



CORINDA STATE HIGH SCHOOL

PARENT TEACHER INTERVIEWS



PARENT
TEACHER
ONLINE

Exceed Your Expectations

PARENT-TEACHER INTERVIEWS AT CORINDA SHS

Corinda State High School conducts Parent-Teacher Interviews throughout the year. Information regarding times of these interviews will be provided in conjunction with the distribution of the student's reports.

For these interviews we use an internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book the interview times that suit you.

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into PTO without first obtaining individual consent from Parents/Carers. Consent must be obtained for each parent's own information and their students' information to be stored and used in PTO for parent-teacher interview bookings. PTO allows this consent to be obtained as a part of the login process.

If you have any questions or concerns about security or privacy of information stored in PTO please visit the www.ptonline.net.au/privacy

HOW TO LOG-IN TO PTO



Step 1 – Log onto PTO (Parent Teacher Online)

Please access to the PTO booking system is available through the school's home page

<https://corindashs.eq.edu.au> The PTO Quicklink is located in the Quicklinks section on the bottom right hand corner of the website.



Click on the PTO Quicklink to access the PTO Login page!

Step 2 – Register for use

Log in to PTO

Surname/Login:

PIN/Password:

Need help?

- ▶ Register for use
- ▶ Obtain PIN/Password
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login.

If you haven't registered, click 'Register for use' above.

If you need to your PIN/password re-sent, click 'Obtain PIN/Password' above.

Step 3 – Enter details and click Send Registration

Log in to PTO

Title (optional)
e.g. Mr/Mrs:

First name:

Last name:

Email address:

Need help?

- ▶ **Register for use**
- ▶ Obtain PIN/Password
- ▶ Login

You can register to use PTO here. If you have already registered and need your PIN/Password re-sent, click 'Obtain PIN/Password' below.

By registering to use PTO, you give consent for the personal information you enter being used for the purpose of interview bookings. Use of this information is subject to our [privacy policy](#).

Step 4 – Enter details received via email and 'Log In'

Log in to PTO

Surname/Login:

PIN/Password:

Need help?

- ▶ Register for use
- ▶ Obtain PIN/Password
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login.

If you haven't registered, click 'Register for use' above.

If you need to your PIN/password re-sent, click 'Obtain PIN/Password' above.

Step 5 – Enter student EQ ID (available on Student ID Card) and (optional) Student name, then 'Add'

Student Registration You are logged in as: **John Smith** [\[Sign out\]](#)

Step 1: Register your Student(s).

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID:

You can enter the student name if you wish. This will help you (and teachers) to see who bookings are for.

If you don't wish to enter a name, you can leave as shown.

First Name:

Last Name:

Class	Year
Class Teacher	3
Maths	3
PE	3

Students currently registered:

You do not have any students registered. Please fill in the details at the left and click Add.

To add additional students, enter next EQ ID, check and (optional) student name, then 'Add'

Student Registration You are logged in as: **John Smith** [\[Sign out\]](#)

Step 1: Register your Student(s).

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID:

You can enter the student name if you wish. This will help you (and teachers) to see who bookings are for.

If you don't wish to enter a name, you can leave as shown.

First Name:

Last Name:

Class	Year
Class Teacher	0

Students currently registered:

Student ID	First name	Last name
1445053046K	James	Brown

Continue this process until all relevant students added. Then 'Go to bookings' and make bookings as per PTO instructions.