

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

1. Once registered you can log in here:
<https://web1.thentrance-h.schools.nsw.edu.au/portal2/#!/login>

2. Click the “Parent Teacher Interviews” on the left menu.

3. Select the appropriate Interview Evening.

4. Select your preferred timeslots for each subject or Not Attending. Scroll down for each subject. Click Save bookings. Select the Blue “Request Interview with teacher” If you need to make a booking outside of the Interview evening.
5. You will be presented with an overview and the “Join” buttons which 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.