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

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.

## Website Tuggerah Lakes Secondary College - The Entrance Campus 1. Once registered you can log in here: https://web1.thentrance-h.schools.nsw.edu.au/portal2/#!/login Student and Parent Portal Log in Home Logged in as Click the "Parent Teacher Interviews" on the left menu. 2. Tuggerah Lakes Secondary College - The Entrance Campus, Year 11 Tuggerah Lakes Secondary College - The Entrance Campus, Year 12 Messages $\sim$ Absences $\mathbf{\nabla}$ Newsletters 103 Daily Notices Parent Tealler Θ Interviews 3. Select the appropriate Interview Evening. School Resources School Forms ආ Semester 1 Yr 11 2021 - 15/06/21 2:30 - 6:30pm Session date: 15/06/2021 15/06/2021 Tue Session duration: 10 minutes 0 2:30pm 0 3:50pm Registration open until 14/06/2021 17:00 O 2:40pm O 4:00pm O 2:50pm 04:10pm O 5:30pm O 3:00pm O 4:20pm 5:40pm O 3:10pm O 4:30pm O 5:50pm O 4:40pm ○ 6:00pm Select your preferred timeslots for each subject or Not Attending. 4. O 3:30pm O 4:50pm O 6:10pm O 5:00pm O 6:20pm O 3:40pm Scroll down for each subject. Click Save bookings. Select the Blue "Request Not Atte Interview with teacher" If you need to make a booking outside of the Interview evening. Selected appointments 15/06/2021 Tue 2:30pm with Mr Scott James for (11CON2) 15/06/2021 Tue 3:50pm with Ms Elyse 5. You will be presented with an overview and the "Join" buttons which (11ENU6B) Marchant fo 15/06/2021 Tue 5:10pm with Mr Scott James for will take you directly into the video conference. Click these at the (11FU4) 15/06/2021 Tue 4:00pm with Mr NEIL SCOTT booked time. You will receive a confirmation email with the "join" links if for (11ITT5) 15/06/2021 Tue 5:20pm with Mrs Ruth you register early. Hollingsworth for (11MSD11A) Hollingsworth for (11MSU11A) • 15/06/2021 Tue 4:10pm with Mr Scott McGinley for (11SLR3) • 15/06/2021 Tue 5:40pm with Mrs Carly Hudson for (Assembly) Tue 15/06/2021 for 3:50pm with Ms Elyse Copy Link 🔳 Join Marchant for 11ENU6B (English Studies Yr11) Tue 15/06/2021 5:10pm with Mr Scott Copy Link 🔳 Join James for 11FU4 (Furniture Making (Cert 2) 1 Year Yr11)