

## Step 1 – Register for use

**Log in to PTO**

Surname/Login:

PIN/Password:

**Need help?**

- ▶ Register for use
- ▶ Obtain PIN/Password
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login.

If you haven't registered, click 'Register for use' above.

If you need to your PIN/password re-sent, click 'Obtain PIN/Password' above.

## Step 2 – Enter details and click Send Registration

**Log in to PTO**

Surname/Login:

PIN/Password:

**Need help?**

- ▶ Register for use
- ▶ Obtain PIN/Password
- ▶ **Login**

Enter your surname (or alternative login/username that may have been provided to you). This can be entered in UPPER or lower case or Mixed.

Then enter your PIN or password and click Login.

If you haven't registered, click 'Register for use' above.

If you need to your PIN/password re-sent, click 'Obtain PIN/Password' above.

## Step 3 – Enter details received via email and 'Log In'

**Log in to PTO**

Title (optional)

e.g. Mr/Mrs:

First name:

Last name:

Email address:

**Need help?**

- ▶ **Register for use**
- ▶ Obtain PIN/Password
- ▶ Login

You can register to use PTO here. If you have already registered and need your PIN/Password re-sent, click 'Obtain PIN/Password' below.

By registering to use PTO, you give consent for the personal information you enter being used for the purpose of interview bookings. Use of this information is subject to our [privacy policy](#).

## Step 4 – Enter student EQ ID and (optional) Student name, then 'add'

You are logged in as: **John Smith** [\[Sign out\]](#)

**Step 1: Register your Student(s).**

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID

You can enter the student name if you wish. This will help you (and teachers) to see who bookings are for.

If you don't wish to enter a name, you can leave as shown.

First Name

Last Name

Class	Year
Class Teacher	3
Maths	3
PE	3

Students currently registered:

You do not have any students registered. Please fill in the details at the left and click Add.

To add additional students, enter next EQ ID, check and (optional) student name, then 'add'

You are logged in as: **John Smith** [\[Sign out\]](#)

**Step 1: Register your Student(s).**

- Please register the student(s) you wish to make bookings for.
- You can register up to 6 students.
- When finished, click "Go to bookings" to proceed to the bookings page.
- You can add more students later if you need to.
- By registering student(s), you give consent for the personal information you enter to be used for the purpose of making bookings. Use of this information is subject to our [privacy policy](#).

Register/change students:

Student ID

You can enter the student name if you wish. This will help you (and teachers) to see who bookings are for.

If you don't wish to enter a name, you can leave as shown.

First Name

Last Name

Class	Year
Class Teacher	0

Students currently registered:

Student ID	First name	Last name
1445053046K	James	Brown

Continue this process until all relevant students added. Then 'Go to bookings' and make bookings as per PTO instructions.