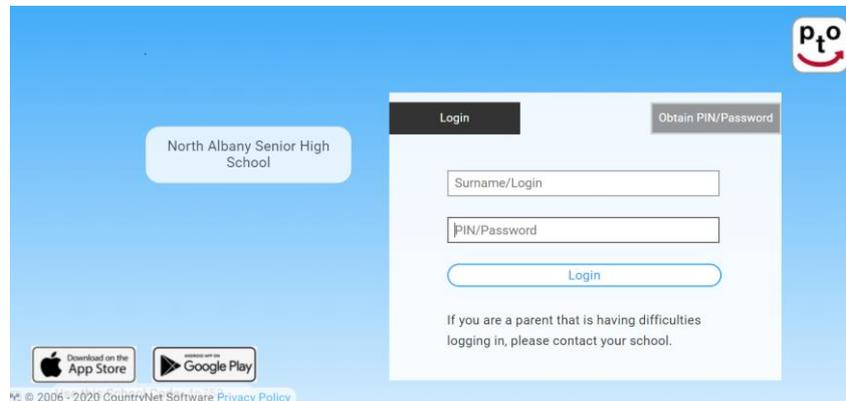


PARENT INSTRUCTIONS PARENT TEACHER ONLINE (PTO)

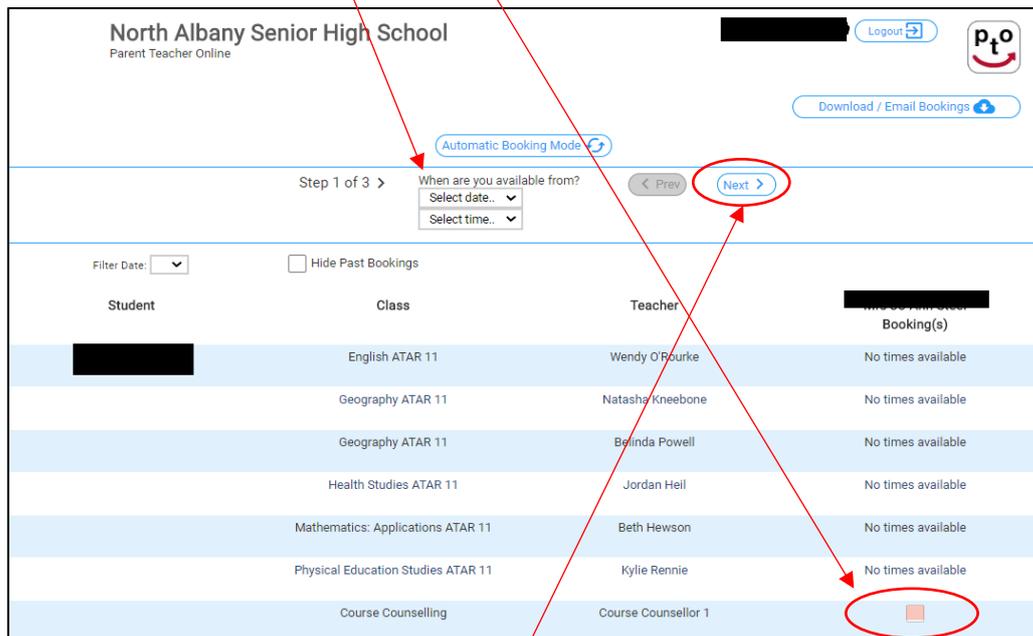
Parent Teacher Online Booking system – North Albany SHS

Formal Parent Teacher interview bookings are made by parents through the PTO system.

1. Go to the NASHS website nashs.wa.edu.au
2. Go to the **PARENTS TAB** on the top menu and click on **Parent Teacher Online (PTO)**
3. Click on the PTO link or logo 
4. Enter your login details. **(If you are using the app our school code is 4n752).**



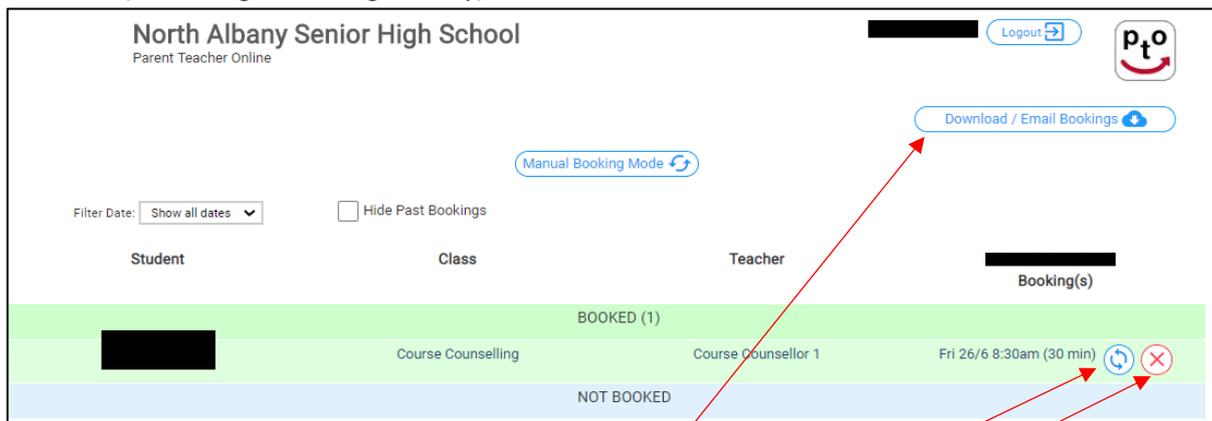
5. You will be brought to your child's booking screen.
6. Step 1 - Select the date and time you wish to come for your interview and select the class (Course Counsellor Class only). **Do not select any other classes at this stage.**



7. and then click 'Next' at the top of the page

Please note: the system is pre-set to automatic mode meaning that once the start time is selected, the system will find the 'best fit' timeslots for you. You can swap to **manual mode** and then back to auto at any time to find the timeslots yourself by clicking on the 'Change' button. (PTO recommends using 'automatic' mode).

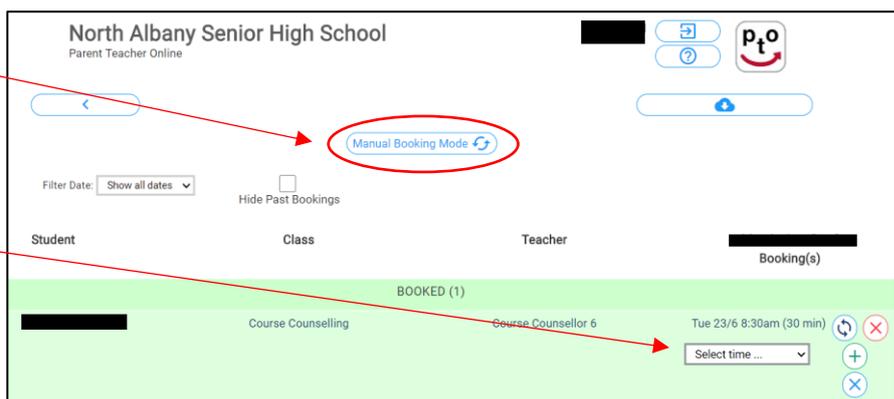
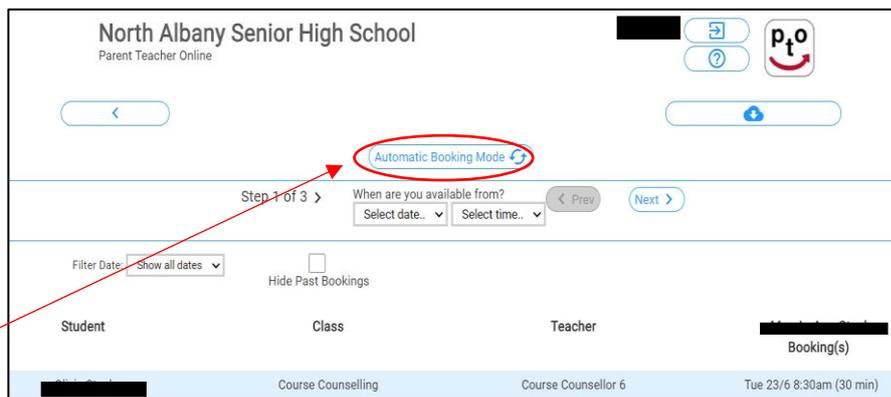
8. Step 2 – This screen confirms your time and date. Select next.
9. The next screen will confirm your booking in green.
10. Click OK. (There might be a slight delay)



11. You can download or email your bookings to yourself.
12. If you need to change your booking on this screen you can select the blue arrows button.
13. If you wish to cancel your booking, select the red cross button

NOTE: If you have finalised your booking and wish to change the date or time, or delete booking at a later stage then:

1. Log back in to PTO
2. You must be in **Manual Mode** – if not Click on **Automatic Booking Mode** and change it to **Manual Booking Mode**.
3. You will then be able to delete your booking by clicking the red cross, or
4. change the date/time of your booking, then click the green Plus+ sign to confirm change.



NOTE - Bookings can be made through the PTO app on your Mobile phone. This can be downloaded through the App Store and Google Play Store. **NASHS School code is 4n752.**



DON'T FORGET TO PRINT OUT or EMAIL YOUR INTERVIEW BOOKING !

If you need help contact the school front office on 9892 0611.