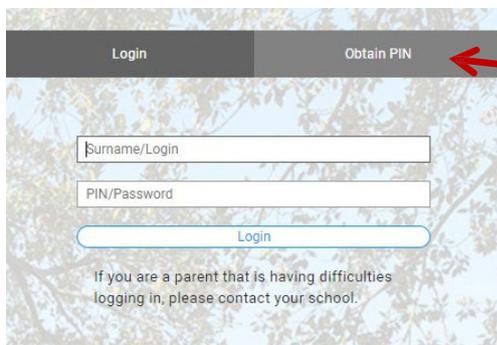


INSTRUCTIONS FOR ACCESSING YOUR BOOKED LOGIN DETAILS

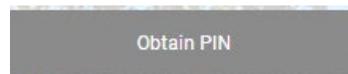


- Go to your SEQTA Portal page, school website or the [link](#) in the app notification and you will find a link. Click on this link and it will take you to the following page:



The screenshot shows a login page with two tabs: 'Login' and 'Obtain PIN'. The 'Obtain PIN' tab is selected and highlighted with a red arrow. Below the tabs are two input fields: 'Surname/Login' and 'PIN/Password', followed by a 'Login' button. A note at the bottom reads: 'If you are a parent that is having difficulties logging in, please contact your school.'

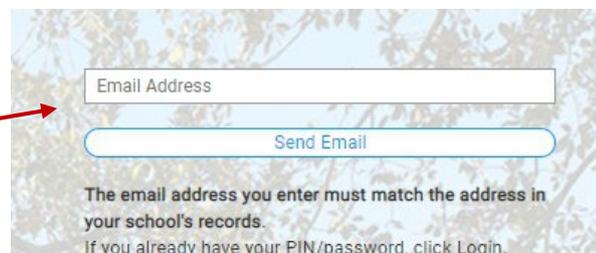
Click here first



- Your page should now look like this:

Enter your email address and click

SEND EMAIL



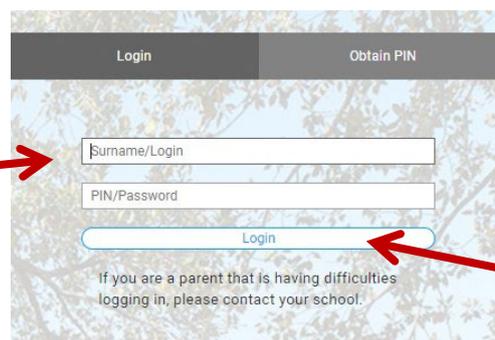
The screenshot shows the 'Obtain PIN' page. It has an 'Email Address' input field and a 'Send Email' button. Below the button, it says: 'The email address you enter must match the address in your school's records. If you already have your PIN/password, click Login.'

- CHECK YOUR EMAIL MAILBOX. Assuming you have entered the correct email address, an email will be sent to this address and will contain your Login details. Please be a little patient as it may take a while as many will be accessing the system. **PLEASE SAVE THESE DETAILS.** (A secure link may also be included, which allows you to bypass the login).

- Return to the Booked screen to LOGIN

firstname_surname (login)

PIN number (password)



The screenshot shows the login page with the 'Surname/Login' input field and the 'Login' button highlighted with red arrows. The 'Obtain PIN' tab is also visible.

Click on LOGIN



5. You should see a screen with your daughter(s) teachers. From here you can use the drop-down arrows to **SELECT TIMES** for appointments. Click on the PLUS (+) sign to confirm booking (it will turn green). Please be careful to check dates as well, as all 4 days will be shown in the drop-down box. If a timeslot is NOTE showing, it means that the teacher is already booked at that time.

7 Digital Technology	Miss Natalie Cavallaro	No times available ▼
English	Miss Jessica Willson	No times available ▼
History	Mrs Selina Han	No times available ▼
Mathematics	Ms Lisa Walsh	No times available ▼
PDHPE	Ms Linda Mezger	No times available ▼
Religion: Catholic Studies	Miss Marcia Charles	No times available ▼

It is highly recommended that you leave a gap of one timeslot between interviews (do not make them back-to-back)