Online Booking for Student Progress Interviews 2012

How To Login

Please Login to Mount Lilydale Mercy College Community Portal [https://portal.mlmclilydale.catholic.edu.au/](https://portal.mlmclilydale.catholic.edu.au/)

1. Input your FAMILY ID and Password.

2. Then click the Login button.

3. You are now directed to the Interviews tab.

4. If you have multiple students enrolled in the College they will appear at the top right.

How To Set An Appointment

1. Select your child at the upper right corner of the website.

2. You will now see the available sessions for each staff.

   Choose only 1 session from the sessions available.

3. Pick a schedule for your appointment by choosing the desired Staff and Time.

4. Then click the link (avail) on the table.

5. You are asked to confirm your appointment.

6. Click on Yes to continue.

7. An appointment has now been set for your child.
How To Cancel An Appointment

1. Click on the **cancel** link to cancel the appointment.

2. You are asked to confirm the cancellation of your appointment.

3. Click on Yes to continue.

4. Your appointment is now canceled. You can now book another schedule for your child.

How To Print Your Appointments

1. When you are done setting up an appointment for your child, click on the “Print your appointments” button located at the bottom left of the website to print out all the appointments.

2. A preview page will be displayed.

3. Click on the **Print** button located at the upper right part of the website.

If you encounter difficulty accessing the website please do not hesitate to contact the College on 9735 4022.