

## Booking 3 Way Interviews through the Parent Portal

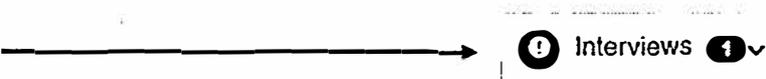
Dear Parents/Carers,

22/03/2019

This year we are using the Parent Portal to book 3 way interviews which occur at the end of Term 1. Bookings will open on 25 March at 9:00am and close on 7 April at 9:00pm.

You must have a registered account to use the Parent Portal. Any new families should contact the school office if they have not received their Parent Portal registration letter. All existing John Palmer families would have received their registration letter last year.

### These are the instructions for parents to use the Parent Portal for booking Interviews.

1. Go to the URL provided by your school and log into the Student & Parent Portal.  
<https://jpps.sentral.com.au/portal/login>
2. If there are **Parent Interview Sessions** available, you will see the following on your Portal Dashboard.
3. Click on the **Interviews** icon. 
4. Click on the **Session name link** (2019 Term 1 3Way Conferences).
5. Once you have clicked this link, you will be directed to the Parent Interviews summary screen explaining the process in summary. Follow these directions carefully.
6. You will see your timer banner in the top bar of your screen to advise how long you have to finalise your bookings.

**Your session will timeout from inactivity in 9 minutes and 55 seconds.**  
Please ensure that you confirm all of your bookings within the above mentioned time period.

7. Scrolling down past the explanation will be a list all of the students you have linked to your **Parent Portal account**.
8. Listed you will see the following columns: **Subject, Class, Teacher and Appointments**.
9. Click on the **Select Timeslot** button to make a booking with the appropriate staff member.
10. Click on an **available time that suits you**. **Blue times are available**, grey times are unavailable.
11. Having selected a time for your interview, you should see it shown on the screen similar to the image below.

Rogan

12ZRO10

Miss Bosch

4:45pm

12. Once you have selected your **interview time slots**, click the **Confirm Appointments** button. This will send through your Interview Requests for confirmation to the teachers involved.
13. When you have confirmed the appointments, you will then have saved an **Interview Summary** for your reference.

#### Interviews Summary - Primary Interviews

Subject	Class	Student	Teacher	Date	Time
Chor	04CH2	Delde EDGAR	Mrs McDougall	Mon 25/09/2017	5:15pm
Sport 3&4	04SPT2	Delde EDGAR	Mrs Barclay	Mon 25/09/2017	5:30pm
English	04EN2	Delde EDGAR	Mr Cleggett	Mon 25/09/2017	5:45pm

14. At the bottom of the page, you have options to edit bookings, **download** as an iCal export file, or **print** a hard copy.