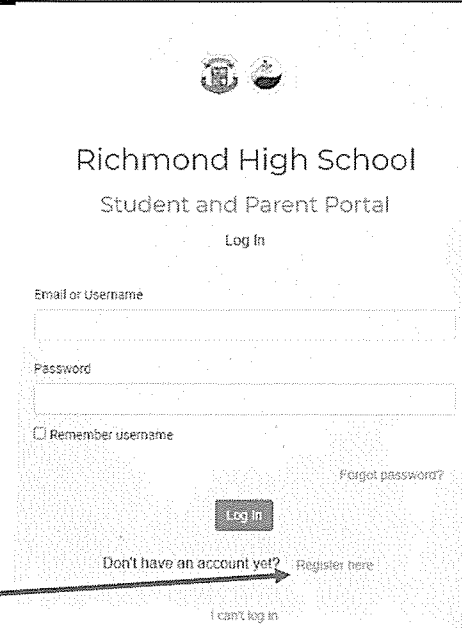


Parent Teacher Interview Bookings

We wanted to offer a solution for any parents having difficulties making Parent Teacher Interview bookings via their Parent Portal:

- Log in to the RHS Parent Portal:
richmond-h.sentral.com.au/portal2/#!/login
- Enter your email address (this is the one used on your paperwork when you enrolled your student)
- Enter the password (if you have not used your portal before you will need to click on **Register here**)



- Once logged in on the left hand side click on: **My Access**



- If your student name is not appearing here you will need to press: **+ Add New Access Key**



- Enter the **key** that was emailed to you earlier in the term then press **Add Key**



- Now click on **Parent Teacher Interviews and Select Timeslots**



- Tick the times that suit you with each teacher and then click **Save Bookings**

