

## Instructions for accessing the booking system

Please follow the steps below to access the on line interview booking system. If you have any difficulties, logging into the Parent Portal (<http://mystcatherines.net.au>) and accessing PTO online please contact the ICT department via email: [support@stcatherines.net.au](mailto:support@stcatherines.net.au). All other enquiries should be directed to Junior School Reception 98283062.

1. Open the Parent Portal Homepage
2. On the left-hand side menu click on 'Parent-Teacher Interviews'
3. Click on the PTO icon as instructed
4. From the PTO Welcome page, click on Make Booking.
5. You will be taken to a page with your daughter/s name listed
6. Using the drop down list select your time from the available options
7. Click on the printer/calendar icon at the top of the screen to receive confirmation of your booking times
8. Please make sure you keep note of your bookings