

# Connecting with Careers

Thursday, 1 August 2019

## BOOKING MY CWC INTERVIEW

Step Number	What to do?
1. How do I Register?	<ul style="list-style-type: none"><li>• At the PTO login screen click “<i>Register for Use</i>”. □ Enter your <b>NAME AND EMAIL ADDRESS</b>.</li><li>• Then click “<i>Send Registration</i>” by doing this you are consenting to your information being stored in PTO and being used for the purpose of interview bookings.</li></ul>
2. Login PIN	<ul style="list-style-type: none"><li>• An email containing your <b>login PIN</b> will be sent to the email address you provide. You may need to check your <b>JUNK</b> Folder.</li></ul>
3. Logging in to PTO	<ul style="list-style-type: none"><li>• After you receive your login details via email click “Login” on the PTO Login Screen.</li><li>• Enter your <b>SURNAME</b> and <b>PIN</b>.</li></ul>
4. Logging in to Book the Interview	<ul style="list-style-type: none"><li>• Enter the <b>Student Education Queensland (EQ) ID of the student for whom you wish to book interviews for</b>.</li><li>• You can find your child’s EQ ID on their timetable.</li><li>• The EQ ID will have TEN (10) Numbers followed by one (1) Letter.</li><li>• You will then enter the name of your student.</li><li>• Once you have entered the student EQ ID and Name you are ready to book an interview.</li></ul>
5. Booking the Interview	<ul style="list-style-type: none"><li>• Proceed to “<b>Make Bookings</b>” as instructed on the screen.</li><li>• You will only see time slots that are available for your interviewing staff member.</li><li>• You will not be able to book for times that do not appear on the screen.</li><li>• This prevents double bookings for staff members from occurring.</li><li>• Once you have completed your booking you may log out.</li></ul>
<b>Congratulations – your CWC Interview Booking has been made.</b>	
No email or Internet Access	<ul style="list-style-type: none"><li>• If you do not have access to the internet or an email address please contact the office on 3290 7222.</li><li>• We will enter your interview details for you.</li></ul>