



PARENT TEACHER BOOKING SYSTEM USER GUIDE

**** Important **** – Access to the **Parent Teacher Booking System** is via the **Parent Portal** and therefore requires parents to register for the portal.

Parent Portal Registration Instructions can be found on the school website under Parents & Sharepoint -> Parent Portal Registration links

<http://www.umina-h.schools.nsw.edu.au/years/sharepoint/parent-portal>

Brisbane Water Secondary College
Umina Campus
Respect - Commitment - Relationships

Veron Road
Umina NSW 225
Phone: (02) 4341 9066

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Parent Portal Registration

How to Register for the Parent Portal in Three Easy Steps

1. With a valid email address complete registration form here - [Parent Portal Registration](#)
2. Contact School to obtain your child/s secure access code - Ph (02) 4341 9066
3. Log into Parent Portal and enter access code here - [Parent Portal Login](#)

Download [Parent Portal User Guide](#) (docx 1667 KB)

Parent Teacher Booking System

The Booking system is incorporated into the **Parent Portal** and therefore requires parents to register once using a valid email address. Simply follow the instructions at the top of this web page to register.

[Booking System User Guide](#) (doc 156 KB)

This Parent Teacher **Booking System User Guide** can be downloaded on the same webpage



Login to Parent Portal to Access Parent Teacher Booking System

<http://web1.umina-h.schools.nsw.edu.au/portal/>

Quick Links Access to Parent Portal Login located on "Parents and Sharepoint Webpage"

The screenshot shows the school website's navigation menu with 'Parents and Sharepoint' selected. The main content area is titled 'Parents and Sharepoint' and includes a 'Quick Links' section. A blue arrow highlights the path from the menu item to the 'Parent Portal Login' link.

Enter your Username and Password

Username = Your registered Email

The login page displays the school's logo and name: Brisbane Water Secondary College Umina Campus. Below this, it says 'Student and Parent Portal'. A prompt asks the user to enter their username and password. There are two input fields: 'Username' and 'Password'. A 'Sign In' button is located below the fields, and a 'Forgot Password?' link is positioned below the button. The 'sentral education' logo is at the bottom.



Select **Parent teacher interview bookings**

Brisbane Water Secondary College Umina Campus Parent Portal Jarrod Newman

There are 21 unexplained absences requiring explanation. Please [click here](#) to provide an explanation to the school.

Parent teacher interview bookings are open. [Click here to make an appointment for Parent/teacher Night - Term 1 - 2014](#)

Select the student you'd like to view below

Each of your students that attend Brisbane Water Secondary College Umina Campus will be shown below. Simply select which student you'd like to review by clicking on their photo. You can always change the student you're reviewing by using the My Students link at the top of each page.

Add another student or family access key

Please enter a new family/student access key below:
YOU SHOULD HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL.

 Add Key

Have you read the latest school newsletter?

To download the latest school newsletters, simply click on the links below.

[BWSC Umina 2013 June](#)



Parent Interview Bookings

Welcome to the **Parent/Teacher Night - Term 1 - 2014** bookings screen.

From here, you can easily book a date and a time to see a specific teacher for each of your children. This process is quite straight forward. Simply follow the steps below to confirm your bookings.

1. Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
2. Select a **timeslot** from the timeslots that are available for that teacher. The selected booking timeslot will now be **reserved** for you until you finalise this process.
3. Complete steps #1 and #2 until you have selected an appropriate interview time for all of the teachers you'd like to see.
4. If there are a number of teachers you don't feel the need to see, click on the Select Timeslots button and then click on the red "**Click if interview not required**" link.
5. Once you have made a selection for **all** of the classes shown below, click on the **Confirm Appointments** button.
6. The reserved bookings you selected will now be **confirmed**.

Please note: You have a 10 minute inactivity session timeout whilst selecting the bookings for your children. This means that if you leave your computer for more than 10 minutes, any reserved bookings will be released and other parents can choose them. It is important that you complete this process in one go. If you do run into any issues, please contact the school directly.

Your session will timeout from inactivity in **6 minutes and 22 seconds**.
Please ensure that you confirm all of your bookings within the above mentioned time period.

Subject	Class	Teacher	Appointment Time
9DRA	9DRA1	Mr PHILLIPS	4:05pm
N/A	9.4.1	Miss GOODSELL	Select Timeslot
9CAR4	9CAR41	Mrs LEWIS	Not Attending

Timeslots

Not required

01/04/2014 Tue

4:00pm	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55
5:00pm	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55
6:00pm	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55
7:00pm	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55
8:00pm	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55

Appointment Time

4:05pm

Select Timeslot

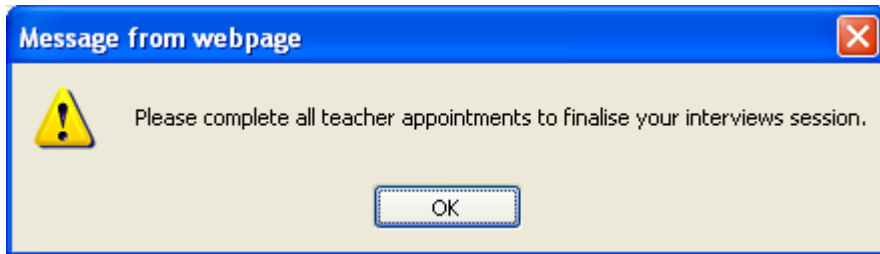
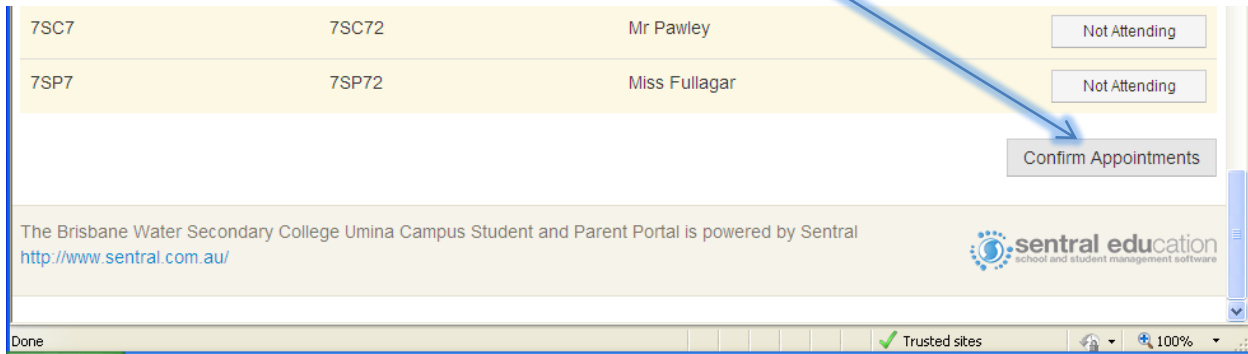
Not Attending

Select Timeslot



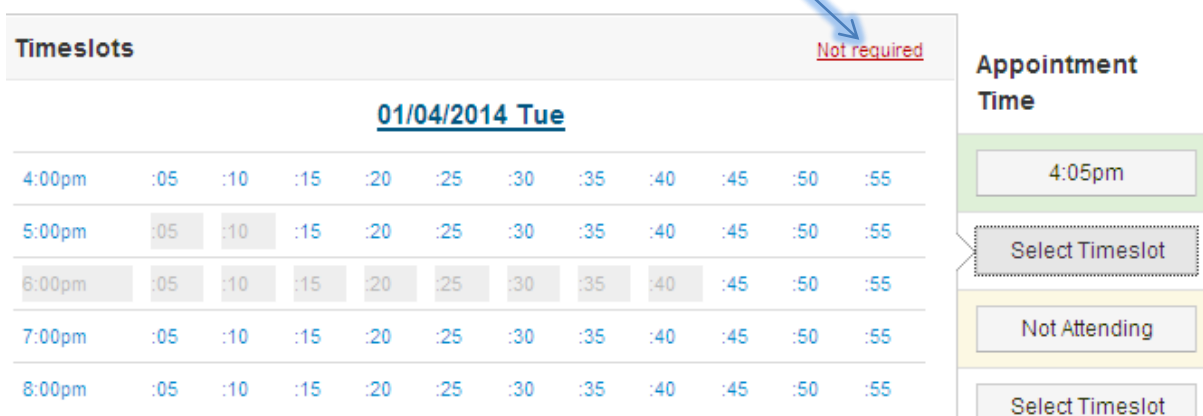
FAQs – Frequently Asked Questions

Question 1. Why do I get an error or notification window upon **Confirming Appointments**



You have made some appointments but you haven't made arrangements to see all the teachers. Please make sure you make appointments to discuss student's progress with them.

Answer 1. You need to place either a Timeslot booking or **Not required** with all of your child's teachers



Question 2. Can I change my booking times once I have Confirmed Appointments

Answer 2. Not a present. You will have to contact the school either via email or phone to change booking times. We are working on changing this functionality in the near future to allow parents to change times.

School Contact Details for Email: umina-h.school@det.nsw.edu.au Phone: (02) 4341 9066