

Booking a Parent Teacher Interview in mySPCC

Parent Guide

1. Log into mySPCC

my.spcc.nsw.edu.au

Please sign in with your username in the format for your school below:

- **Cessnock:** cessnock\username
- **Gosford:** gosford\username
- **Newcastle:** waratah\username
- **Port Stephens:** ps\username

iB PAY Biller Code: 959379
Ref: 12345

ACCOUNT NUMBER: 1001234

(your campus domain name)\(account number)

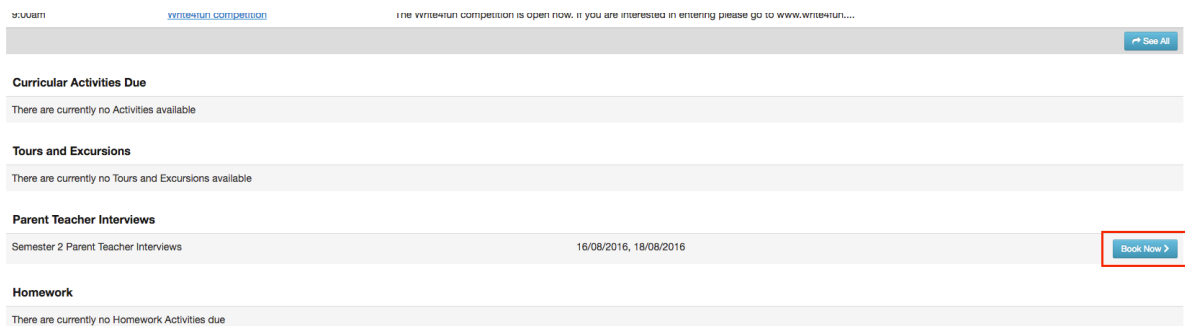
Password

Sign in

2. Access your parent dashboard by clicking **myDashboard**



3. Scroll to the bottom of the dashboard to view any upcoming Parent Teacher Interview conferences. Click the **Book Now** button next to the conference that you wish to make a booking for.




- Here you will see a list of teachers and what subjects they teach your child. Select the **Book an appointment** option next to the teacher and subject that you would like to make an appointment for.

Note: You may only book one interview per teacher for each student, even if the same teacher teaches your child for more than one subject.

Teachers Available -				
⚠ PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.				
Teacher	Subject	Teacher Request	Appts. Free	Action
Mr C Jackson	PTI Test		48	Book an appointment
Back				

- To book an appointment, select an available time slot. You may also leave a note here for the teacher to see. Click **Confirm** to save the booking.

Book an Appointment -	
PTI Test	
<u>Mr C Jackson</u>	
Interview Room	
Hall	
Appointment Times Available	
* Choose Appointment:	<input type="text" value="4:00pm - 4:10pm"/>
Attending Parent Details	
Parent Attending/Name:	<input type="text"/>
Contact Email:	<input type="text"/>
Parent Comment (89 of 200)	<input type="text" value="I would like to discuss the results of the most recent student report that was sent home."/>
Appointments Already Booked	
Back	Confirm

- Your booking has now been secured. From here you can cancel an existing booking, or create further bookings for another subject or another child.

Teachers Available -				
⚠ PLEASE NOTE: Only one interview per teacher is permitted. Interview bookings will encompass all subject classes.				
Teacher	Subject	Teacher Request	Appts. Free	Action
There are no further Teachers available for this Student.				
Confirmed Appointments -				
Teacher	Subject	Date / Time	Action	
Mr C Jackson	PTI Test	Tue 16 Aug 4:00pm - 4:10pm	Cancel appointment	
Back				