## 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 Pto
- 4. Enter your login details. (If you are using the app our school code is 4n752).

North Albany Senior High	Login	Obtain PIN/Password
School	Surname/Login	
	PIN/Password	
		Login
Download on the Cocogle Play	If you are a parent the logging in, please con	at is having difficulties ntact your school.

- 5. You will be bought 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**.

North Albany S Parent Teacher Online	Genior High School	poking Mode 🕑	Download / Email Bookings
	Step 1 of 3 > When are you ava Select date Select time	ailable from?	
Filter Date:	Hide Past Bookings		
Student	Class	Teacher	Booking(s)
	English ATAR 11	Wendy O'Pourke	No times available
	Geography ATAR 11	Natasha Kneebone	No times available
	Geography ATAR 11	Belinda Powell	No times available
	Health Studies ATAR 11	Jordan Heil	No times available
	Mathematics: Applications ATAR 11	Beth Hewson	No times available
	Physical Education Studies ATAR 11	Kylie Rennie	No times available
	Course Counselling	Course Counsellor 1	

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)

North Albany S Parent Teacher Online	enior High School		
Filter Date: Show all dates 🗸	Manual Boo	oking Mode 🗲	Download / Email Bookings 💽
Student	Class	Teacher	Booking(s)
	BC	DOKED (1)	
	Course Counselling	Course Counsellor 1	Fri 26/6 8:30am (30 min)
	NC	DT BOOKED	

- 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  $\sim$

	Parent Teacher Online	Senior High School			
NOTE: If you have finalised your booking and wish to		(Automatic Boo	king Mode 🕢	٥	
delete booking at a later stage		Step 1 of 3 > When are you avail Select date V	able from? Select time v Next >		
1. Log back in to PTO	Filter Date: Show all dates 🗸	Hide Past Bookings			
2. You must be in Manual	Student	Class	Teacher	Booking(s)	
Automatic Booking Mode		Course Counselling	Course Counsellor 6	Tue 23/6 8:30am (30 min)	
and change it to Manual Booking Mode.	North Albany Sen Parent Teacher Online	ior High School			
3. You will then be able to delete your booking by		(Manual Booking Mo	ide fg		
clicking the red cross, or 4. change the date/time of	Filter Date: Show all dates 🗸	Hide Past Bookings			
your booking, then click the	Student	Class	Teacher	Booking(s)	
green Plus+ sign to confirm	BOOKED (1)				
change.		Course Counselling	Gourse Counsellor 6	Tue 23/6 8:30am (30 min) () Select time • + ×	

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.