Teacher	Booking(s)
			You do not have any bookings.
	English	Kathryn Yarker	Wed 26/8 3:00pm (+)
	Italian	Lyza Welsh	Select time ...
	Mathematics	Sally Hansen	Select time ...
	Physical Education	Paul See Kee	Select time ...
	Religion	Cherie Spannenburg	Select time ...
	Science	Max Churchward	Select time ...
	Studies of Society and Environment	Anita Kennedy	Select time ...

Once your selection has been booked, you will receive confirmation through a dialogue box, and the confirmed booking will appear in green.

Student	Class	Teacher	Booking(s)
			BOOKED (1)
	English	Kathryn Yarker	Wed 26/8 3:00pm (7 min) [refresh] [cancel]
	Italian	Lyza Welsh	Select time ...
	Mathematics	Sally Hansen	Select time ...
	Physical Education	Paul See Kee	Select time ...
	Religion	Cherie Spannenburg	Select time ...
	Science	Max Churchward	Select time ...
	Studies of Society and Environment	Anita Kennedy	Select time ...

NOTE: If you see this symbol  next to one of your son's teacher's names, then the teacher has made a request for an interview. It is expected that such requests are honoured.

Student	Class	Teacher	Booking(s)
			BOOKED (1)
	English	Kathryn Yarker	Wed 26/8 3:00pm (7 min) [refresh] [cancel]
			NOT BOOKED
	Italian	Lyza Welsh	Select time ...
	Mathematics	Sally Hansen	Select time ...
	Physical Education	Paul See Kee	Select time ...
	Religion	Cherie Spannenburg	Select time ...
	Science	Max Churchward	Select time ...
	Studies of Society and Environment	Anita Kennedy	[warning icon] Select time ...

When you have completed booking your appointments, go to the **Download / Email Bookings icon** on the right hand side of the PTO screen to **print or email yourself a copy of all appointments made.**

St Augustine's College
Parent Teacher Online

Booking limit: 1 interview per parent/student/teacher.

If a teacher shows 'Fully Booked' please email the teacher directly to arrange a mutually convenient time.

Logout [icon] Help [icon] pto [icon]

[Go Back] [Download / Email Bookings]

Filter Date: Show all dates [dropdown] Hide Past Bookings