

Booking Parent-Teacher Interviews using the Sentral Parent Portal Phone/Tablet App Instructions

1. Log in to the Sentral for Parents app on your phone or tablet with your username (email address) and password.

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2. Select "**Interviews**" from the App menu.

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3. The Year 11 and Year 12 Parent Teacher Interview Session screen will be displayed – click on "Select Timeslots".



4. A list of your child's subjects, teachers, and timeslots available will be displayed. Click on a **timeslot** to reserve that spot. Unavailable timeslots will be greyed out.

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5. If you do not wish to meet with a certain teacher, click on "Not Attending".

Please Note: If you choose "**Not Attending**" you will not be able to change this selection. If you decide later that you would like to meet with this teacher, you will need to contact the school office to book a timeslot, subject to availability.

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6. If you wish to meet with a teacher but all timeslots have been taken, you will have the option of selecting "**Request interview with teacher**". The teacher will contact you to make arrangements for a telephone meeting on an alternative date.

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7. Your **selected appointments** for each subject will show at the bottom of the screen.

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8. Once you have finished booking timeslots with teachers you must click on "**Save Bookings**" or your reservations will be removed so that others may book them.

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9. You may change your bookings, subject to availability, at any time prior to the closing date/time by re-visiting the Parent Portal. Please note: if you have selected "Not Attending" and you wish to change this selection, you will need to contact the school office.

Important: Your session will timeout after 10 minutes. This means that if you leave your phone/tablet for more than 10 minutes, any selected appointments that have not been saved will be released, and other families can book them.