



# Booking Parent Teacher Interviews

Revised 11/10/17

This is a help guide on how to book Parent Teacher Interviews.

If you are having issues after following the steps below, please go to [http://tiny.cc/nagle\\_pst\\_issues](http://tiny.cc/nagle_pst_issues) to log your issue

If you have already registered, please skip to step 4.

1. Navigate to <http://nagleportal.parra.catholic.edu.au/portal/register>

Nagle College  
Create a Portal User Account

Username  Title   
MUST BE A VALID EMAIL ADDRESS

Password  First Name   
MUST BE AT LEAST 4 CHARACTERS PLEASE PROVIDE YOUR FIRST NAME

Password (Confirm)  Surname   
PLEASE CONFIRM PASSWORD PLEASE PROVIDE YOUR SURNAME

- a. Enter your email (the parents email) in the box provided
  - b. Create a password
  - c. Enter your name (the parents name) in the labelled boxes.
2. Click 'Create your Account' at the bottom of the screen.
  3. Your account has now been created, and you will be prompted to log in with the account you just created.

Nagle College  
Student and Parent Portal

Please enter your username and password below

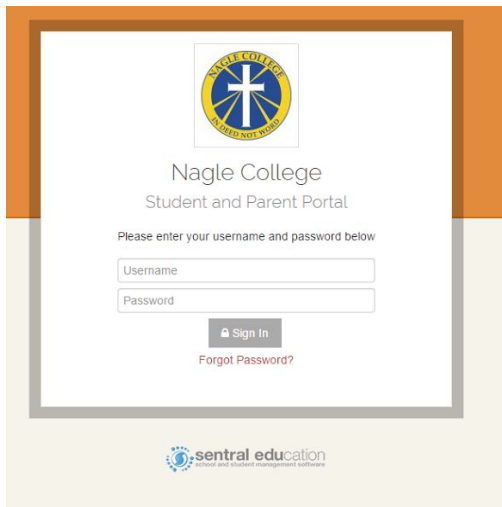
Username

Password

[Forgot Password?](#)

sentral education  
Student and Parent Management System

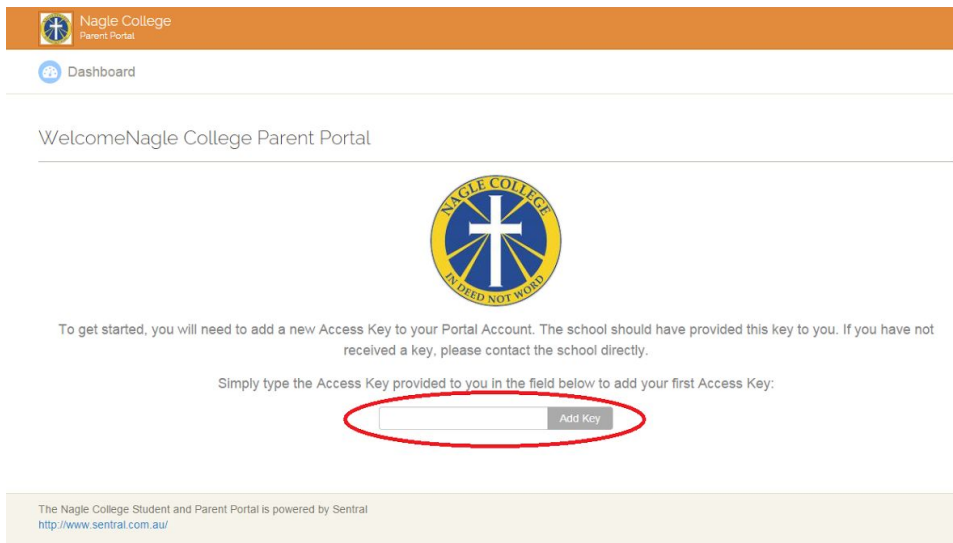
4. Open a web browser and go to <https://nagleportal.parra.catholic.edu.au/portal>



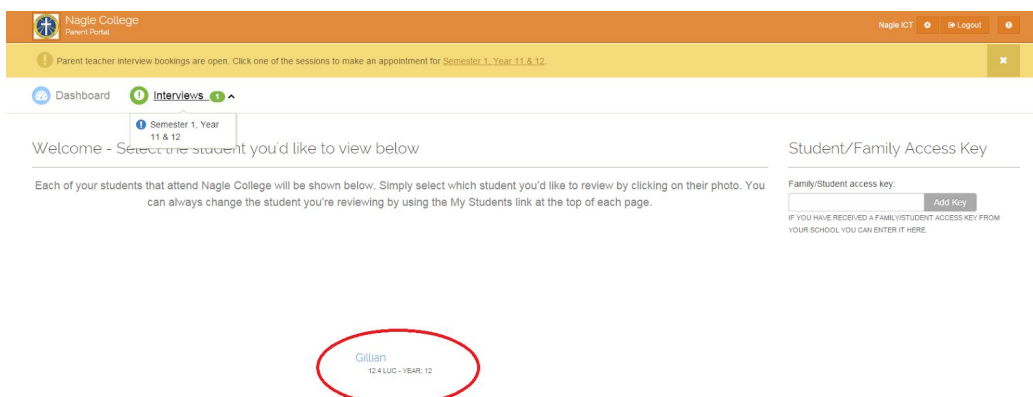
- a. If you have already registered in the past for our Parent Portal, please click the "Forgot Password?" link and follow the prompts to reset your password.

**NB: There is currently a known issue with the 'Forgot Password' link not working. If you experience this, please fill log your issue in the below form**

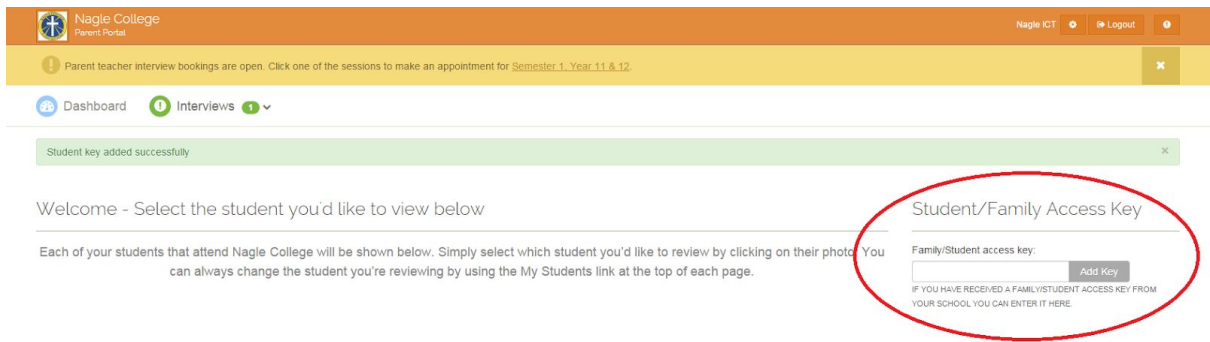
- b. If you are having issues logging in, please go to [http://tiny.cc/nagle\\_pst\\_issues](http://tiny.cc/nagle_pst_issues) to log your issue
5. Once logged in, enter the access key written on the letter you received - **exactly as written on the letter - it is case-sensitive.**



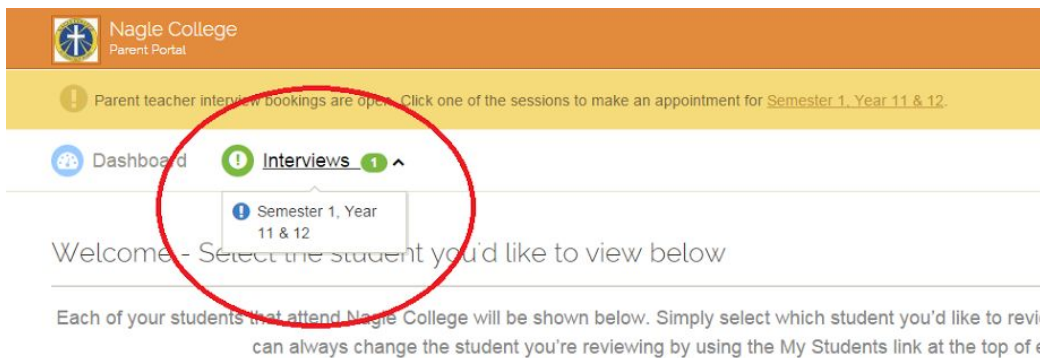
6. Click 'Add Key' to add your access key.
7. You will now see your child's name in the middle of the screen.



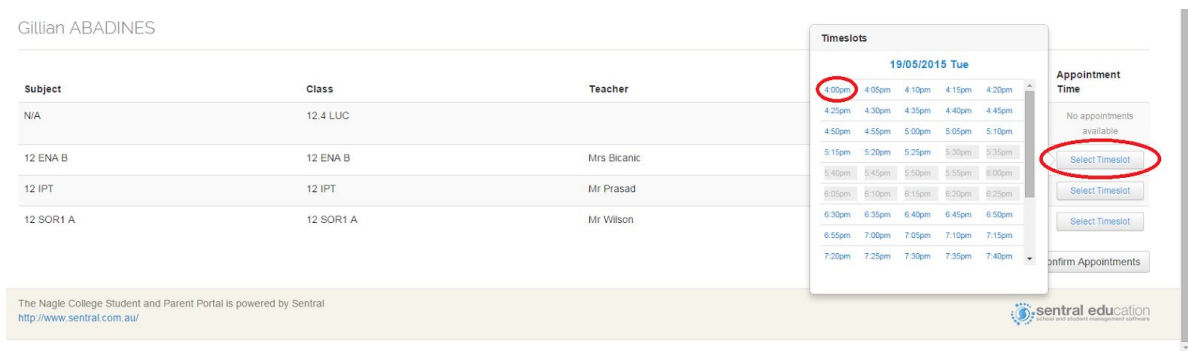
- If you have more than 1 child, simply just enter the next key in the 'Access key' box to the right of the screen, and then click 'Add Key'.



- Click on 'Interviews' up the top of the screen, and then select the desired parent teacher interview session.



- You will now see the available classes to book interviews for your child/s
- Click on the **Select Timeslot** button that is placed next to the teacher you'd like to meet with.
- 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.



- Complete steps #1 and #2 until you have selected an appropriate interview time for all of your daughter's teachers.
- If there are no suitable timeslots available, click on the Select Timeslots button and then click on the blue **"Request interview with teacher"** button.
- Once you have made a selection for **all** of the classes shown below, you **MUST** click on the **Confirm Appointments** button.
- 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 on 8887 4501