INSTRUCTIONS FOR ACCESSING YOUR BOOKED LOGIN DETAILS
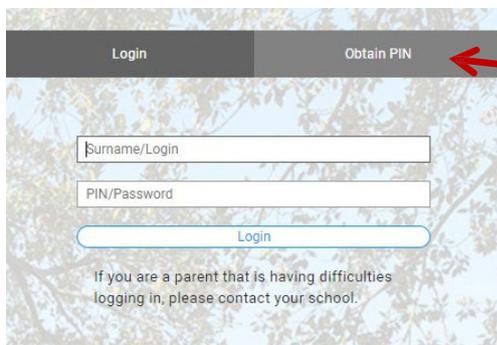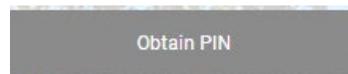
1. Go to your SEQTA Portal page, school website or the link in the app notification and you will find a link. Click on this link and it will take you to the following page:

Click here first

2. Your page should now look like this:

Enter your email address and click

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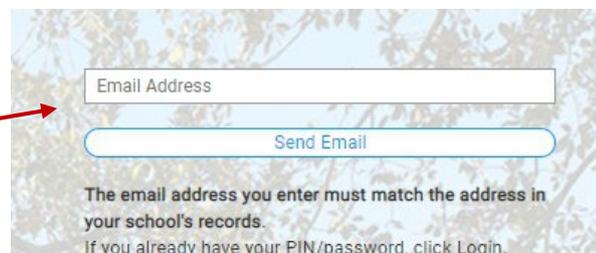
3. CHECK YOUR EMAIL MAILBOX. Assuming you have entered the correct email address, an email will be sent to this address and will contain your Login details. Please be a little patient as it may take a while as many will be accessing the system. **PLEASE SAVE THESE DETAILS.**
   (A secure link may also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

4. Return to the Booked screen to LOGIN

firstname_surname (login)

PIN number (password)
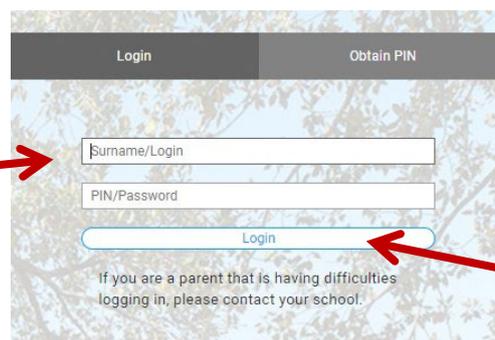
Click on LOGIN

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)