How to book a Parent Teacher Interview

1. Open a web browser and navigate to www.kilbreda.vic.edu.au.
2. Hover the mouse over the Kilbreda Connect menu, and select the Parent Portal Access from the dropdown menu, as shown in Figure 1.

3. Enter your Parent Username, Password and sign in, as shown in Figure 2.

4. Select the Parent Teacher Interview Bookings link, as shown in Figure 3.
5. Select the Make Appointments Manually Wizard, as shown in Figure 4.

![Figure 4]

6. Select the relevant interview date. Click on the Continue button, as shown in Figure 5.

![Figure 5]

7. (Optional) If you have more than one child attending the college, you need to make the bookings for each child separately. Please use the “Select a Student” dropdown list to identify the student, and click on the Continue button, as shown in Figure 6.

![Figure 6]
8. Select the teachers you wish to meet and click on the Continue button, as shown in Figure 7.

![Figure 7](image1.jpg)

9. Select your preferred times to meet each teacher, click on the Make Bookings button to complete the bookings, as shown in Figure 8.

![Figure 8](image2.jpg)

10. For your records, you are able to email or export your bookings, as shown in Figure 9.

![Figure 9](image3.jpg)

If you require any support, please contact the College’s Front Office on (03) 9581-7766 or e-mail parentenquiries@kilbreda.vic.edu.au