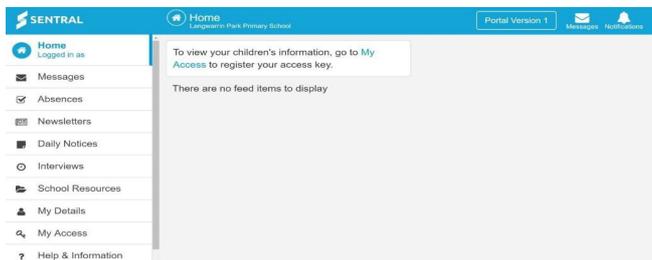


Sentral Parent Portal Guide

If you are new to Sentral Parent Portal the registration is best done on a PC, Laptop or iPad which has access to your email address. **Note:** if you already have a Parent Portal account, you simply need to add your access key to your account, which you will receive in the coming days. **See step 5 to 7 below.** Once you have downloaded the app on your phone we recommend that the notification on the app is enabled so that you do not miss out communication from us.

Instructions:

1. You will receive a registration link and access key via email from the school in the coming days. Keep this safe.
2. You will then be taken to the login screen. Login using the username (email) and password that you just created.
3. You should then arrive at the Portal welcome screen.



4. Now you need to add your secure access key. Select **"My Access"** from the menu on the left.
5. Click on **"Add New Access Key"**
6. Enter your Access Key (found in your letter) in the **Family/Student Key** box exactly as it is written in your parent letter and click **"Add Key"** to log into the portal directly.

Family/Student Key

Connecting to the App

Before beginning this process, you should ensure you are already connected to the parent portal and have access to your students.

For support please contact the school on 9623 2789

This guide has been broken up into two distinct Stages. You should run through these stages in the specific order outlined in this guide.

Stage 1 – Download the app

Stage 2 – Creating an App Account

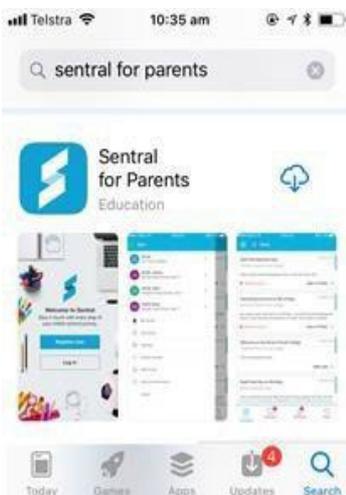
Stage 1 - Download the app

Step 1 - On your smart phone go to either the Apple App store (if you are an iPhone user) or the Google Play store (if you use an android device).

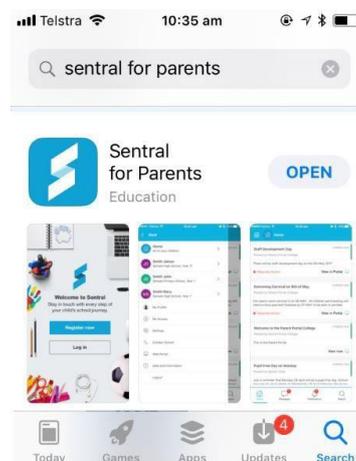


or

Step 2 – Search “Sentral for Parents”

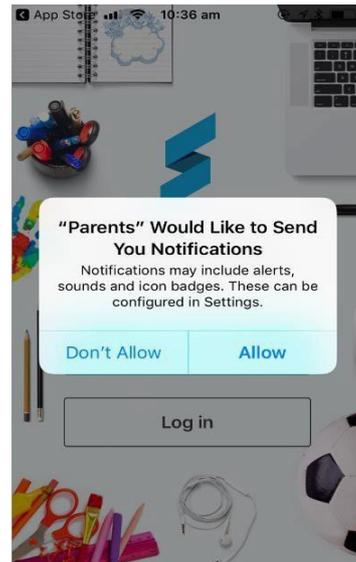


Step3 – Download the app onto your phone and then click on “OPEN”.



Step 4 – When the App opens up, it will ask if you would like to accept push notifications (so when the school sends you a message, the app will notify you automatically).

Click on **“Allow”**.



Stage 2 – Creating an app account

Step 1- Open the Sentral parent app and start typing your school name in the school field and select it when it appears.

Welcome to Sentral
Stay in touch with every step of
your child's school journey.

School
maste

NSW Master Sentral
43 Big Walk Way New South Wales, New
South Wales 2001

Password

Login

Forgot Password?

Register

Step 2- Enter your PORTAL user name and password. This will now also be your app user name and password.

Welcome to Sentral
Stay in touch with every step of
your child's school journey.

School
NSW Master Sentral

Email
portalemail@sentral.com

Password

Login

Forgot Password?

Register

Step 3- Click “Login”. The first time you do this may take a minute while the app is registered, and your news feed is loaded.

