

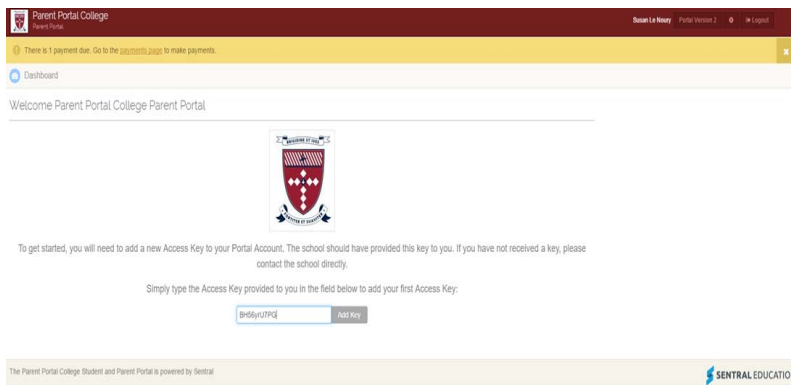
Parent Portal User guide

Initial Step:

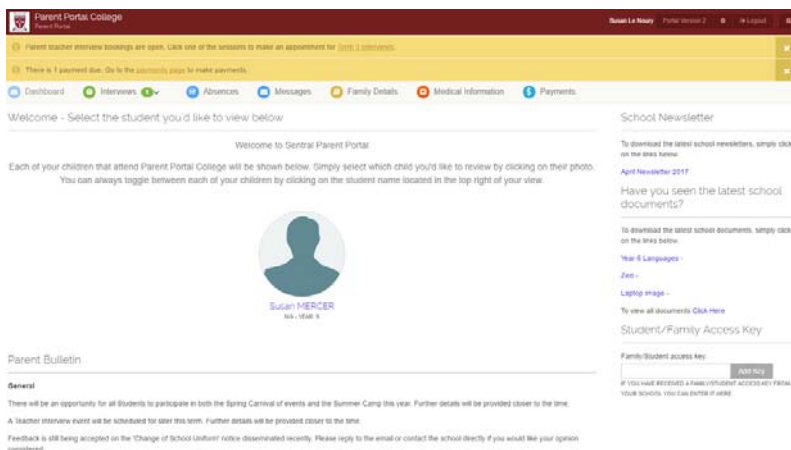
You will have received a letter or email that provides each parent with the URL link.

Please log on to the Internet and register via **<insert URL>**. You must use a valid email address to create a username for this account. Once registered, you will be prompted to enter your username (email address) and the password you created.

To be linked to school information & your child/ren you will need to enter the unique **access key** provided in the letter.



Once you have entered the code and clicked **Add key** the following screen should appear.



Congratulations! You have successfully setup the Parent Portal access and been linked to your child/ren.

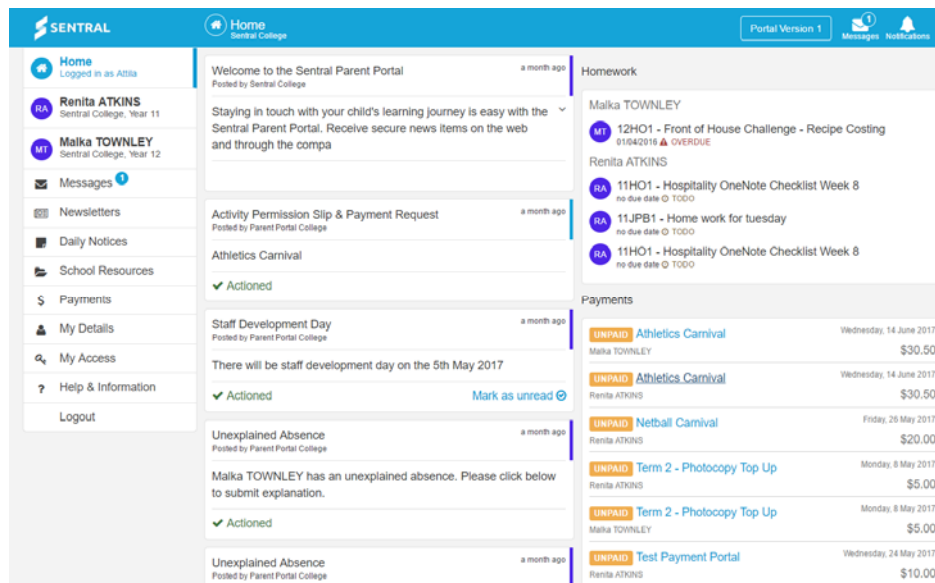
Portal Navigation & Home Screen:

Our school will be implementing the NEW Portal, Portal 2. Portal 1 is the previous version.

To access Parent Portal 2 -top right hand corner click on Portal Version



The following screen will display. Please note this is a sample only and each parent may see different information. As a parent, you will be able to see the names of all your child/ren that attend our school.



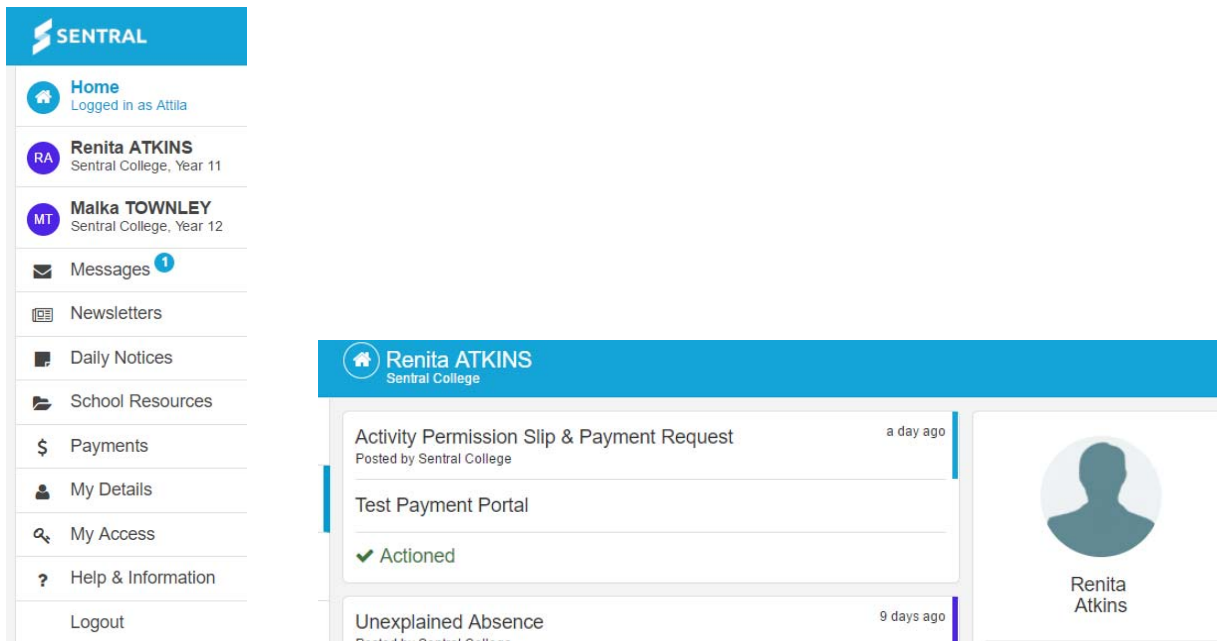
The top right of the screen allows you to view Messages and Notifications. These are highlighted with a number if there are any that are not read yet. If you wish to go back to Portal 1 click on **Portal 1 Version**.



When you click on the **Messages** Button - it will display the unread messages. If there are no unread messages you will get a message stating No new Messages.

When you click on the **Notifications** Button - it will display the unread Notifications. If there are no new notifications you will get a message stating No new Notifications.

The **Home Screen** will display all your students on the left-hand side of the screen. You can click on each student to view portal information relating to that student.



The **Home Screen** will display items from the menu as well as additional items.

- **Student timetable** - select the student from the home screen to display their timetable for the day.

Renita's Timetable

Per0	
Per1	2 Unit Maths (Ext. 1 Class) (11M231) Room M1 with Mrs D. Schürmann.
Per2	Business Studies 2 Unit (11BS1) Room H5 with Mrs L. Salier.

- **Student Class Detail** – select a student from the home screen to display roll class and academic classes (high school only) with teacher details.



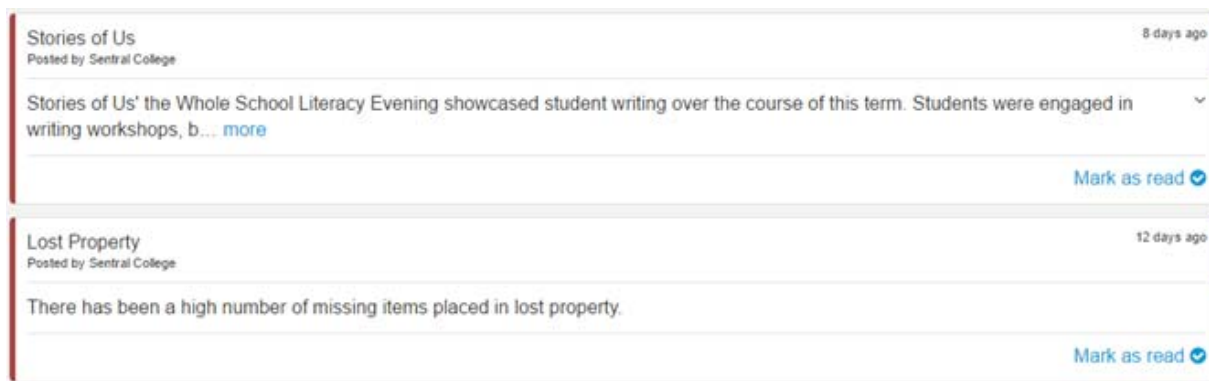
Enrolled Since: 06/02/2006
 Roll Class: CA03 — Mrs Hoskins
 House: McGrath

Cristina Bee

Menu Items:

- Messages & Notifications

Notifications tab is a push notification relating to general communication sent out by the school e.g. payments or permissions.

Stories of Us
 Posted by Sentral College
 8 days ago

Stories of Us' the Whole School Literacy Evening showcased student writing over the course of this term. Students were engaged in writing workshops, b... [more](#)

Mark as read

Lost Property
 Posted by Sentral College
 12 days ago

There has been a high number of missing items placed in lost property.

Mark as read

Parent can **Mark as Read** so the item has now been actioned



Staff Development Day
 Posted by Sentral College
 18 days ago

There will be a staff development day on the 30th June. Students are not to attend school on this day.

✓ Actioned

Mark as unread

The Push Notification will then reflect those that are unread.



- Interviews

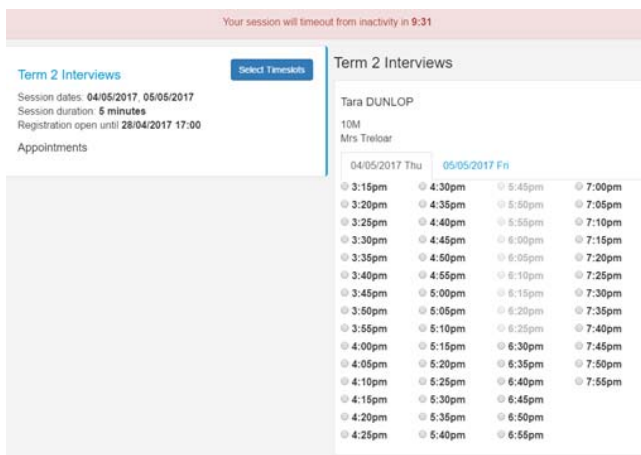
The **Interview Tab** allows parents to book interviews and the screen displays the current Interviews that the parent has requested.

Interviews



Select Timeslots

To select the times, click on Select Timeslots Button and the following screen is displayed.



Scroll down for each teacher and select available timeslots and save booking.

Save Bookings

19/04/2016 Tue	01/08/2017 Tue		
<input type="radio"/> 9:00am	<input type="radio"/> 11:00am	<input type="radio"/> 1:00pm	<input type="radio"/> 3:00pm
<input type="radio"/> 9:15am	<input type="radio"/> 11:15am	<input type="radio"/> 1:15pm	<input type="radio"/> 3:15pm
<input type="radio"/> 9:30am	<input type="radio"/> 11:30am	<input type="radio"/> 1:30pm	<input type="radio"/> 3:30pm
<input type="radio"/> 9:45am	<input type="radio"/> 11:45am	<input type="radio"/> 1:45pm	<input type="radio"/> 3:45pm
<input type="radio"/> 10:00am	<input type="radio"/> 12:00pm	<input type="radio"/> 2:00pm	<input type="radio"/> 4:00pm
<input type="radio"/> 10:15am	<input type="radio"/> 12:15pm	<input type="radio"/> 2:15pm	<input type="radio"/> 4:15pm
<input type="radio"/> 10:30am	<input type="radio"/> 12:30pm	<input type="radio"/> 2:30pm	<input type="radio"/> 4:30pm
<input type="radio"/> 10:45am	<input type="radio"/> 12:45pm	<input type="radio"/> 2:45pm	<input type="radio"/> 4:45pm

You may also select **Not Attending** if that option is available.

You need to click on Save Bookings to confirm these times.

If you click on **Interviews** tab your screen will now list the appointments.

Term 3 ROB TEST

Session date: **31/07/2017**

Session duration: **10 minutes**

Registration open until **30/07/2017 17:00**

- **My Details**

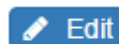
The **My Details Tab** displays the details for the parent that is currently logged in. The details include name details, email address and password.

My Details

The information is displayed in the following breakdowns:

- My Details
- My Access
- Family Contact
- Emergency Contacts
- Student Details

The details that can be changed are displayed with an **Edit** Button to the right.



Make the necessary changes and click on Submit Details.

My Details		Edit
Name	Mr Attila Madarasz	
Email	attila.madarasz@sentral.com.au	
Phone	02 9509 8548	
Address	37-61 Carpenter St COLYTON NSW 2760	

My Access	
App account	Not Linked Link Account

Click on **Link Account**.

Since you do not have an App account linked for this Portal account.
Please enter your credentials below and select from the two options ...

Email




Password

🔍 I already have an App Account
👤 I need a new App Account

- **My Access**

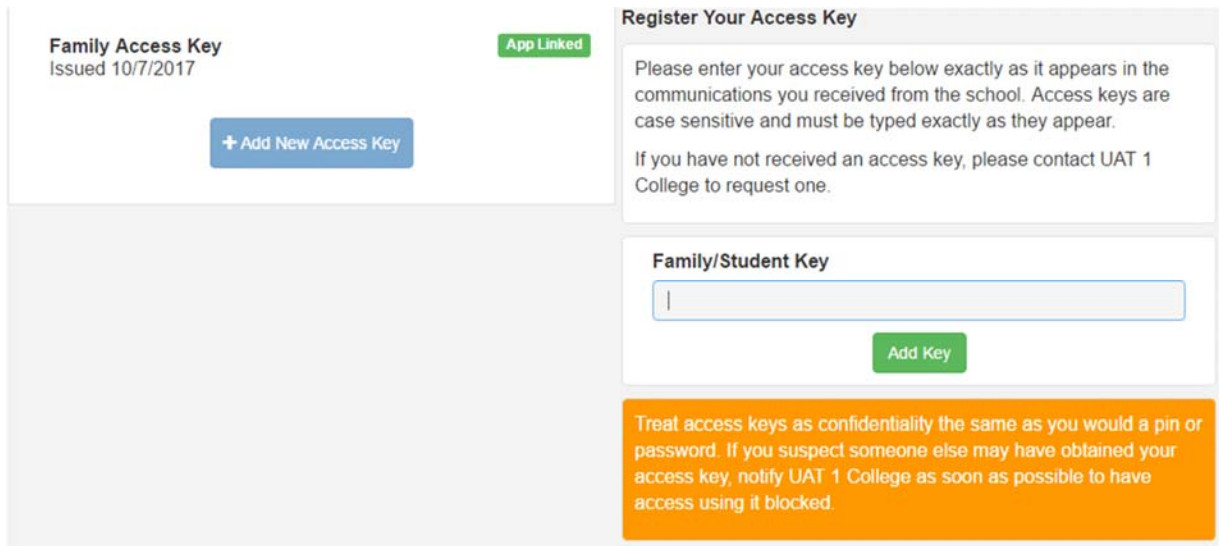
The **My Access Tab** displays when a Family Access Key was issued and the option to enter **Add a New Access Key**. You can enter the app compatible key you received directly into the Sentral parent app also.

My Access

 My Access Sentral College	Portal Version 1  Messages  Notifications
<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Family Access Key Issued 27/4/2017</p> <p style="text-align: right;">Click to Configure App Access</p> <p style="text-align: center; margin-top: 10px;">+ Add New Access Key</p> </div>	

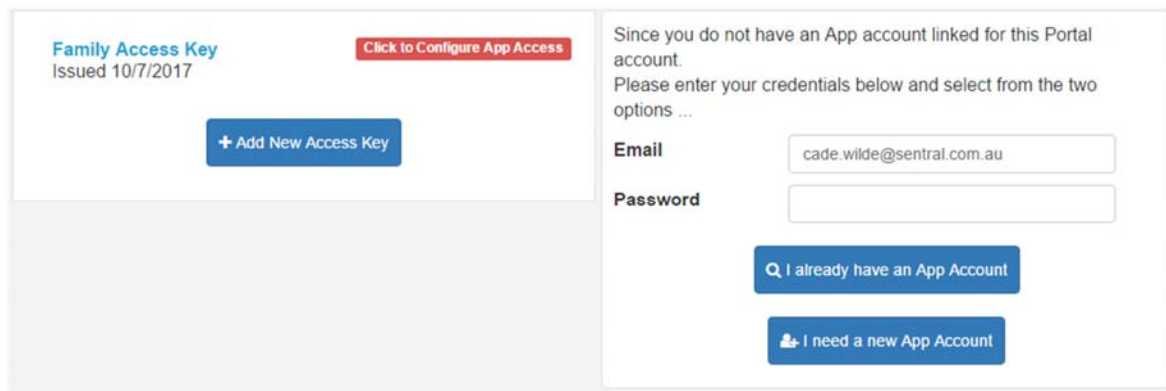
Each parent needs to **Add New Access Key** to authenticate the user for the app and provide a registration email to follow. Each Access key (whether Portal or app compatible) can only be **used once** now. This means parents within the same family will now need to download and register as individuals

via each App & Google store. The Access key ensures that the child/ren are appended to the parent account.



The screen below demonstrates successful key link with authentication required via Parents email and password to link App Account.

Enter your **Email** and **Password** and select one of 2 options:



I already have an App Account – If you have already downloaded and registered via the App & Google store you will need to link Portal account to App account. You will be prompted to verify email and password.

IMPORTANT: Parent portal and app email need to be the same.

I need a new App Account – You have not yet visited the App or Google store.

<p>Family Access Key Issued 10/7/2017</p> <p>Family Access Key Issued 12/7/2017</p> <p>Family Access Key Issued 12/7/2017</p> <p>+ Add New Access Key</p>	<p>App Linked</p> <p>App Linked</p> <p>App Linked</p> <p>Please login with your App account credentials to authenticate your access.</p> <p>Password <input type="password"/></p> <p>I already have an App Account</p> <p>If you do not wish to create an App user account at this point please use the following option to link your access key</p> <p>Add access key without App user registration</p>
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Enter your **Password**

<p>Family Access Key Issued 10/7/2017</p> <p>+ Add New Access Key</p>	<p>App Linked</p> <p>App credentials were successfully authenticated. This Portal access key is now linked to the App.</p>
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The email you receive will be look like this (**Sample ONLY**)

Your new Sentral Communications Account is ready

Hi Tod,

Your new account for Sentral Communications is ready. Click the link below to verify your account. [Verify my account.](https://api.sentral.com.au/api/XXXXXXXXXXXXXXXXXXXXXXX) [https://api.sentral.com.au/api/XXXXXXXXXXXXXXXXXXXXXXX

Once you have verified your account you can start adding access keys.

Complete Registration, your account is now ready to use.

The following screen is displayed confirming registration.

Registration Confirmation

First Name: Susan
Last Name: Le Noury
Email: susan.lenoury@gmail.com

[SET PASSWORD](#)

To generate a password, click on **Set Password** and enter password details and click on **Save Password**.

Update Password

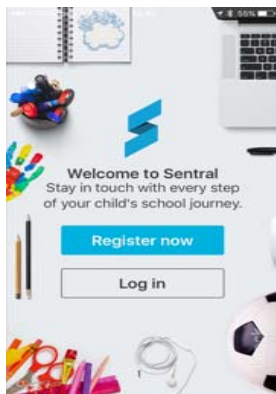
Updating password for: **Susan Le Noury**

Password: Confirm Password:

[Save Password](#)

You may download the **Sentral for Parents** app from App or Google store.

On the App go to **Log In**



Add **Email & Password** you created at registration.

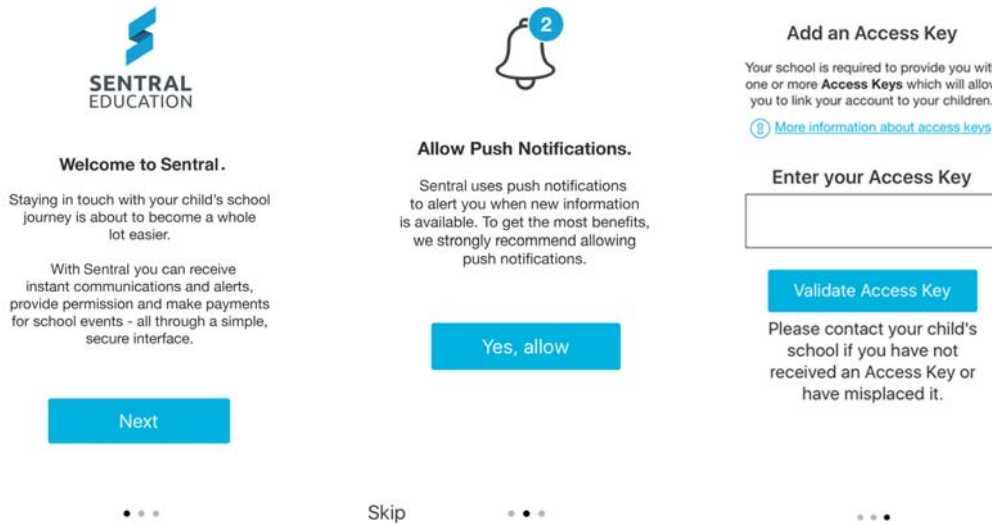
[<](#) [Log in](#)

Email

Password

[Next](#)

These steps ensure you have the school and child/ren added to your account. Within the app you will step through various welcome screens. If you have the app compatible access key you may enter it on the 3rd screen. If you have completed the steps above, this is not required.



- **Help and Information**

The **Help & Information Tab** displays useful Questions and answers for use within the Parent Portal.

? **Help & Information**

The **Help & Information Tab** displays useful Questions and answers for use within the Parent Portal.

Click on the **Help & Information Tab** to open and view.

Each question and answer will expand when you click on it.

Please contact the school directly if you require support or have a query in relation to the Parent Portal and app.