

Booking Parent Teacher Interviews

Step 1

Log on at <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

The screenshot shows the Moorebank High School Parent Portal. At the top, there is a red header with the school logo and name, and the user's name 'Glen Callaghan' with a 'Logout' button. Below the header, there are two yellow banners: one for 34 unexplained absences and another for parent teacher interview bookings. A navigation bar contains icons for Dashboard, Interviews (with a dropdown arrow), Absences (34), Messages, Family Details, and Medical Information. The main content area has a 'Welcome' message and a 'Student/Family Access Key' section with an 'Add Key' button. A student's profile picture is partially visible at the bottom.

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

The screenshot shows a student's dashboard. On the left is a vertical sidebar with icons for Dashboard, My Timetable, Resources, Attendance, Reporting, Assessments, and School Records. The main content area has a top navigation bar with icons for Dashboard, Bulletins, Daily Notices, Teacher Messages, and Classes. A yellow banner at the top of the main content area contains a message about parent teacher interview bookings. Below this is a 'Daily Notices' section with a post titled 'Zone Athletics' by MS L. FEDELE-BURGETH, dated Tuesday, 3 July 2018 at 8:11AM. The post content includes 'Zone Athletics Competitors.'

Step 4

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

Teacher	Action
Ms PARING	Select Timeslot
Mr Tsaousis	Select Timeslot
Ms Zahid	Select Timeslot
Mr Tsaousis	Select Timeslot
Mr CLEATON	Select Timeslot
Miss Jones	Select Timeslot
Mr CALLAGHAN	Select Timeslot

Timeslots Not required

03/07/2018 Tue

3:30pm	3:40pm	3:50pm	4:00pm	4:10pm
4:20pm	4:30pm	4:40pm	4:50pm	5:00pm
5:10pm	5:20pm	5:30pm	5:40pm	5:50pm
6:00pm	6:10pm	6:20pm	6:30pm	6:40pm
6:50pm	7:00pm	7:10pm	7:20pm	

[Request interview with teacher](#)

Confirm Appointments

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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.