



# Parent Portal

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HOW TO BOOK A PARENT TEACHER INTERVIEW

Step 1: In the Al-Taqwa Website, navigate to “For Parents” tab and select “Parent Portal”.

The screenshot displays the Al-Taqwa College website interface. At the top left is the college logo, which includes a stylized 'Q' and the text 'AL-TAQWA COLLEGE AUSTRALIA'. To the right of the logo is a search bar labeled 'Search:'. Below the logo and search bar is a horizontal navigation menu with the following items: Home, About Us, Curriculum, Photo Gallery, Campuses, For Parents, News/Activities, Employment, and Contact Us. The 'For Parents' tab is highlighted, and a dropdown menu is open, listing the following options: Parents Portal (highlighted with a red box), Enrolment, Absentee Hotline, Transport, Canteen, Book a Tour, School Map, Volunteers, Policies, Manual, Parents Education, and Forms. Below the navigation menu is a large banner image featuring a woman in a white hijab and a young boy in a blue jacket, with the text 'Quality Education for Quality Life.' and 'Est. 1986' visible. Below the banner is a section titled '2015-2016 School Board Structure' with a sub-section 'Photo Gallery'. To the right of this section is a text box that reads: 'We have updated our school board structure for the upcoming academic year. CLICK HERE TO VIEW THE STRUCTURE'. Below this text box is a small image of students in blue graduation gowns. At the bottom left, there is a small image of a building with the text '2015-2016 School Board Structure'.

## Step 2: Login to Parent Portal using School Parent ID and your Password.

Note:

- **It is important to have an email address registered with the School.**

SYNERGETIC  
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Username:

Password:

Login

Forgotten your password?

If you forgot your password,

Please click "[Forgotten your password](#)".

[Input your ID/Username](#). The new password will be sent to your registered email.

SYNERGETIC  
Management Systems

Please enter your user name and press "Send" button. Your password will be sent to your email.

Username:

Send

## Step 3: Select the Parent Teacher Interviews tab to enter the PTI booking page.

- Select the **Parent Teacher Interviews** tab and click the child's name for whom you wish to book appointments.
- To book an appointment at a specific time for a specific teacher, click the **avail** link relating to that time. Your child's name will appear in a time slot that has already been assigned.
- If a space is blank it means that the teacher is unavailable and that another parent has booked the time slot
- To print a complete timetable, click the button "Print Your Appointments"

**SYNERGETIC Management Systems**

Intro Results Timetable Absences Finance **Interviews** Docs Contact Us My Account Attendances Attendances Ext. Custom School Events

Welcome to Interview bookings within the portal. Please note that any bookings made are subject to change by College staff. If we do need to change your bookings we will notify you by email.

You might like to check back at this page one day prior to your interview to confirm final booking times.

Barbara Adamski (12)  
Amanda Adamski (2)  
Angelo Adamski (10)  
Sarah Adamski (6)

Print your appointments

**Monday Pre-dinner Session** (26/03/2012 from 4:00pm to 6:00pm)

	4:00pm	4:10pm	4:20pm	4:30pm	4:40pm	4:50pm	5:00pm	5:10pm	5:20pm	5:30pm	5:40pm	5:50pm
<b>Mr Tim Dawson</b> Calculus, Chemistry 1 3		avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail
<b>Rev Peter Lovejoy</b> Biology 3 4	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail
<b>Mr Robert Mandler</b> General Math. 1 3	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail
<b>Miss Greta Neville</b>	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail	avail

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**SYNERGETIC Management Systems**

Intro Results Timetable Absences Finance Interviews Docs Contact Us My Account Attendances Attendances Ext. Custom School Events Logout

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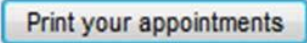
You might like to check back at this page one day prior to your interview to confirm final booking times.

Barbara Adamski (12)  
Amanda Adamski (2)  
Angelo Adamski (10)  
Sarah Adamski (6)

**Are you sure you want to set an appointment for student Barbara to teacher Mr Tim Dawson at 4:10pm?**

Yes / No

## Step 4: Print Parent Teacher Interview

- Print interviews by clicking on the  button on the Interview main page.

[Print](#) [Close](#)  
Printed on 29/01/2012 at 7:26 PM

**Synergetic College Interviews**

The following shows all interview bookings made with the College for this interview cycle.

**Guy Adamski & Pauline Adamski**

**Monday 26/03/2012**

Monday Pre-dinner Session (4:00pm - 6:00pm)

4:10pm - Mr Tim Dawson (Calculus), Barb  
.....

4:20pm - Rev Peter Lovejoy (Biology 3 4), Barb  
.....

4:30pm - Mr Robert Mandler (General Math. 1 3), Barb  
.....

4:40pm - Ms Anelie Somodio (11 English Advanced), Barb  
.....

5:00pm - Mr Chris Steel (Creative Arts - Three Dimensional Studies), Barb  
.....

5:10pm - Mrs Jenifer Shadbolt (Accounting 3 1), Barb  
.....

5:20pm - Miss Greta Neville (Accounting 1 2), Barb  
.....

5:30pm - Mr Andrew Rose (English - Creative Writing 3), Barb  
.....

5:40pm - Mr Angelo Papanikolas (Creative Arts - Two Dimensional Studies), Barb  
.....

# Cancelling Appointments

A parent can cancel a booked appointment by clicking on **cancel** on the booking page.



Clicking on **cancel** will take them to a confirmation page.

Are you sure you want to **cancel** an appointment for student Barbara to teacher Mr Tim Dawson at 4:10pm?

[Yes](#) / [No](#)