



11 June 2020

Welcome to the Parent Lounge Online booking system for Parent Interviews. This year, all Parent Interviews will be booked in this way for students in all year levels.

PARENT/TEACHER INTERVIEWS

VENUE: Your Child's Classroom

Saturday 18 July – Sunday 2 August

INSTRUCTIONS FOR BOOKING ONLINE

Bookings Open on Tuesday 16 June at 10.00am, 2020

Bookings Close on Friday 26 June at 10.00am, 2020

1. Start your internet browser and access the Emmanuel website at <http://www.ecps.qld.edu.au/>
2. Use the quick links on the right to go to Parent Lounge login page
3. Enter your username (5 digit parent code) and password
If you have forgotten or cannot locate your password, click on the "Forgotten Password" link and follow the prompts to reset your password. You will then be prompted to enter your parent code and the email address you have nominated with Emmanuel.
4. Click the login button.
5. The entry screen of Parent Lounge shows the parent interview sessions.
6. Select the 'Book Now' button. This button will appear and be open to parents at 10.00am on Tuesday 16 June.
7. A list of your teacher's available times will appear in the "Choose Appointment" drop down box. Choose a time that is convenient to you by selecting the confirm button. Once confirmed, please note the date/times for interviews on your personal calendar.
8. Exit by clicking the 'Log Out' button.

If you experience any issues with the booking process, please contact the Emmanuel office on 49 425 999.