



Pursuing excellence for the glory of God

INSTRUCTION FOR ONLINE BOOKINGS

Visit the Parent Teacher Online PTO link

You can access PTO via the direct link found on the Campus Website footer or click on the special PTO icon featured within the home page article.

Obtain your new PIN/Password

The PTO program will automatically allocate you a new PIN / Password each semester. To obtain this PIN / Password you will need to click on the right-hand information box as featured and follow the prompts.

This will open up a new window on the left hand side that will ask you for your primary email address.

Enter your email address and then hit 'Send email'.

If the email entered corresponds with the primary caregiver email within the systems database, you will then receive your personal PIN / Password via the email address supplied.

If you have an error in this section it could be that you are entering an email address that is not the same as the one that is on the Temple Christian College database. In this instance please contact Sandra on 8405 0900 from 13th July 2020.

Login with your PIN

Once you have received your Pin/Password via your email notification you can click onto the Login prompt as below:

This will open up your Log in window that will ask you for your Surname and PIN as supplied via your email address.

Please note, previous details that you may have saved in the system will not be apply and you will need to refresh this information with the new PIN / Password.

Book Interviews

Read the welcome, update your details as required and then click OK. You should now see a list of your child's teachers and subjects and have the options to book appointments.

When you have made your bookings follow the prompts to print off your booking schedule.

REQUEST A PROSPECTUS

PARENT'S RESOURCES

Parents Teacher Online PTO

Need help?

- ▶ Obtain PIN/Password
- ▶ Login

To obtain your PIN/password or have it resent, enter your email address and click 'Send email'.

The email address you enter must match the address in your school's records.

If you already have your PIN/password, click Login.

Log in to PTO

Email Address:

Send email

Need help?

- ▶ Obtain PIN/Password
- ▶ 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.

Log in to PTO

Surname/Login:

PIN/Password:

Login

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 **5x9ex**

[Full user guide here.](#)