SPRM – YR 9/YR 10
Instructions for Booking Interviews

To book your interview, instructions are provided below.


2. Please click on the Request Interview Tab on the top as shown below.

3. Now on the Request Interview Page, you will see your child’s subject teachers listed on the left side (Available Teacher’s List). Please select the teacher you want to meet on the day and click on
the name, it will move to right side list “Teachers you want to see”. If you hover over a teachers name the subject should pop up.

After selection of teachers, the screen shows as below:

Once you have selected all the teachers that you wish to see you are able to sort them by preference order, the top being the one you want to see most. To do this drag the teachers name(up/down) to suit you.

4. Once you have finished **logout** to complete the session.

**Please note that the booking system will close at 3.00 pm on 6th June. It will re-open on 12th June.**

**Note : Please log in to the system after the 12th June and print out your schedule**

**TIMETABLES FOR INTERVIEWS ARE NOT EMAILED TO YOU**

If you have any technical issues or queries when you have logged in, please contact the Office on 9498 3722 ext 104 or email **julie.hughes3@det.nsw.edu.au**.