



ROCHEDALE STATE HIGH SCHOOL

Instructions: How to book Uniform Shop appointments

You must make one booking for each student.

1. We use our Parent/Teacher Interview booking System to schedule appointments in the Uniform Shop changing rooms.

Go directly to the web page

www.sobs.com.au

OR

Open the Rochedale SHS school web page

(<http://rochedaleshs.eq.edu.au>). Move your mouse pointer to Our Community, then click Parent teacher communication.

Click the Parent/Teacher Interview Booking Interview System link or the graphic to access the Parent Teacher Interview Booking System.

2. At the Parent/Teacher Interview Booking System web page, click Parent access.
3. If it's the first time that you have accessed this web page, you will be prompted for school selection. Enter **Rochedale** in Keywords and click Search.
4. Click **Rochedale State High School**.
5. Click the **Parent/Teacher Interview Bookings**.
6. Click **Parent access**.
7. Enter your email address as your identification. Click **Next**.
8. Enter your details and click **Next**.
9. Enter **the name of your child** and select the correct year level.
10. If you have more than one child, click **Add child**, otherwise click **Book Booths**.
11. Changing room time slots available for booking are green in colour.
12. Click the slot you prefer and book a room then click **Save**.
13. Your booking is displayed in red. If you wish to change the booking, click the slot again.
14. If everything is correct, click **Save**.
15. The interview booking will be displayed. Click Adjust Interview as needed.
Don't forget to **logoff** before you leave the Parent/Teacher Interview Booking System.
16. Click **Email Schedule** to have it emailed to the registered email address.
To print the booking, click **Print Schedule**.