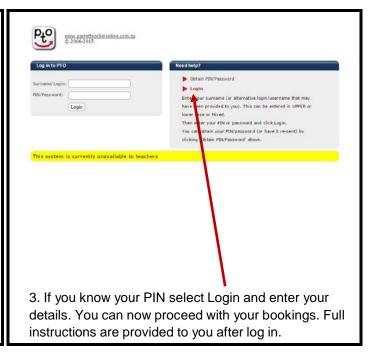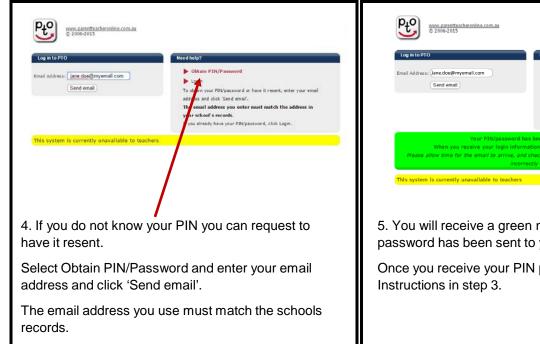# Parent Teacher Interviews - Accessing the booking site
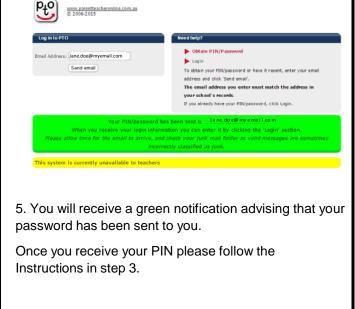
1. Type www.balakhs.sa.edu.au in the address bar of your internet browser to access the schools website.

2. Select **Parent Teacher Online** from the menu on the left hand side

3. If you know your PIN select Login and enter your details. You can now proceed with your bookings. Full instructions are provided to you after log in.

If you do not know your pin please continue reading for further instructions

4. If you do not know your PIN you can request to have it resent.

Select Obtain PIN/Password and enter your email address and click 'Send email'.

The email address you use must match the schools records.

5. You will receive a green notification advising that your password has been sent to you.

Once you receive your PIN please follow the Instructions in step 3.

6. If you receive a red notification please check that you have entered your email address correctly.

The email address you use must match the schools records. If you continue to receive this error, please contact the school to have your records updated.