

Booking a Parent - Teacher Conference using the Parent Portal

Login via the App - *nForma for Parents* - available via the Apple or Google stores

(Email and Password – If you have a custom email domain, Hotmail, etc. you can type that in and login. If you have never logged in before, you will need to activate your account. To activate your account, click “forgot password?”. This will then request an email address to send the password reset to. Input the email and submit. You will then receive an email with instructions. Once done, you can use those login details and login to the app.)

This process can also be done through our desktop version:

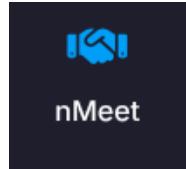
<https://portal.nforma.com.au/login>

To book an appointment via nMeet

To book in a *nMeet* appointment, go into the “*nMeet*” module/icon for the selected student.



- APP ICON



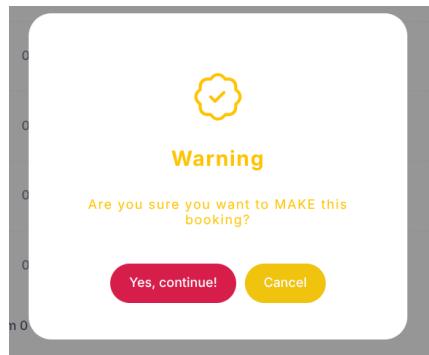
- DESKTOP ICON

The following will appear:

(please note that this image is for the web page view)

A screenshot of a web-based nMeet interface. At the top, it says 'nMeet HOLY SPIRIT PRIMARY SCHOOL'. Below that is a 'Parent Teacher Interviews' section. A 'Student Name' field contains 'Student Name' with a red 'Not Booked - Parent Teacher Meet & Greet' button. To the right of the date 'Monday, 17, Feb 2025' is an upward arrow icon. At the bottom, there's an 'Appointment Details' section and a 'Manage Appointment' button.

1. Select the **date** of the appointment you would like to book
2. **Click Manage Appointment**
 - a. *Please make sure you have the correct child and grade for the booking*
3. Choose a **time** that is suitable and select **Book Appointment**
 - a. If you wish to change your booking time, simply go back in, click on the booking time that has already been made to cancel it, and then re-book for another time.
4. A **Warning Box** will appear. Click *Yes, continue!* or *Cancel* to choose another time.



5. Once you have booked, your time will show Booked in green and you will have the option to reschedule if required.

Booked

Reschedule

To view all your booked appointments, click on **nMeet Dashboard**

+ nMeet Dashboard

Note: nMeet functions a bit differently to other Interview booking systems.