


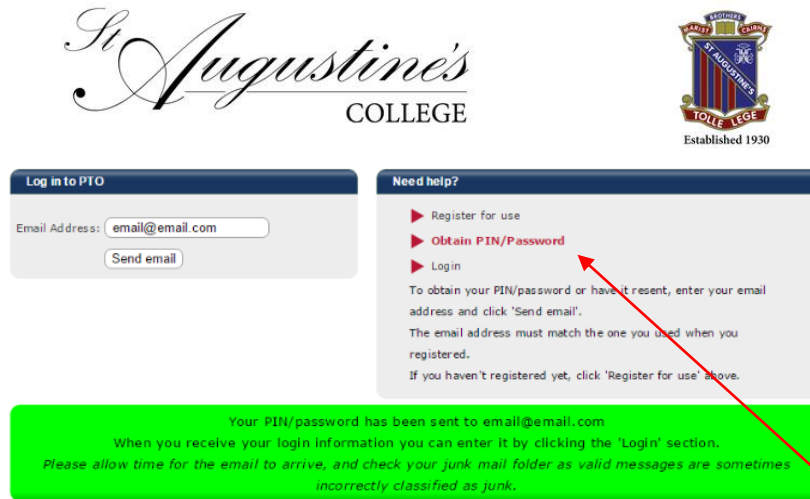
Setting up your PTO Access

Access the College website at <http://www.sac.qld.edu.au>

Select Portals → Parent Portal (**NOTE: you will need to have set up access to the Parent Portal in order to access PTO**)

Select the PTO tab 

You will be presented with the following screen



Log in to PTO

Email Address:

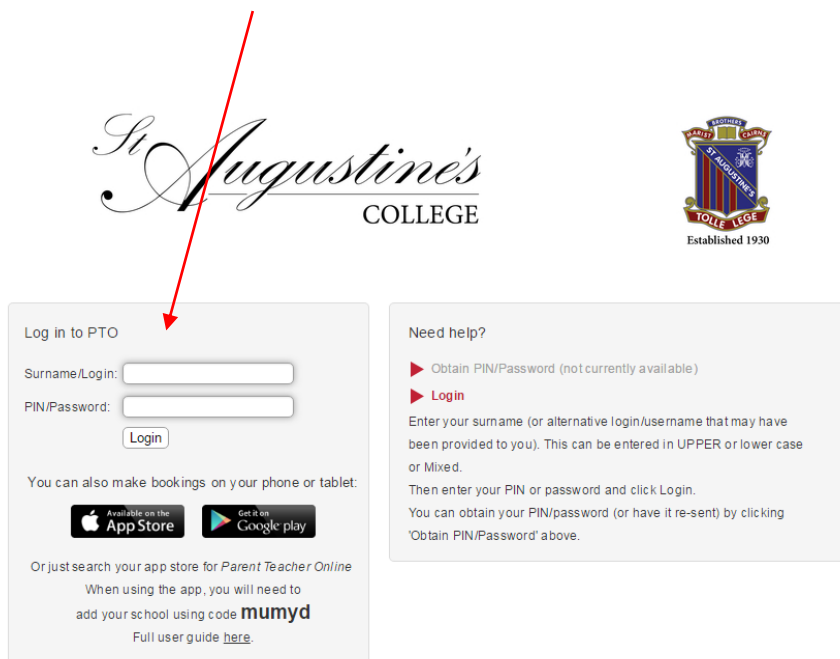
Need help?

- ▶ Register for use
- ▶ **Obtain PIN/Password**
- ▶ Login

To obtain your PIN/password or have it resent, enter your email address and click 'Send email'.
The email address must match the one you used when you registered.
If you haven't registered yet, click 'Register for use' above.

Your PIN/password has been sent to email@email.com
When you receive your login information you can enter it by clicking the 'Login' section.
Please allow time for the email to arrive, and check your junk mail folder as valid messages are sometimes incorrectly classified as junk.

- Enter your email address
- A message will appear advising whether or not your request has been successful
- An email will be sent to your email address containing your login details
- After retrieving your login details, return to the Parent Portal and again click on the PTO tab
- Select Log into PTO – **NOTE: enter your Surname only (note your email address)**





Log in to PTO

Surname/Login:

PIN/Password:

You can also make bookings on your phone or tablet:

Or just search your app store for *Parent Teacher Online*
When using the app, you will need to add your school using code **mumyd**
Full user guide [here](#).

Need help?

- ▶ Obtain PIN/Password (not currently available)
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.
Then enter your PIN or password and click Login.
You can obtain your PIN/password (or have it re-sent) by clicking 'Obtain PIN/Password' above.




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You will be presented with the following screen
Select the (Make booking) tab

Welcome to PTO

To book an interview, select a time and click

Repeat for each additional interview.

When finished, download your interview schedule using the printer button  (top left of page)

To show this information again and get more help, see 

Click here to continue ...

Follow the steps to make a booking with your son's teacher by first selecting a time from the drop down box and then click "Make booking"

Student	Class	Teacher	Bookings for
<input type="text" value="NOT BOOKED ..."/>		<i>You do not have any bookings.</i>	
Tristan Ableitner	07HF4	Amber Gattera	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	English	Caroline Cieniala	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Italian	Paul Martorella	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Mathematics	Matthew Di Salvo	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Physical Education	Shane McMenamin	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Religion	Andie Bartley	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Science	Olivier Haillant	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Studies of Society and Environment	Jon Sorensen	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>




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Once your selection has been booked, you will receive confirmation through a dialogue box, and the confirmed booking will appear in green as per below

Student	Class	Teacher	Bookings for
BOOKED (1) ... <i>These are your confirmed bookings, shown in time order.</i>			
	English	Steven McDonough	<input type="button" value="Change"/> <input type="button" value="Cancel"/> Thu 9/3 3:40pm (7 min)
NOT BOOKED ...			
Kurt Little	07HF1	Debra Fish	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Italian	Paul Martorella	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Mathemat		<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Physical E		<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Religion		<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Science		<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Studies of Society and Environment	Anita Kennedy	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>

Your booking has been made.

Don't show this message again

NOTE: If you see this symbol  next to one of your son's teacher's names, then the teacher has made a request for an interview. It is expected that such requests are honoured.

Student	Class	Teacher	Bookings for
NOT BOOKED ... <i>You do not have any bookings.</i>			
	07HF3	Cassandra Jashar	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	English	Caroline Cieniala 	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Food Technology	Kerry McKenzie	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>
	Mathematics	Bruce Hockey	<input type="button" value="Select time ..."/> <input type="button" value="Make booking"/>



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