Sentral Portal and App Guide for Parents – Connecting yourself

Before beginning this process, you should have been sent a physical letter or email from your school telling you that you are now able to access the portal. It should look like this:

If you are trying to login to the portal for the first time and do not have this letter or email, please speak to your school.

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

Stage 1 – Creating a portal and app account
Stage 2 – Connecting your students to your portal and app account
Stage 3 – Downloading and using the app
Addendum – Using a different email address for your portal and app accounts

Stage 1 – Creating a portal and app account

Step 1 – Go to your school's Sentral Portal web address

The web address for the portal for my school's Sentral system is:

_____

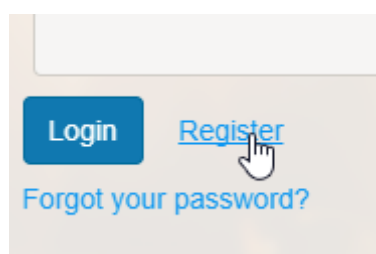This address should also be clearly marked in the letter you have received:

Please log on to the Internet and register for access to our Parent Portal here:
https://vic-master.sentral.com.au/portal/register

You should come to a screen that looks like this:
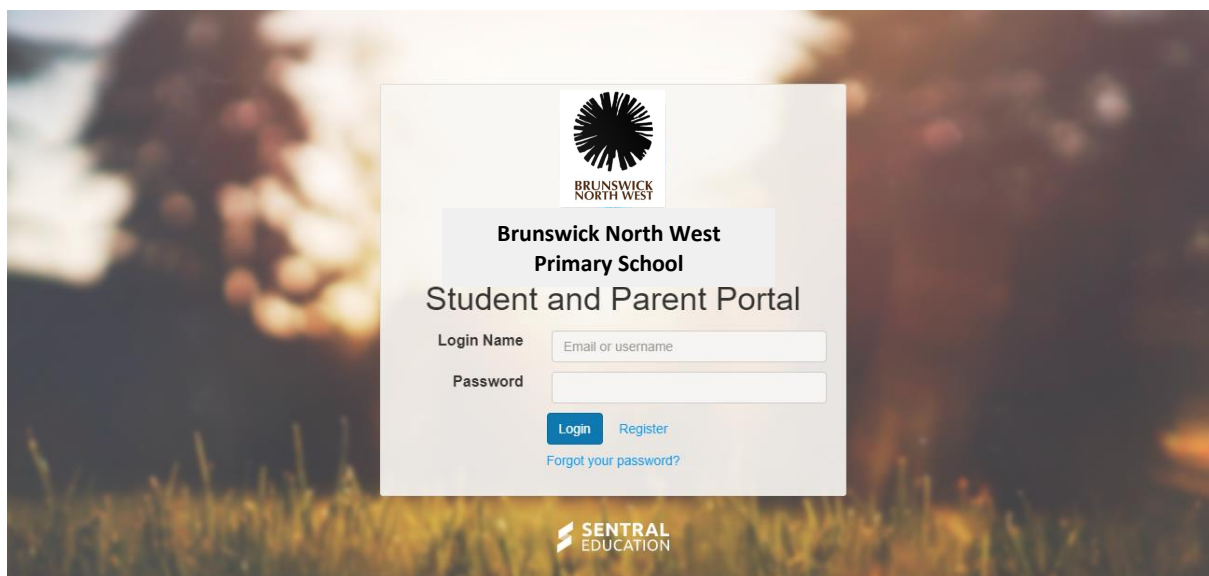
Step 2 – Register yourself for the portal

Click on the **Register** Button at the base of the login screen.

The screen should now change to show the following:

**Brunswick North West
Primary School**

Step 3 – Fill out your details and click on the blue **Register** button.

You will then receive a confirmation screen asking you if you wish to register for the portal.
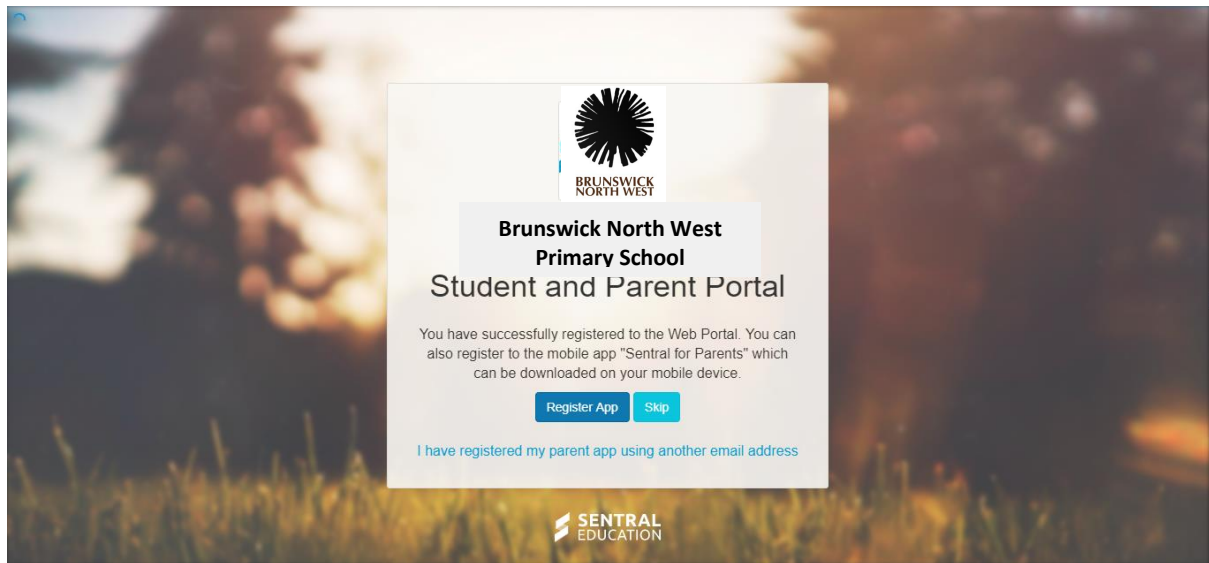

Step 4 – Register App

A) If you have already been using the Sentral app – you can click on "I have registered my parent app, and then type in your app credentials.

B) If you do not already have an app account and want to use a different email address for your portal and app accounts – then click on "Skip".

(Move to the "**Addendum Section – Using a different email for your portal and app accounts**" before moving onto Section 3 part of this guide).

C) If you do not yet have an app account and are happy to use the same email and password details for your portal and app accounts, click on " Register App".
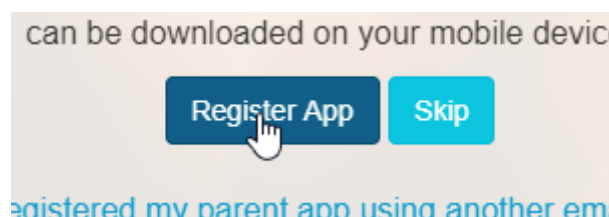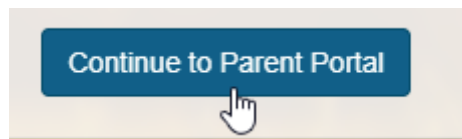
The following screen will appear
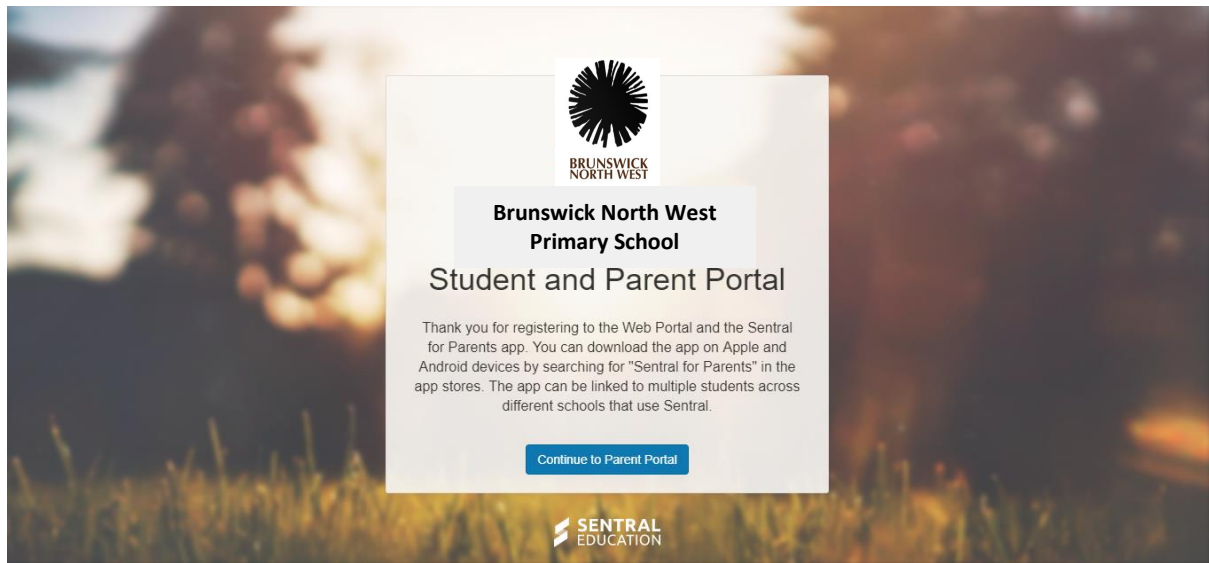

Step 5 – Login into the Portal

Click on the blue "Continue to Parent Portal" button.

An email will be sent to the email you have provided to confirm your details. Before you are able to login into the app, you will need to confirm your email address – so that if you forget your password in the future, you can reset your own app password without having to contact your school.

Please note: Depending on your email provider, this email may take up to fifteen minutes to appear in your inbox.

Step 6 - Go to your email and open up the email from Sentral Education:
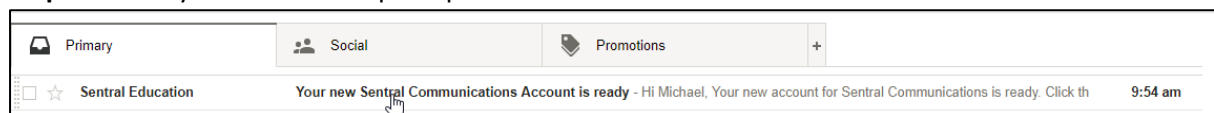
Step 7 - Click on the link inside the email:
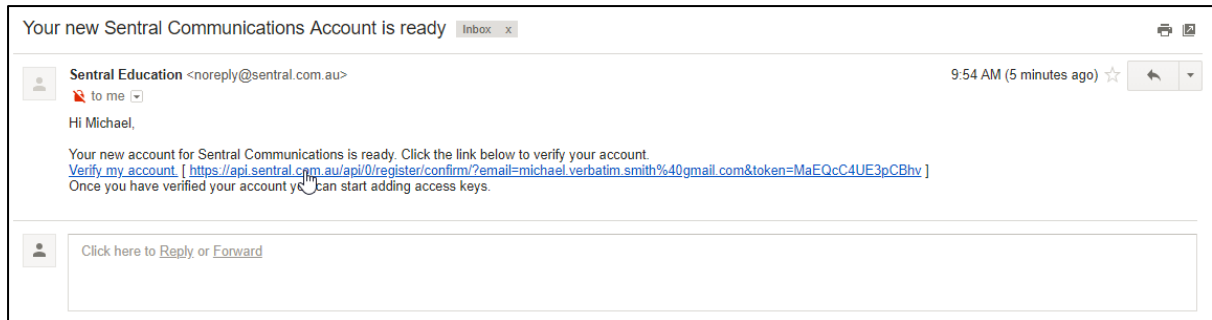
Step 8 - The following screen will appear. Click on the green "Set Password".
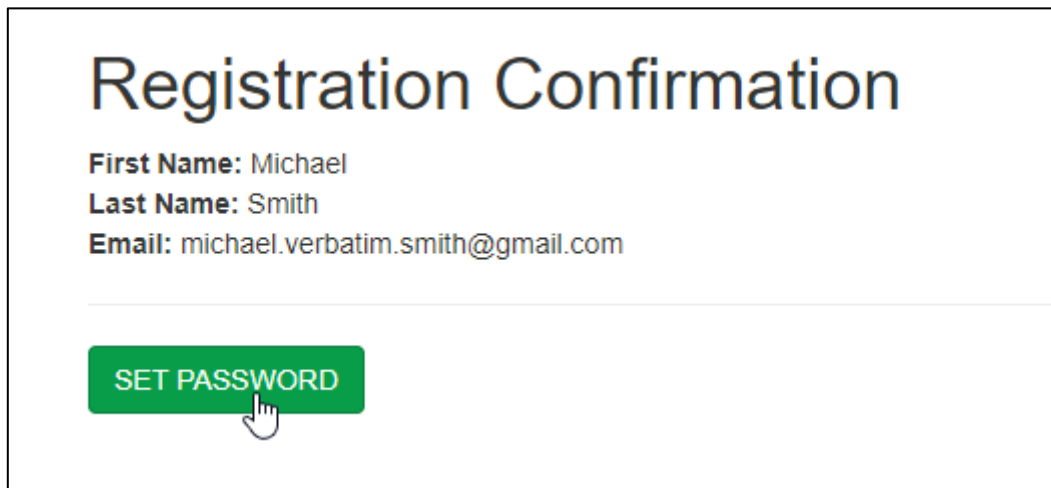
Step 9 - The screen will ask you to type in a new password. Do so and click on the green "Save Password".
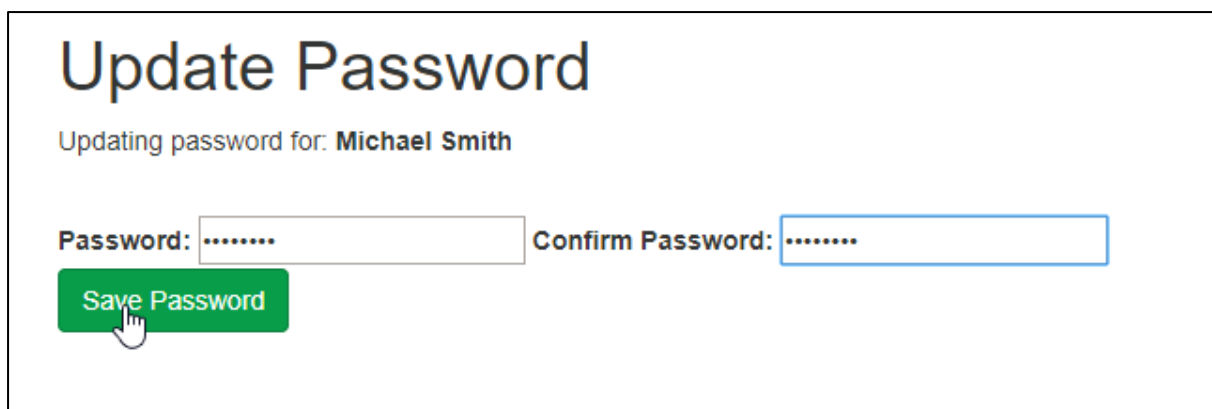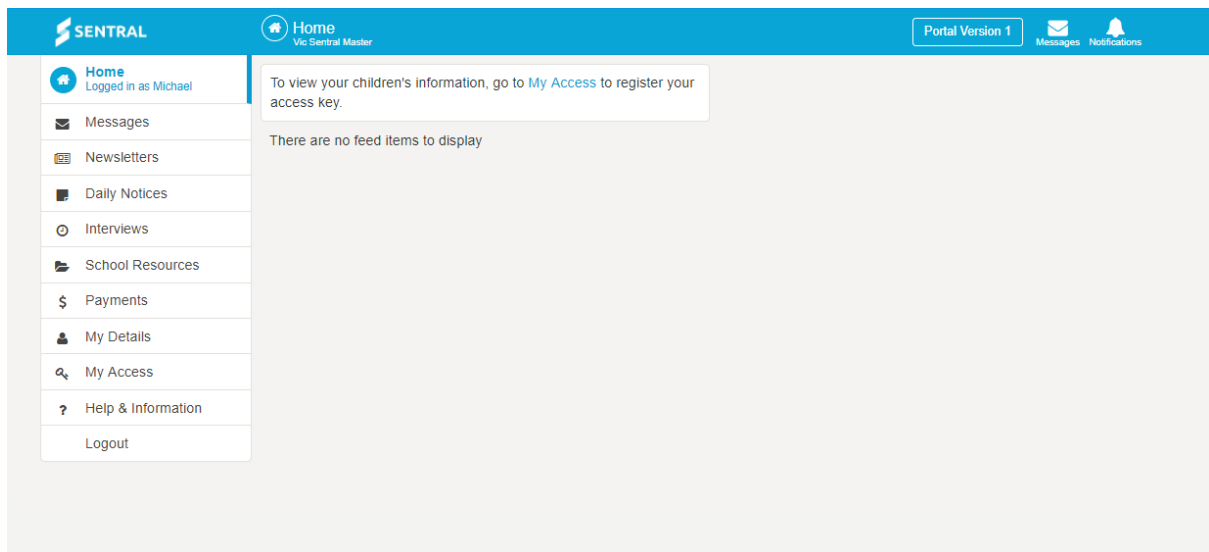
You will receive confirmation that your app account is now fully registered.
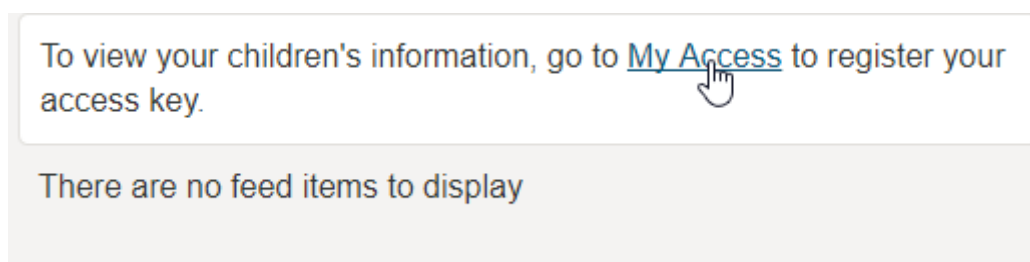
Registration Complete

Registration successful, your account is now ready to use. You may download the Sentral App from the App Store or Google Play store.

Stage 2 – Adding your students to your portal and app accounts

From the home screen of your portal account:

Step 1 - Select the "My Access" link from the centre console.

The following screen should now display:
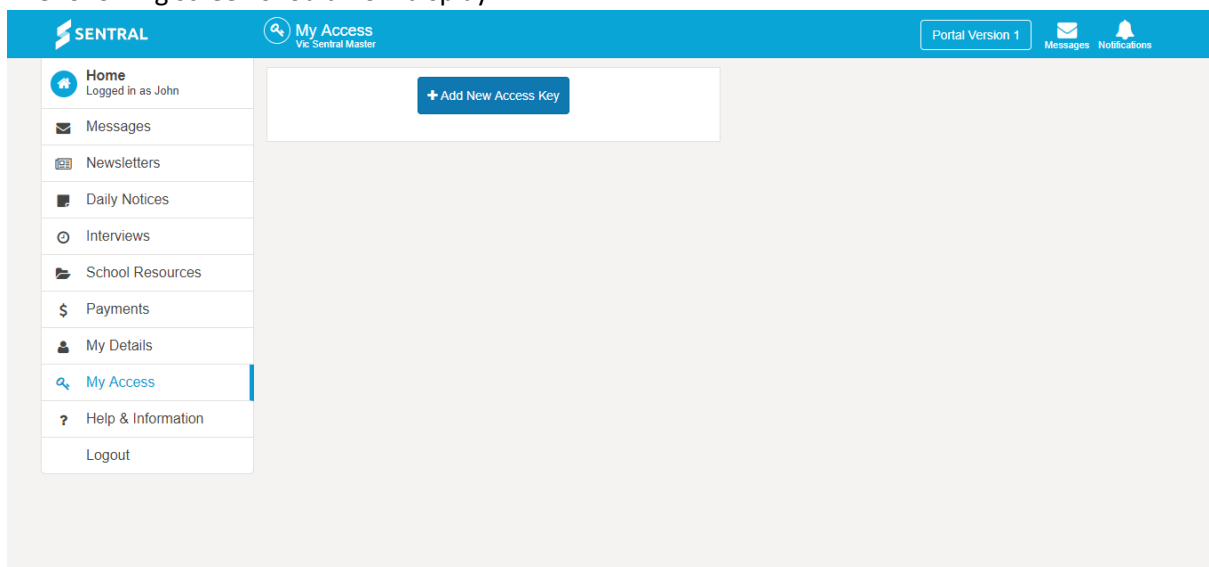
Step 2 – Click on the blue **+Add New Access Key** button at the top of the screen.
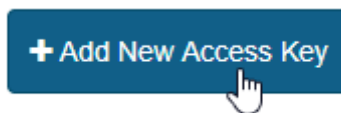
The following screen should now appear:

Step 3 – Fill out your Family/Student Key and then click on the green **Add Key** button. Your family/Student key can be found in the letter or email sent to you by your school:

> To see information from the school and to link to a specific child, please enter the access key provided.
>
> **The access key for Stephania BALSILLIE**
> **Rana BALSILLIE**
> **Beverlee BALSILLIE is: FaV6jY2j8S**.

Please note that the access key is case sensitive so copy it into the box provided on screen, exactly as it appears in this letter/email.

After doing this, a green box will appear in the top right corner with the text **Access key linked**, the centre panel will display the key (and the date it was issued) and the on the left hand side menu, a list of the student/s connected to the key will now appear.
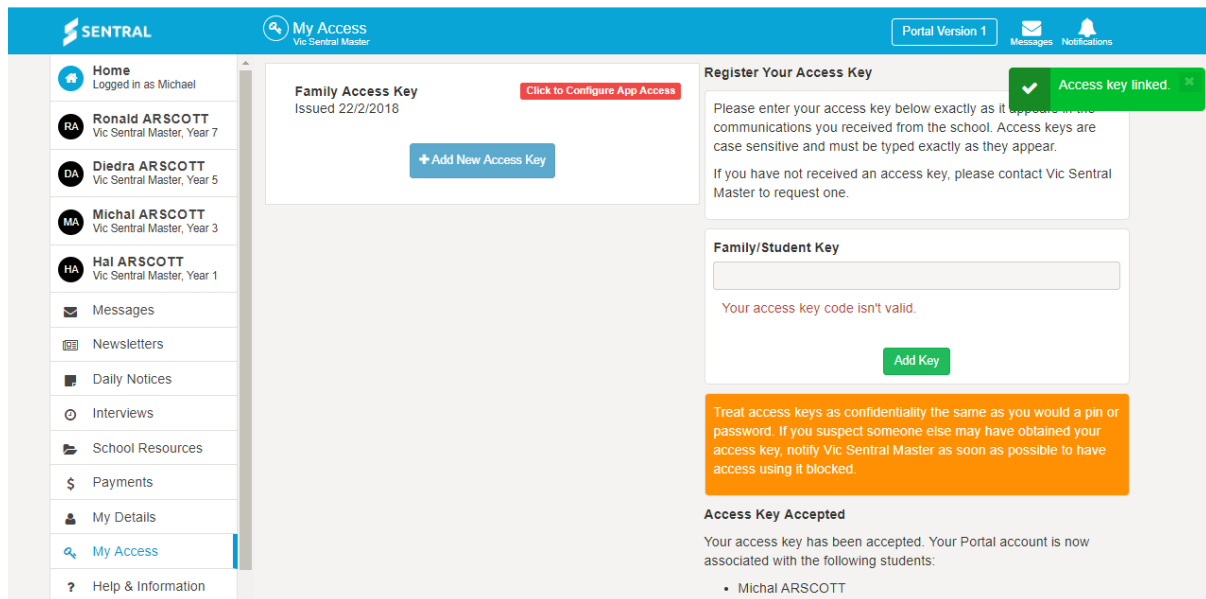
Step 4 – Click on the red "Click to Configure App Access" button in the middle panel next to the key.

The screen will change to display the following:

Step 5 – Click on the blue "Setup App Access" button

The panel will change to display the following:

Step 6 – Type in your APP password and then click on the blue "I already have an App Account"
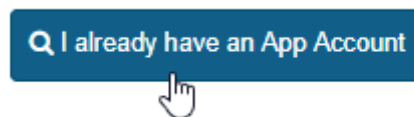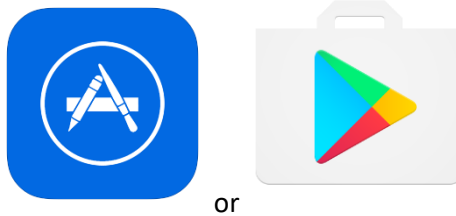

The following screens will appear confirming that your student's access has been connected to the app.
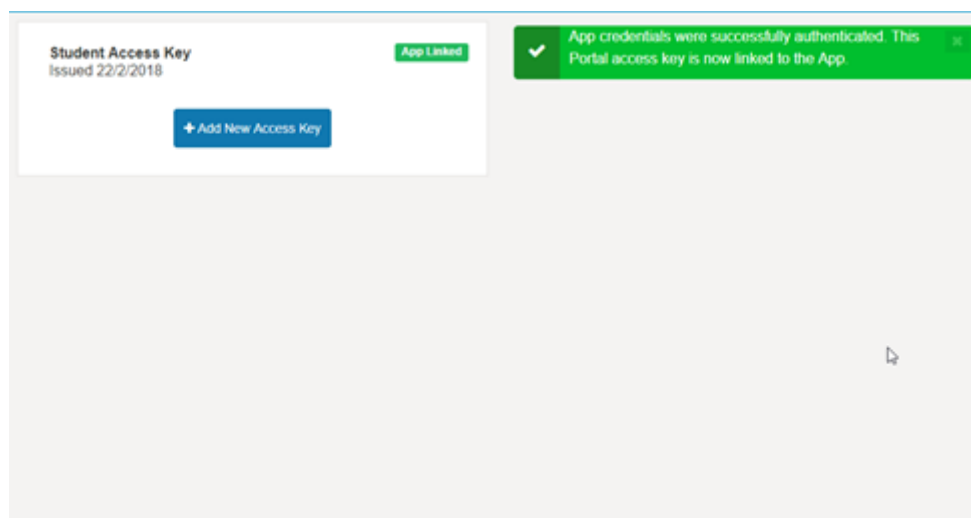
Step 7 – Repeat these steps for any keys the school have given you.
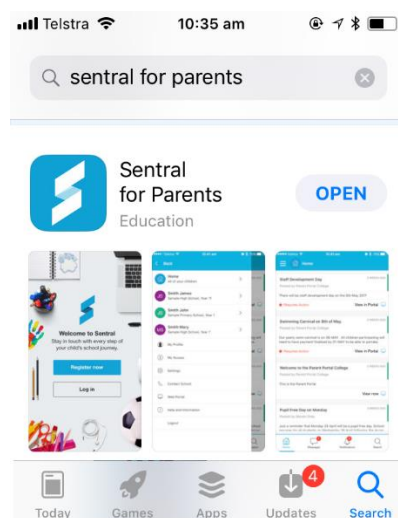
Stage 3 - Download and use the app

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.
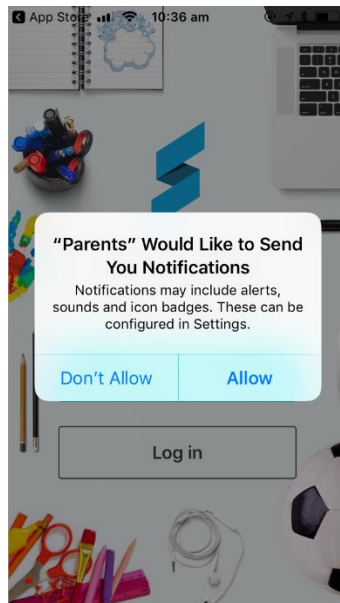
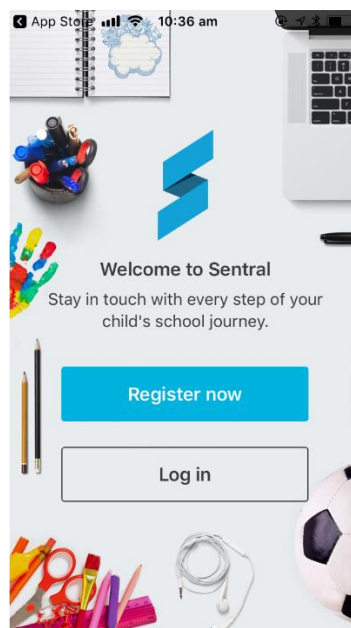 or

Step 2 – Search "Sentral for Parents"
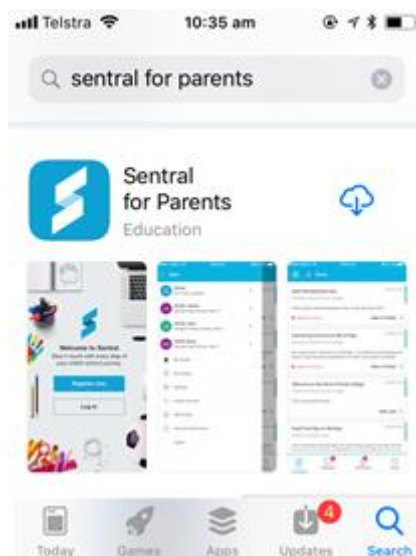
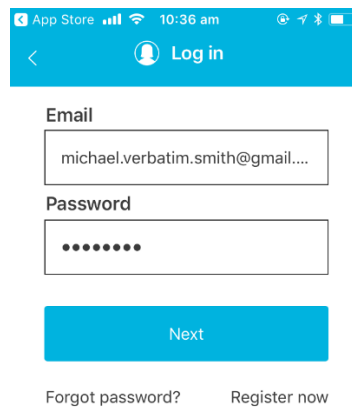**Step3 –** Download the app onto your phone and then click on "OPEN".

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".

Step 5 – From the menu on the menu, click on "Log in"

Step 6 – Type in your app account details and click on Next


The app will now open up and you will have access to all the students you have linked in the portal.
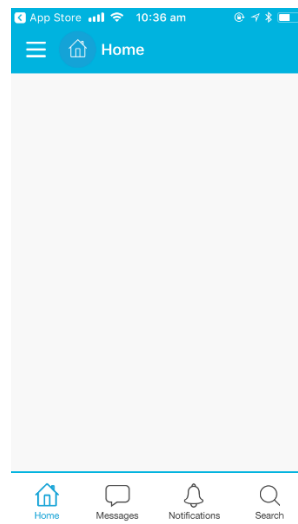
Please note – if in the future you link a new student/family key to your app, you may need to log out of your APP and login back in to see the additional student/s.

Addendum – Creating an App Account with a different email address to your Portal Account
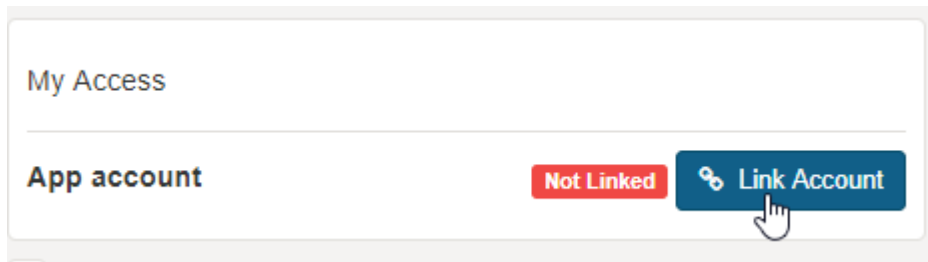
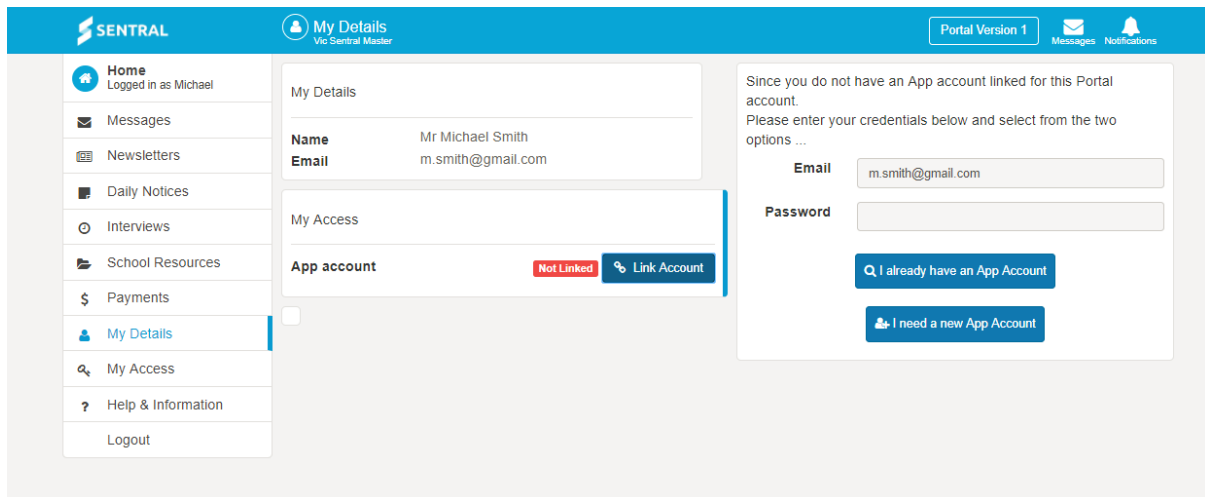**Step 1 –** From the portal home screen, from the left hand side menu, select the "My Details" option
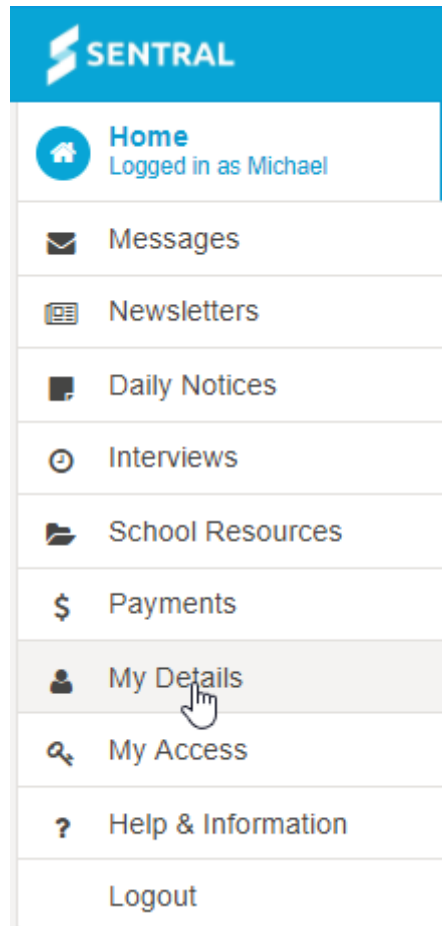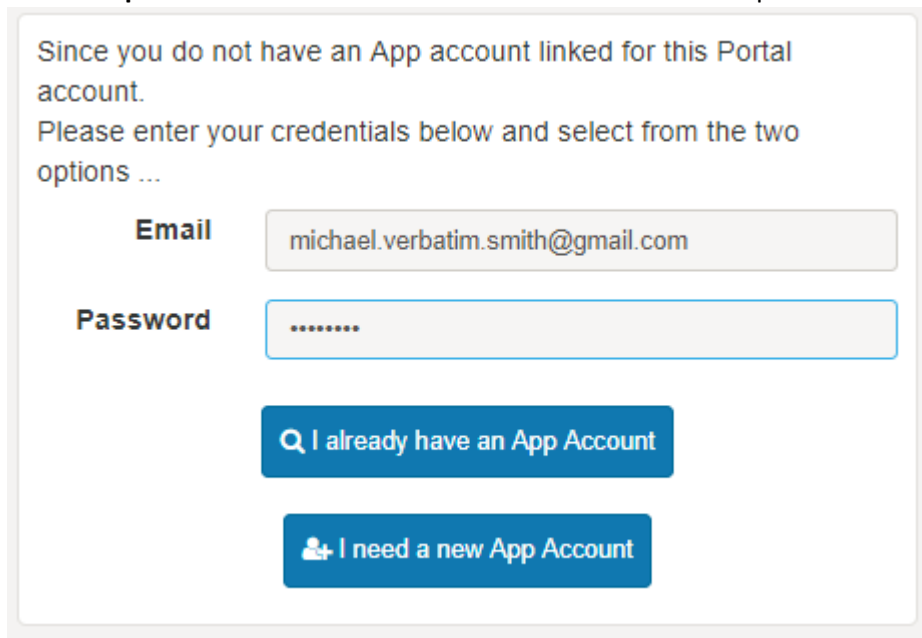

The following screen will display:
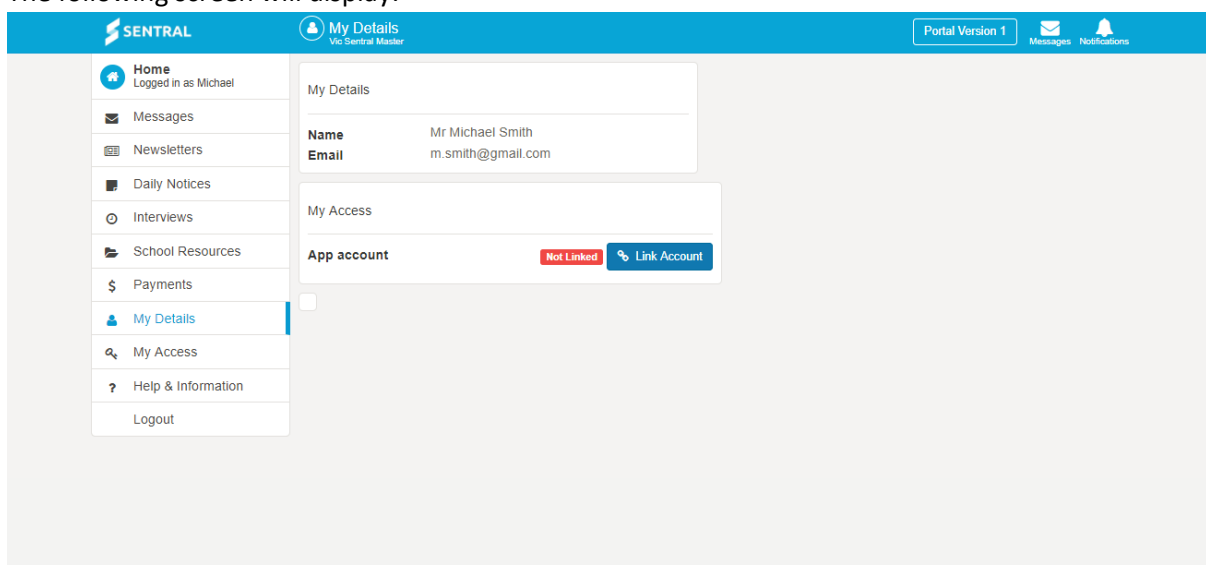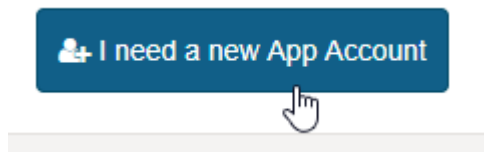
Step 2 – Click on the blue "Link Account" button

The screen will change to display the following menu
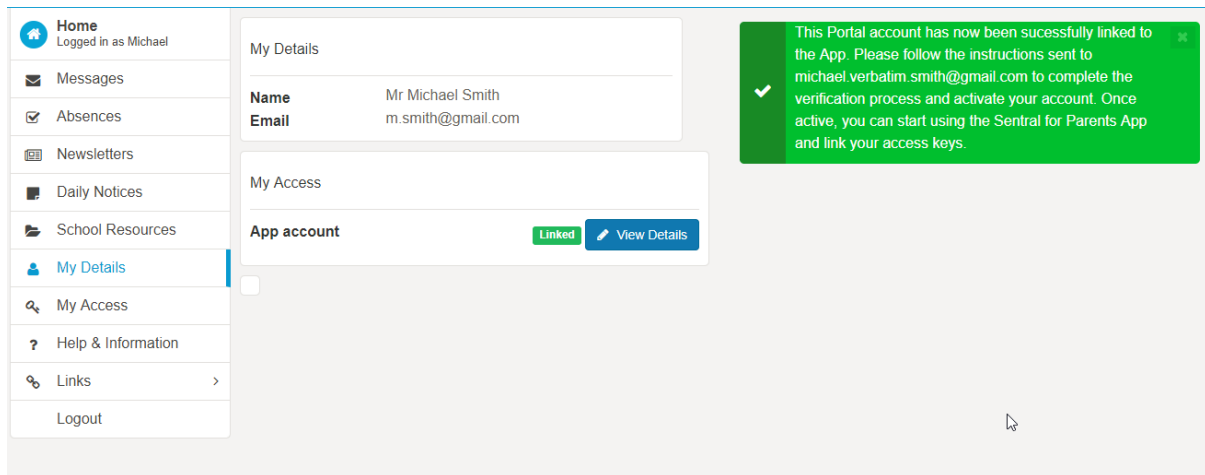

From the portal home screen. Enter in an email address and a password

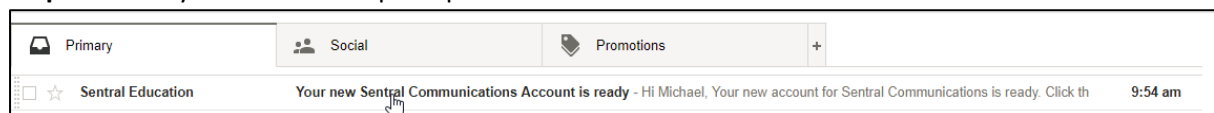**Step 3 -** click **I need a new App Account**:

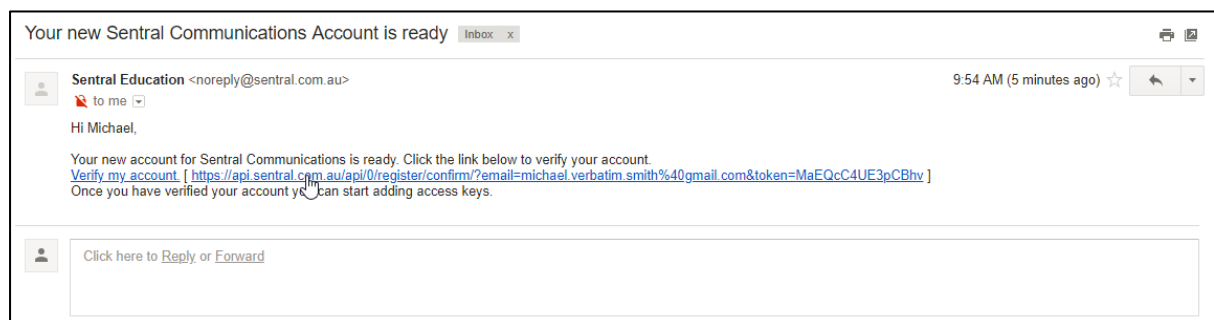
The following screen will appear:

As the green makes reference to, before your app account will activate, you will need to go into your email account and click on the link in an email sent to you. This is to confirm that you are the owner of that email account – so that if you forget your password in the future, you can reset your own app password without having to contact your school.

Please note: Depending on your email provider, this email may take up to fifteen minutes to appear in your inbox.

Step 4 - Go to your email and open up the email from Sentral Education:

Step 5 - Click on the link inside the email:

Step 6 - The following screen will appear. Click on the green "Set Password".

Step 7 - The screen will ask you to type in a new password. Do so and click on the green "Save Password".

You will receive confirmation that your app account is now fully registered.