HOW TO BOOK AN ECP INTERVIEW ONLINE

1. Go online to school website at https://mtncreekshs.eq.edu.au and find the “ECP” Button.

2. Once at this point please enter your email address and click on “Next”.

3. Enter your first name and surname and a contact phone number. Click Next.

4. Now enter your child’s full name and their year level. This must be correct so that the correct interview can be booked. Once complete click Next.
5. You will be presented with this screen. Click on “Add child” for any other siblings, as they can all be booked at once. Year level can also be adjusted if incorrect at this screen. Then click on Book interviews at the right side of this screen.

![Students: Name | Year level | Interview dates](image)

6. This screen will appear depending on the Year level. Please only tick the teacher’s box mentioned on the letter for your student. If booking occurs incorrectly at this stage, the booking will need to be re-done and parents may miss their desired timeslot. Once completed, Click “Next”.

![Select Yr8 Teachers for Interviews](image)

7. Click on any Green Bar representing the timeslots available for interview. **Note that the interview room is under the teachers name on this screen.** If you click on a timeslot in error, just click on it again to delete that booking and then try again for another time. You will be unable to click on a time already booked or a time where your student’s sibling is already booked, to avoid double bookings. Once you have finished click on “Save” at the right side of the screen.

![Select time slots for Student Name](image)

8. You will then be able to email or print the booking time. You can return and adjust the booking at a later time if you wish. A map of the school will be attached to this document.

![Name | Year level | Interview dates](image)

9. Once complete you can now click on Log Off at the left hand side menu. See you at ECP!