Formal Parent/Teacher interview bookings are made by parents through the PTO system.

To log in to PTO

1. Go to the Nagle College website http://www.ncc.wa.edu.au

2. Click on the PTO icon →

3. Click on Parent Login

4. Click on Parent Teacher Online

5. Scroll to ‘Accessing PTO’

6. Click on the link (#1)

7. This will take you to the PTO login page where you enter your login details (a Login and Pin, has been supplied in a recent letter from the College) and click on the Log In button.

8. This screen contains instructions/information about using PTO. No action is required - press ‘OK’ to continue.
9. Select the teachers you wish to see by ticking the box and then click ‘Next’ at the top of the page. Please note that the system is pre-set to automatic mode meaning that once the start time is selected, the system will find the ‘best fit’ timeslots for you. You can swap to manual mode (and then back to auto at any time) to find the timeslots yourself by clicking on the ‘Change’ button (we recommend using ‘automatic’ mode).

10. The next screen is to confirm the start time of the first interview. If you wish to change this, select your start time from the drop down menu:
11. The next screen is to confirm the times the system has picked for you. If you’re happy with these times, click ‘Next’. If you are not happy with the times, you can continue as there will be an opportunity later to change these.

12. You will receive a confirmation message. Click ‘OK’ (there may be a slight delay at this stage).
13. Click ‘Next’ to get to this screen…

14. If you wish to cancel or change your bookings, you can do it on this screen/at this stage. Click ‘Change’ on the appointment you wish to alter.

15. Click on the print button on the top left side to choose a printing option. You can email the list of bookings to yourself or you can download and print them.

Don’t forget to bring your print out to the interviews!

IF YOU NEED HELP:
For any queries about Parent Teacher Online (PTO), please contact:
Jacky Patience, patience.jacky@ncc.wa.edu.au or telephone (08) 99200 618.