ADVICE TO PARENTS
PARENT-TEACHER ONLINE (PTO)

At Runcorn SHS we use an internet-based booking system called Parent Teacher On-Line (PTO) for booking interviews.

How to register for a log in to PTO to make bookings for parent-teacher interviews.

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. 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.

NOTE: Due to Education Queensland's privacy requirements, parents must register with PTO every time parent-teacher interviews occur.

Please follow these steps to log in to PTO:

1. Go to the school's web site (www.runcornshs.eq.edu.au) and click the PTO icon (as shown to the right)
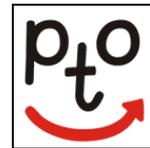
2. At the PTO login screen, click "Register for use" and enter the security code **rshs**, your name and email address, then click "Send registration".

School code is **rshs**

Parent Registration

By doing this you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.

3. An email containing your login PIN will be sent to the email address you provided. You may need to check your junk mail folder as genuine email messages can sometimes be incorrectly classified as junk mail. KEEP THE LOGIN DETAILS SAFE as you will need to use them for bookings and changes of parent-teacher interviews.

4. If you don't have an email address, contact Mrs Karen Aitcheson (School Liaison Officer) by phoning 3323 1609 so that we can enter your details for you.

How to log in to PTO to make bookings for parent-teacher interviews.

1. Go to the school's web site (www.runcornshs.eq.edu.au) and click the PTO icon. Click "Login" on the PTO login screen and enter your surname and PIN as shown in the email when you registered for a login.

2. Enter the EQ ID of the student (unique number every student has – 10 numbers followed by one number) for whom you wish to book interviews. You can enter more than one ID if you have multiple students at the school. **Student's EQ IDs are available on the student ID card or at the top of their timetable.** The classes of each student can be listed to check that you have entered the EQ ID correctly, and to help distinguish between siblings etc.

3. You can optionally enter the name of the students for the IDs entered. By doing so you are consenting to the student's name being stored and used in PTO for interview bookings. You do not have to enter the name of the student(s) but doing so will help you when making bookings and will also help teachers to know who they are seeing/discussing for each interview.

4. After you have entered your student ID(s) and optional name(s), proceed to make bookings as instructed on the screen.

Points to Note

- When you log on, the system displays only your own child/children. Bookings are made for *individual* parents/guardians (Mr or Mrs), not for couples (not Mr & Mrs). Couples can however log on to the system simultaneously to coordinate bookings. If two parents/guardians wish to attend a single interview timeslot, one parent/guardian should make the booking then both can attend.

- You will only see time slots that are *available* at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.

- When you have made all the bookings you require, you can print a *report* of your bookings in time order. You can log in and *change bookings* any time **up to 9.00am on the day of the interviews.** After this time no further bookings or changes can be made.

- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.

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