Booking Parent Teacher Interviews

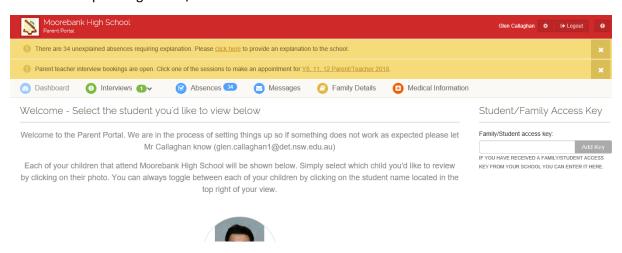
Step 1

Log on at https://https://moorebankhs.sentral.com.au/portal/login

Your user name is the email you registered with and you created the password. Hit the forgot password link if you have forgotten your password.

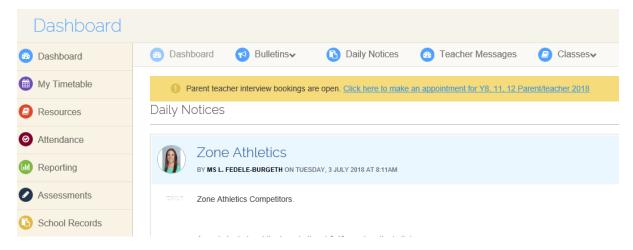
Step 2

Note the banners in dark yellow at the top which notify you if your children have unexplained absences or upcoming Parent/Teacher interviews



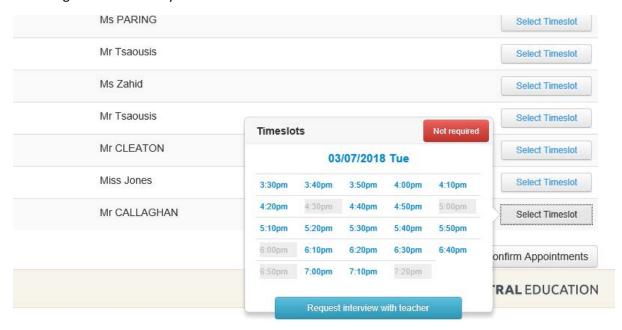
Step 3

Click on the student you want to view information for and you will be presented with a Dashboard where you can click on "click here to make an appointment" in the yellow banner



Step 4

You will get a screen with your child's teachers.



From here, you can easily book a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

- 1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with
- 2. Choose one of the blue timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
- 3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
- 4. If there are a number of teachers you don't feel the need to see, click on the Select Timeslots button and then click on the red "Click if interview not required" button.
- 5. Once you have made a selection for **all** of the classes shown below, you MUST click on the **Confirm Appointments** button.
- 6. The reserved bookings you selected will now be **confirmed**.

TIP: Don't book back to back times, give yourself one timeslot to move to the next teacher as teachers are quite spread out

For example if you have an interview at 6:00pm don't book the 6:10, book a 6:20pm timeslot.