



Remote Parent Student Teacher Interviews QUICK REFERENCE GUIDE

Parent Student Teacher (PST) interviews are being held on Thursday 6 August between 4.00pm-8.00pm and on Friday 7 August 9.00am-4.00pm. These will be conducted remotely by video conference using **Google Meet**. Bookings and booking information are available on the Parent Access Module ([PAM](#)).

BEFORE THE INTERVIEWS

As the College is using the **Google Meet** platform, this performs best when using **Google Chrome** as your web browser. You should also ensure that you are **not** signed into Google with a CMC student account during the PST Interviews, as these accounts will be disabled for the interview period.

THE INTERVIEW

STEP 1

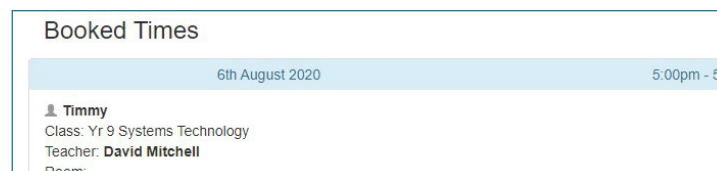
When it is time for your interview, log in to [PAM](#), using **Google Chrome** as the browser. Please ensure that you are **not** signed into Google with a CMC student account.



Click on the **Parent Teacher Interviews** button.

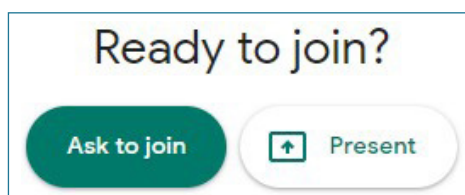
STEP 2

Scroll down to **Booked Times** and select **Click here to join interview**.



STEP 3

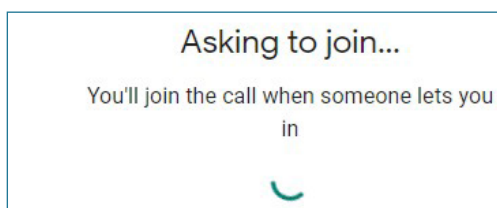
When clicking on the **Click here to join interview** link, you may be asked for your name or just see the following:



Families may need to wait a couple of minutes on this screen. Please be patient as the teacher is likely to be on another call.

STEP 4

Once the teacher is ready to admit you to the call, you will automatically connect and the interview will commence.



HELP

If you are having difficulties, please email Mr Matthew Angove mangove@cmc.vic.edu.au or Mr Michael Goss mgoss@cmc.vic.edu.au or phone the College during business hours on 5445 9100.