



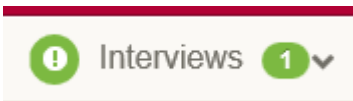
Mount St Benedict College

How to: Parent Teacher Interviews

Step 1: Login to your portal account (<https://sentral.msben.nsw.edu.au/portal>) and click on the required child's photo at the top of the window that opens.

Recommended: use Google Chrome as your browser. Avoid using Firefox. The parent portal is optimized for Google Chrome and parts of the portal may not work with other browsers.

Step 2: Go to the Interviews Section



Select the session you wish to book in for from the drop down list.

Step 3: Select Appointment Times

For each class and teacher, click 'Select Timeslot' button (far-right of window) and select an appointment time from the times available to you or select 'Not Required'.

Select Timeslot

Class	Teacher	Appointment Time
09GEO05	Dr Batten	9:00am
09ENG07	Mr Milanoli	9:25am
09MAT07	Mrs Woodrow	9:40am
09PDH05	Miss Clarke	9:55am
09HEL01	Dr Gillett	10:55am
09SCI06	Mrs Johnson	11:15am
09PAC05	Miss Clarke	11:25am
09HIS05	Mrs Viner	11:30am
09COM03	Mrs Thadani	11:45am
09REL05	Miss Millgate	4:40pm

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Timeslots

12/11/2016 Sat

9:00am	9:05am	9:10am	9:15am	9:20am
9:25am	9:30am	9:35am	9:40am	9:45am
9:50am	9:55am	10:00am	10:05am	10:10am
10:15am	10:20am	10:25am	10:30am	10:35am
10:40am	10:45am	10:50am	10:55am	11:00am
11:05am	11:10am	11:15am	11:20am	11:25am
11:30am	11:35am	11:40am	11:45am	11:50am
11:55am	12:00pm	12:05pm	12:10pm	12:15pm
12:20pm	12:25pm	12:30pm	12:35pm	12:40pm

Note: You must account for every single class and teacher otherwise you will not be allowed to confirm your appointment when you attempt to do so.

When you have made all of your appointment selections, click on the green 'Confirm Appointments' button at the bottom-right of the window.

Confirm Appointments

Please note that once you have confirmed your appointments you can go back and change them if needed. This is subject to them still being available.

Should you have any issues with this, please email the ICT Helpdesk by using the following link: [Email the Helpdesk](#)

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