We are again using the internet-based booking system “Parent Teacher On-Line” (PTO) for the Year 10 SETP and Subject Selection Interviews. Using this system you will be able to book the interview time that suits you best from any internet-connected computer. If you do not have internet access, please contact the school on 5573 8555 for assistance.

Bookings will open on Thursday September 5 2013 from 6:00am and will close at 5pm on Wednesday September 11 2013.

Please access the system as follows:

- Go to the school’s home page www.helensvaleshs.eq.edu.au
- Click the PTO icon as shown here …
- Click “Register for Use” (not Login)
- Immediately after you have registered, an automatic email will be sent to your nominated email address containing your password
- Login to PTO using the details provided in the email

Due to security and privacy requirements of Education Queensland, we are not permitted to load parent and student names into PTO without first obtaining individual consent from parents. PTO allows this consent to be obtained as a part of the login process. Please follow these steps to log in to PTO and make your interview bookings:

- After you have received your login details, click “Login” on the PTO login screen and enter your surname and PIN as shown in the email.
- Enter the Education Queensland ID (EQ ID) number of the student for whom you wish to book interviews. EQ ID’s have ten numbers followed by one letter. You can enter more than one EQ ID if you have multiple students at the school. The EQ ID is on the students ID card underneath the barcode, and is also printed on their reporting envelope.
- Enter the name of the students for each EQ ID entered. This will help you when making bookings and will also help teachers to know who they are having the interview with.
- After you have entered your student’s EQ ID you can proceed to make bookings as instructed on the screen.
- You will only see time slots which are available at the time you are using the system. As time slots are booked for teachers, those timeslots are no longer displayed as available. PTO prevents double-booking of teachers or parents/guardians for any given student. You will be able to liaise with the teacher direct to make an appointment for further discussion if necessary.
- When you have made the booking you require, you can print a report of your booking. You can log in and change your booking any time up to 5pm on Wednesday 11 September 2013.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a timeslot is displayed to you as available, but is then booked by another parent shortly afterwards. If you then attempt to book this timeslot it will not be available and a message will be displayed to indicate this.
- A school map is available on the PTO website; accessible via the school’s home page www.helensvaleshs.eq.edu.au.
- If you encounter any problems using PTO please notify the school office, preferably via email at admin@helensvaleshs.eq.edu.au