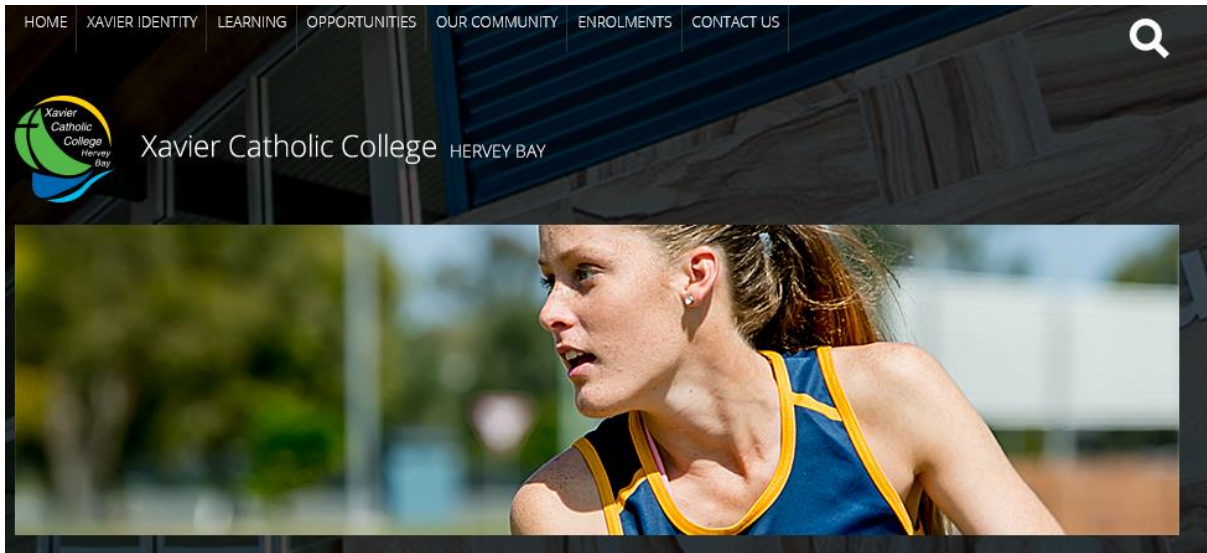




BOOKING PARENT-TEACHER INTERVIEWS ONLINE

STEP 1







Navigate to the College website at: <http://www.xavier.qld.edu.au/Pages/default.aspx>



STEP 2

Scroll down the homepage to the 'Quick Links' in bottom left hand corner and click on **Parent Portal**

Quick links

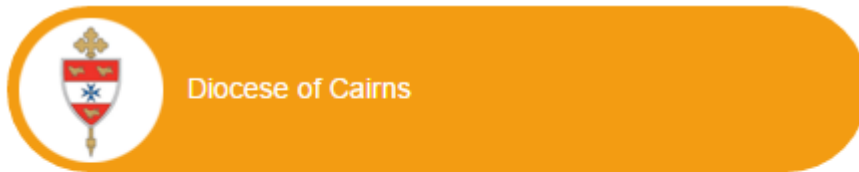
-  College Portal
-  **Parent Portal**
-  eDiary
-  Xavier on Facebook
-  BCE Intranet (KWeb)
-  Privacy Policy

STEP 3

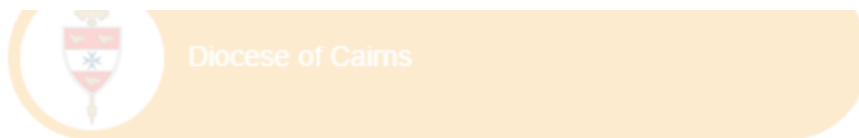
Click on the blue Brisbane Catholic Education icon and enter your Username and Password.

Note: The 'username' **MUST** be the same email address that you have provided to the College.

LOGIN



[Web Disclaimer](#) | [Brisbane Catholic Education](#) | [Privacy Policy](#)



BCE staff and students:

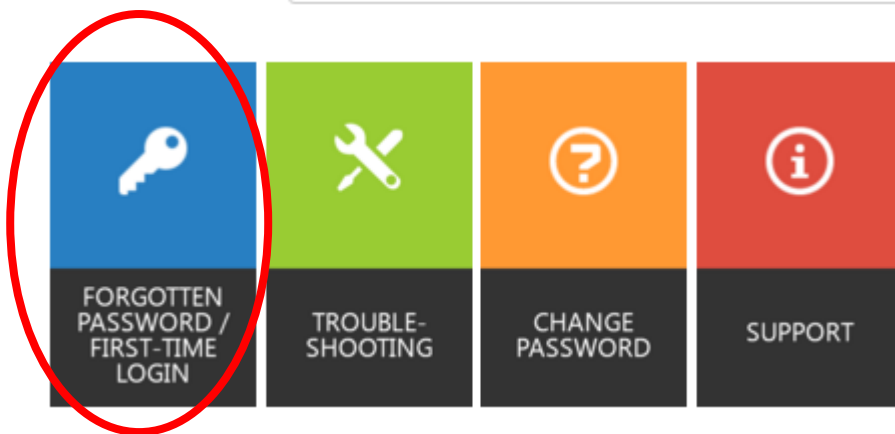
Please use your BCE username (e.g. jsmith).

Other users:

Please add your full email address as your username (e.g. jsmith@hotmail.com).

Username

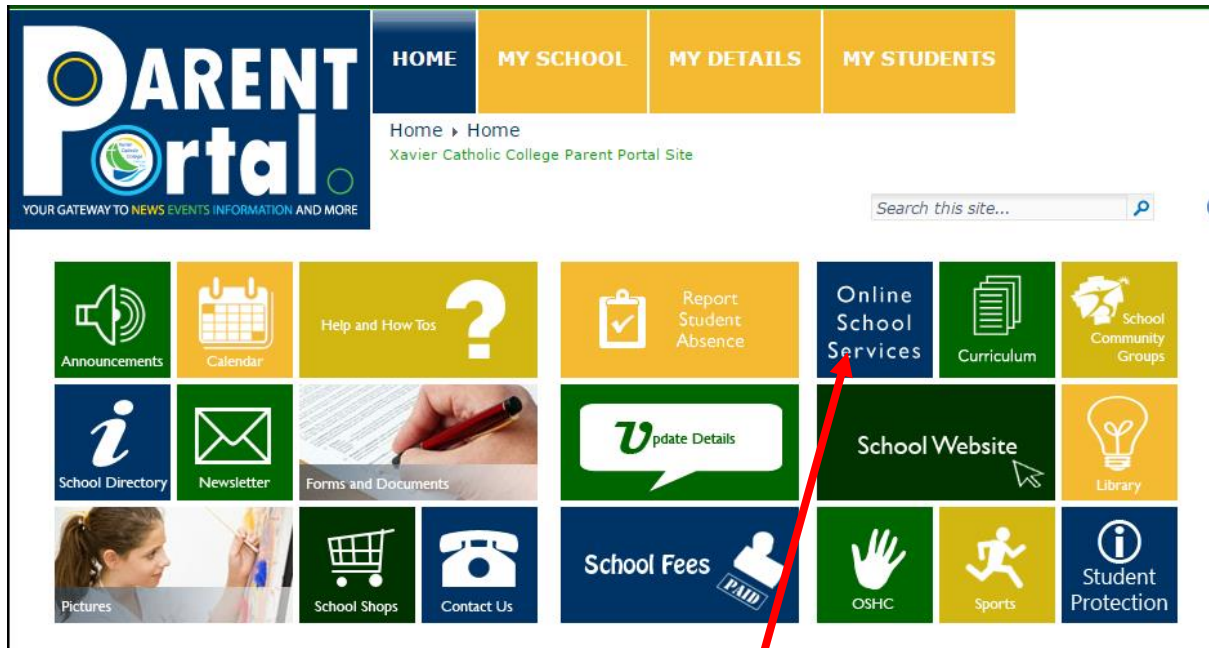
Password



If you have forgotten your password or are logging in for the first time, please click on the blue tile and follow the instructions provided.

STEP 4

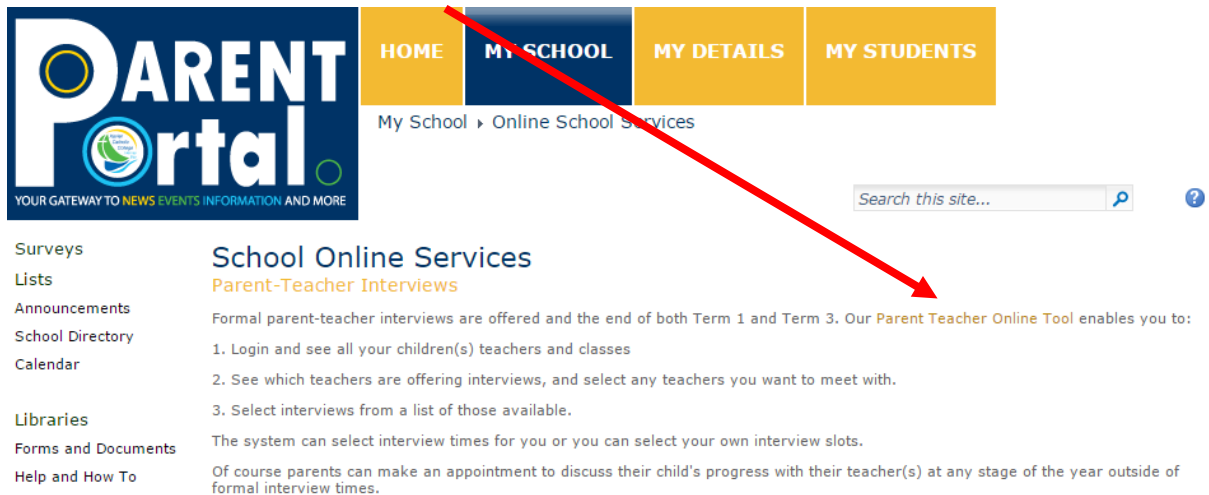
Once you have logged into the Parent Portal you will have access to information about your sons/daughter's learning, manage parent details and general school information.



To access Parent-Teacher online bookings, click on the 'Online School Services' tile.

STEP 5

Click on 'Parent Teacher Online Tool'



STEP 6

Click "Obtain PIN/Password" and enter your email address. Your PIN will be emailed to you. The email you receive will include a link that can be clicked on to log straight into PTO, bypassing the login screen.

Full instructions are provided to you after log in.

www.parentteacheronline.com.au
10 years, 10 million bookings!
© 2006-2016

Xavier Catholic College

Log in to PTO

Surname/Login:

PIN/Password:

Login

Need help?

▶ Obtain PIN/Password (not currently available)

▶ 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.

You can obtain your PIN/password (or have it re-sent) by clicking 'Obtain PIN/Password' above.

Please note the following points:

- 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 time slots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this time slot it will not be available and a message will be displayed to indicate this.
- When you have made all the bookings you require, you can download or email a report of your bookings in time order for printing.
- If you would like to arrange an interview with a teacher who has no timeslots available, please email the teacher directly to arrange a suitable time. Teacher contact details are located on the Parent Portal, under School Directory.
- If you encounter any problems using PTO please contact the College on 07 4197 1177 or by email on psherveybay@bne.catholic.edu.au.