

Online Interview Booking

Please ensure you have created a Parent Portal account (see College Website for instructions)

Step 1. Log in to the Parent Portal (Lismore Diocese) <http://schoolworx.lism.catholic.edu.au/parentportal>

Lismore Diocesan Authentication

Username

Password

LOGIN

> Forgot your password?
> Account Settings
> Download & Install Certificate

NB: Please enter full email address

Step 2: Select your child (this will show your son/daughters information)

Step 3: Select Parent/Teacher Interviews.

Step 4: Select Make/Review Appointment Bookings

Step 5: Select times for teachers via the drop down box (availability times are highlighted)

Step 6: Select View appointment times (appointment times will be listed)

Step 7: To print interview times – right click on interview times, select print, print to your printer.

SCHOOLWORX: Managing Learners

Logout Parent Portal Interview Appointments

Parent/Teacher Interview Bookings for [redacted]

[Make/Review Appointment Bookings]

Interviews appointment bookings for [redacted] - Date: [redacted]

Times	Interview Appointments
4:50 - 4:55pm	Ms. Louise WEIR (M2MSA11C)
5:00 - 5:05pm	[redacted] (A11B)
5:20 - 5:25pm	[redacted] (T111)

Left click on print

- Back (Alt+Left Arrow)
- Forward (Alt+Right Arrow)
- Reload (Ctrl+R)
- Save as... (Ctrl+S)
- Print... (Ctrl+P)
- Cast...
- Translate to English
- View page source (Ctrl+U)
- Inspect (Ctrl+Shift+I)

Note: To change any appointment times select Make/Review appointment bookings and follow Steps 4 to 7.