



Year 11 (2020) Subject / Pastoral Interviews

How to Book an Interview

Step 1 – Access the Interview Booking Site

Go to the Home Page of the College's Website and follow the link to 'Yr 11 2020 Interview Bookings' via PTO

Step 2 – Log on to the PTO Interview Booking Site

Enter your Login and PIN details (see sample below)

Student(s): *Test Student*

Login: #####

Password: 99999

Step 3 – Welcome Page

Click 'OK' at bottom of the 'Welcome page' and continue

Step 4 – Selection of Interview Booking Times

You will see the following screen

Enrolment Interviewer 1	Enrolment Interviewer	Select time ... 	Make booking
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Select a time and Click 'Make booking'

Step 5 – Download Booking

When finished, download your interview schedule by using the 'Printer' button at the top left of your screen



PTO Bookings will close Monday 16 September 2019