



27 June 2019

Dear Parents,

Parent Teacher Interviews (PTI) will soon be available for the upcoming Unit 3/4 Interviews on 17 July. **You will be able to make bookings from 3.00pm Friday, 28 June. To ensure a smooth booking process, please test your access to Parent Teacher Interviews prior to that time.**

The procedure for making bookings is as follows:

1. Log in to EmmLink. If you have forgotten your password, you will be able to re-set it.
2. Click on the PTI tab.
3. Click on Interview.
4. If you have more than one child, click on the child for whom you wish to make bookings.
5. Only Unit 3/4 subjects will have times shown as "Available".
6. Click on the time you wish for your interview and click "Yes" to confirm in the next screen.
7. To cancel a booking, click on the word "Cancel" and confirm with "Yes" in the next screen.
8. You are able to print your interviews after completion of your selections.
9. You will be able to make bookings until 9.00pm the night prior to the sessions.

Please note:

- You are not able to make bookings to see Year 12 RE teachers or Pastoral teachers.
- If your child has the same teacher for Year 12 RE and another subject, the phrase "Interview not Available" will appear under that teacher's name. The phrase only applies for Year 12 RE and not for the other subject.
- Year 11 students studying a Unit 3/4 subject will only be able to make appointments for that subject.
- Mrs Dodson, Mr Pilson, Miss Ryan and Mrs Sykes are unavailable for interviews.

Should you have any questions in relation to PTI, please email our Helpdesk at helpdesk@emmaus.vic.edu.au.

Yours faithfully,

Mr David White
Assistant Principal – Teaching & Operations