

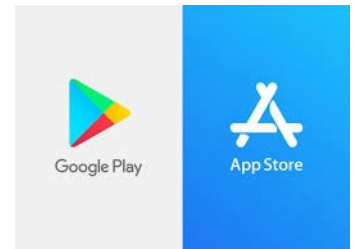
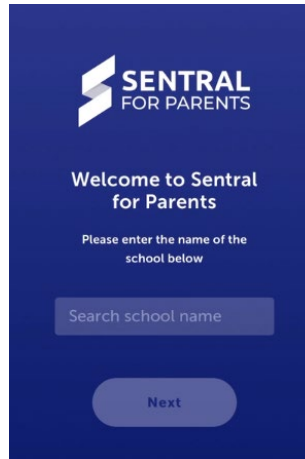
## How to make a Parent Teacher booking in the Parent Portal App

You need to have registered to use the Parent Portal. Follow the “Parent Portal Access” instructions if you have not already done so. Please remember to have Zoom installed to launch into the video conferences. You will receive a confirmation email of bookings.

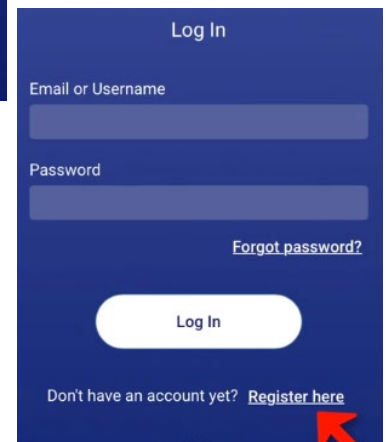
### Using the Phone App

The phone app provides access to the same information as the web portal. You only need to register once on either the App or the Web Portal. You then use the same registration details on each.

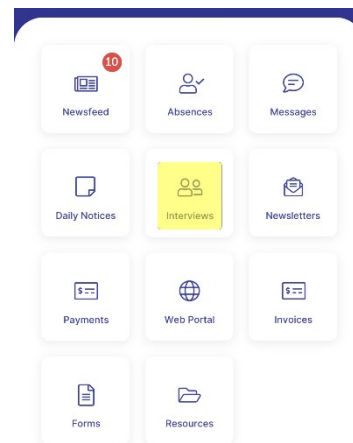
1. Install the app on your device via the App store or Google play
2. Search for the school



3. Login if you have previously registered or register if it's your first time.



4. Once logged In you will be presented with the Dashboard. Select Interviews.



5. Select the appropriate Interview Evening.

Semester 1 Yr 11 2021 - 15/06/21 2:30 - 6:30pm

Session date: **15/06/2021**

Session duration: **10 minutes**

Registration open until **14/06/2021 17:00**

Select Timeslots

6. Select your preferred timeslots or Not Attending.  
Scroll down for each subject.

English Studies Yr11: 11ENU6B  
Ms Elyse Marchant

15/06/2021 Tue

<input type="radio"/> 2:30pm	<input type="radio"/> 3:50pm	<input type="radio"/> 5:10pm
<input type="radio"/> 2:40pm	<input checked="" type="radio"/> 4:00pm	<input type="radio"/> 5:20pm
<input type="radio"/> 2:50pm	<input type="radio"/> 4:10pm	<input type="radio"/> 5:30pm
<input type="radio"/> 3:00pm	<input type="radio"/> 4:20pm	<input type="radio"/> 5:40pm
<input type="radio"/> 3:10pm	<input type="radio"/> 4:30pm	<input type="radio"/> 5:50pm
<input type="radio"/> 3:20pm	<input type="radio"/> 4:40pm	<input type="radio"/> 6:00pm
<input type="radio"/> 3:30pm	<input type="radio"/> 4:50pm	<input type="radio"/> 6:10pm
<input type="radio"/> 3:40pm	<input type="radio"/> 5:00pm	<input type="radio"/> 6:20pm

7. Once you have made your selections at the bottom of the page  
Select the "Save Bookings" Button.

Selected appointments

- 15/06/2021 Tue 3:50pm with Mr Scott James for [REDACTED] (11CON2)
- 15/06/2021 Tue 4:00pm with Ms Elyse Marchant for [REDACTED] (11ENU6B)
- 15/06/2021 Tue 5:20pm with Mr Scott James for [REDACTED] (11FU4)
- 15/06/2021 Tue 6:00pm with Mr NEIL SCOTT for J Rezz NATHAN (11ITT5)
- 15/06/2021 Tue 6:10pm with Mrs Ruth Hollingsworth for [REDACTED] (11MSD11A)
- 15/06/2021 Tue 6:10pm with Mr Scott McGinley for [REDACTED] (11SLR3)
- 15/06/2021 Tue 5:40pm with Mrs Carly Hudson for [REDACTED] (Assembly)

8. The join buttons will take you directly into the  
video conference. Click these at the booked time.  
You will receive a confirmation email with the "join"  
links if you register early.

Session date: 15/06/2021   
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Scheduled Appointments:

Tue 15/06/2021 3:50pm with Mr Scott James  
for [REDACTED]  
11CON2 (Construction Pathways VET Yr11)

Tue 15/06/2021 4:00pm with Ms Elyse  
Marchant for [REDACTED]  
11ENU6B (English Studies Yr11)

Tue 15/06/2021 5:20pm with Mr Scott James  
for [REDACTED]  
11FU4 (Furniture Making (Cert 2) 1 Year Yr11)

Tue 15/06/2021 6:00pm with Mr NEIL SCOTT  
for [REDACTED]  
11ITT5 (Industrial Technology Timber Yr11)