



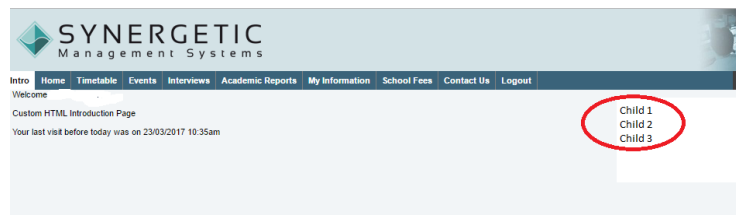
EMMAUS  
COLLEGE

Dear Parents/Guardians

A number of people have contacted the school experiencing some difficulties logging into Parent Teacher Interviews.

To assist in the process, please note the following:

1. All families were emailed instructions yesterday regarding Parent Teacher Interviews.
2. It is imperative that the current EmmLink password is used – **please do not use last year's password.**
3. If you do not know your EmmLink password, please go to the Parent Links which can be found via Quicklinks on the homepage of the website. Here you will find details to reset your password. Please note your username is the same as 2016. Please email the IT helpdesk on [helpdesk@emmaus.vic.edu.au](mailto:helpdesk@emmaus.vic.edu.au) if you are unsure of your user details.
4. A number of families are having difficulties switching between one child to another to book interviews. Please ensure that once you have booked one child's interview, you then click on the second name in the top right hand corner to switch from child to child.



5. Some people are having difficulties logging on from their workplace, this may be caused by firewall issues and pop up blocking at their workplace.
6. Please note that Year 9 interviews are conducted at the Vermont South Campus.