

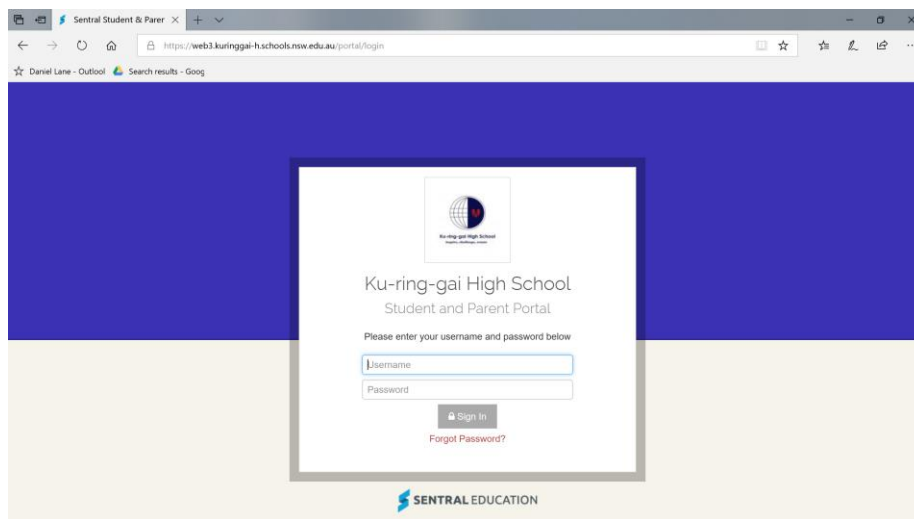


## Booking a Parent Teacher Interview on Sentral Parent Portal

### 1. Log in to the parent portal

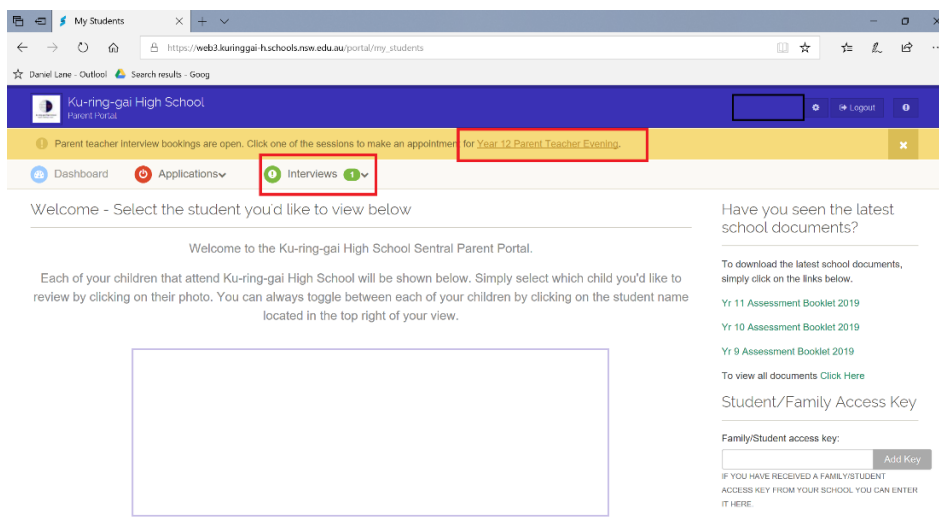
To access parent teacher evening bookings, log in to the parent portal.

<https://web3.kuringgai-h.schools.nsw.edu.au/portal/login>



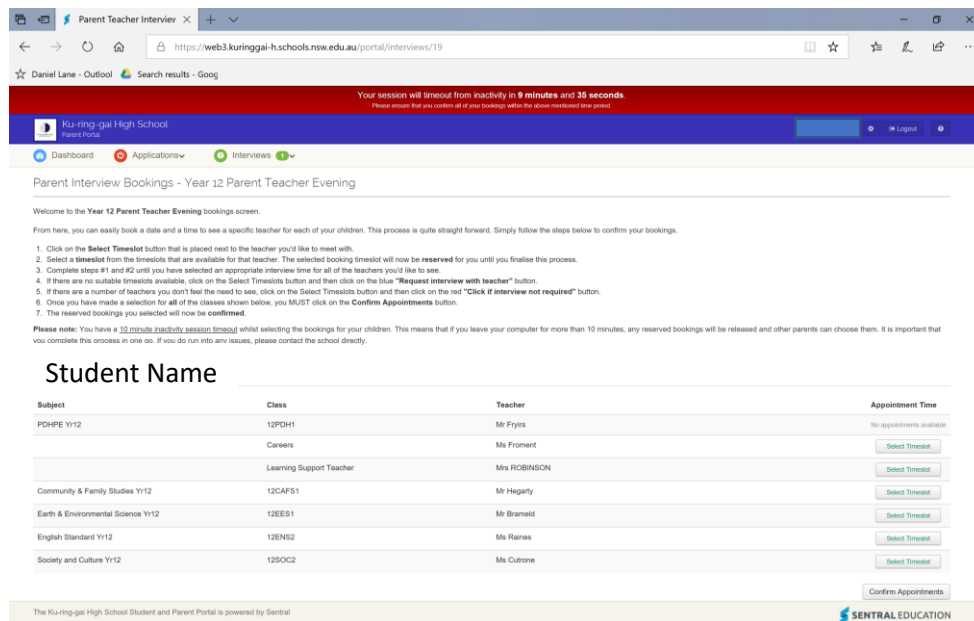
### 2. Click session to make bookings

Click the 'parent-teacher interview session' in the yellow bar or select the session from the 'interviews' menu item.



### 3. Select timeslot for each class

This page shows the student's subjects/class/teacher. For each teacher you want to meet, click the 'select timeslot' button.

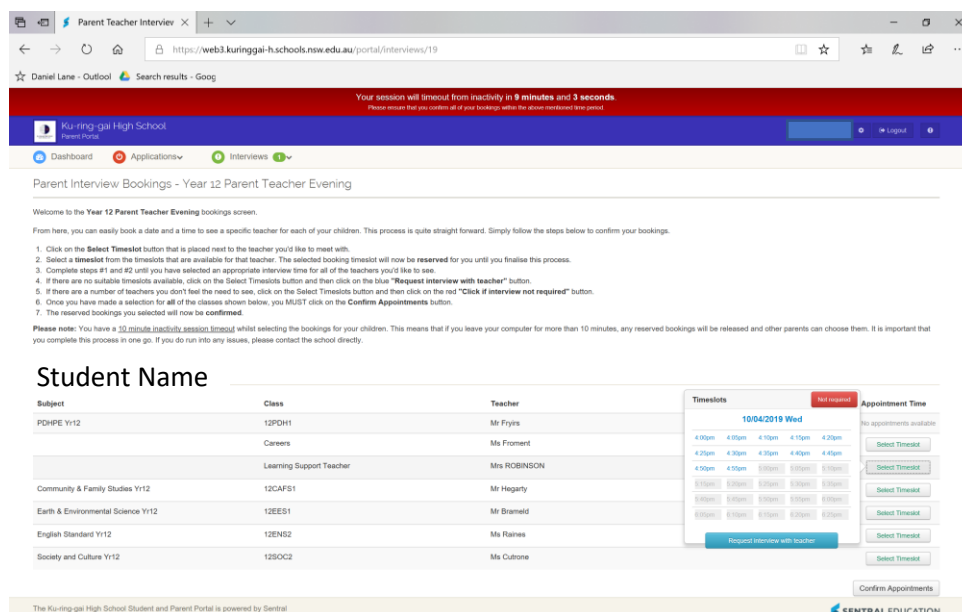


The screenshot shows the 'Parent Interview Bookings - Year 12 Parent Teacher Evening' page. It includes a navigation bar with 'Dashboard', 'Applications', and 'Interviews'. Below the navigation bar, there is a welcome message and a list of instructions for booking. The main content is a table with columns for Subject, Class, Teacher, and Appointment Time. Each row has a 'Select Timeslot' button. A 'Confirm Appointments' button is at the bottom right.

Subject	Class	Teacher	Appointment Time
PDHPE Y12	12PDH1	Mr Fryirs	No appointments available
	Careers	Ms Froment	Select Timeslot
	Learning Support Teacher	Mrs ROBINSON	Select Timeslot
Community & Family Studies Y12	12CAFS1	Mr Hegarty	Select Timeslot
Earth & Environmental Science Y12	12EES1	Mr Brasmeld	Select Timeslot
English Standard Y12	12ENS2	Ms Raines	Select Timeslot
Society and Culture Y12	12SOC2	Ms Cutrone	Select Timeslot

### 4. Select interview time

- For each class, select an available timeslot.
- Once complete, ensure that you confirm appointments.
- Please note that there is a 10 minute time limit to confirm your bookings.



The screenshot shows the same 'Parent Interview Bookings' page, but with a 'Timeslots' modal open for the 'PDHPE Y12' class. The modal displays a grid of timeslots for '10/6/2019 Wed'. The 'Appointment Time' column now shows 'No appointments available' for the 'PDHPE Y12' class. The 'Request interview with teacher' button is highlighted in blue.

Subject	Class	Teacher	Appointment Time
PDHPE Y12	12PDH1	Mr Fryirs	No appointments available
	Careers	Ms Froment	Select Timeslot
	Learning Support Teacher	Mrs ROBINSON	Select Timeslot
Community & Family Studies Y12	12CAFS1	Mr Hegarty	Select Timeslot
Earth & Environmental Science Y12	12EES1	Mr Brasmeld	Select Timeslot
English Standard Y12	12ENS2	Ms Raines	Select Timeslot
Society and Culture Y12	12SOC2	Ms Cutrone	Select Timeslot