

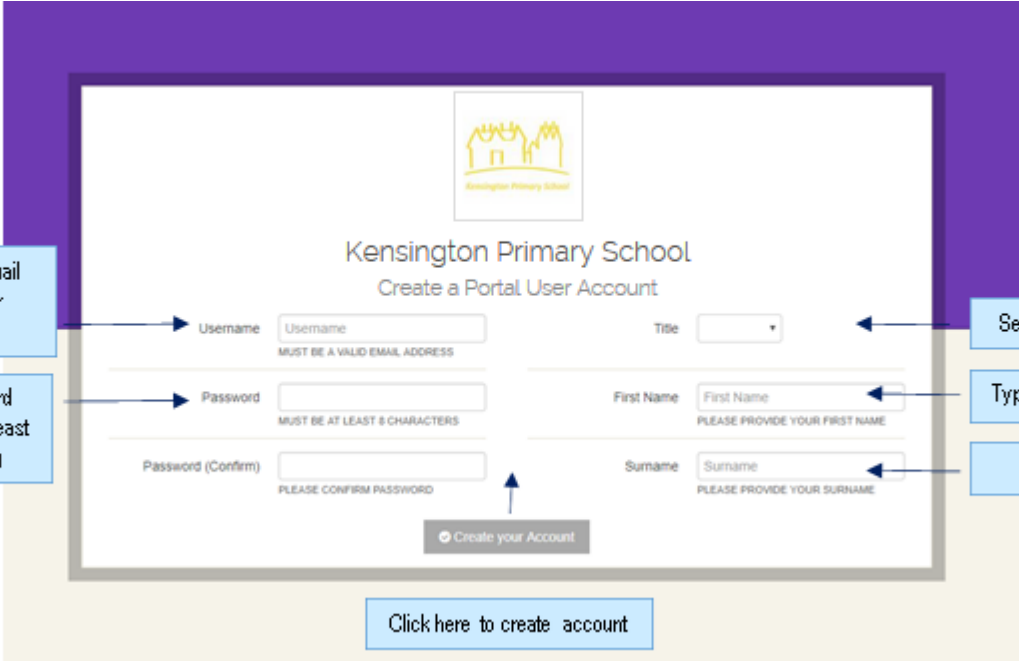
Parent Portal Registration

Initial Step:

Refer to initial letter sent by the school.

Please log on to the Internet and register via

<https://sentral.kensingtonps.vic.edu.au/portal/register>



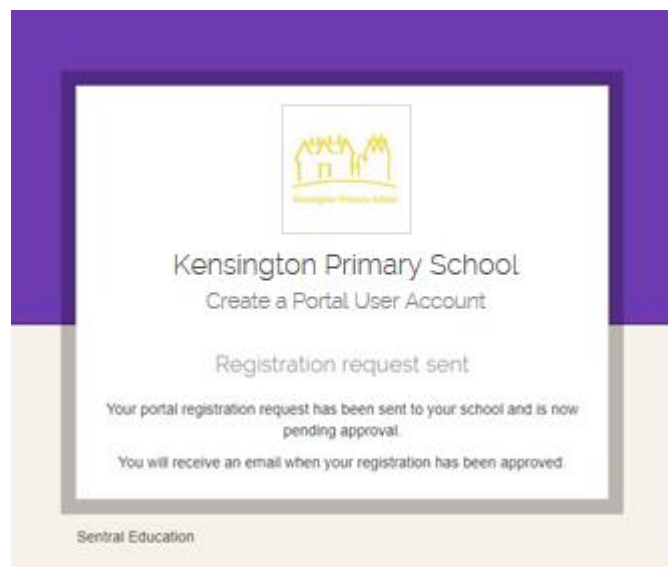
The screenshot shows the registration form for Kensington Primary School. The form is titled "Kensington Primary School Create a Portal User Account". It includes the following fields and callouts:

- Username:** A text input field with a callout box stating "Type in a valid email address as your username". Below the field is the text "MUST BE A VALID EMAIL ADDRESS".
- Title:** A dropdown menu with a callout box stating "Select title Mr. Mrs etc".
- Password:** A text input field with a callout box stating "Type in a password twice - must be at least 8 characters long". Below the field is the text "MUST BE AT LEAST 8 CHARACTERS".
- Password (Confirm):** A text input field with a callout box stating "PLEASE CONFIRM PASSWORD".
- First Name:** A text input field with a callout box stating "Type in your first name". Below the field is the text "PLEASE PROVIDE YOUR FIRST NAME".
- Surname:** A text input field with a callout box stating "PLEASE PROVIDE YOUR SURNAME".

At the bottom of the form is a button labeled "Create your Account". Below the form is a callout box that says "Click here to create account".

You must use a valid email address to create a username for this account.

Once submitted – the following screen will pop up - your account will be approved by the school, usually within 24 hours, with a return email confirming registration.

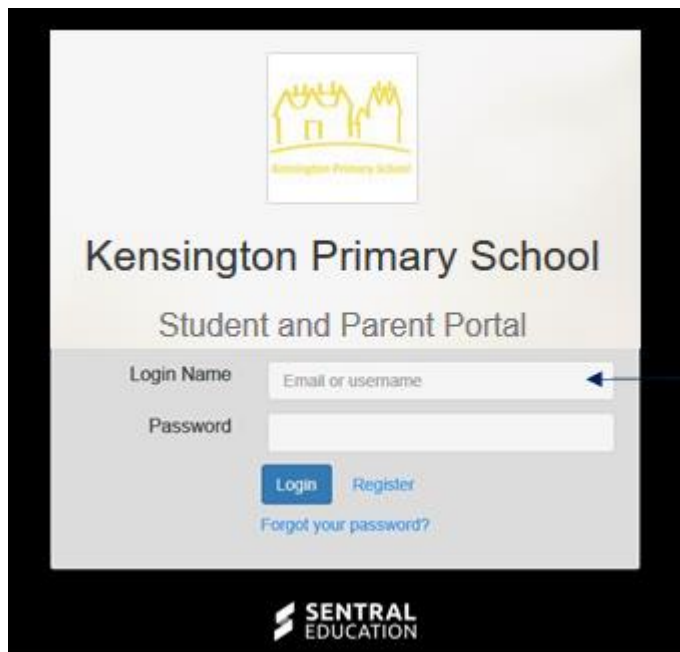


The screenshot shows the confirmation screen after registration. It features the Kensington Primary School logo and the text "Kensington Primary School Create a Portal User Account". The main heading is "Registration request sent". Below this, it states: "Your portal registration request has been sent to your school and is now pending approval." and "You will receive an email when your registration has been approved." At the bottom, it says "Sentral Education".

Second Step: Once registration is confirmed from the school you can access your portal account by logging into the link below:

<https://sentral.kensingtonps.vic.edu.au/portal2/#!/login>

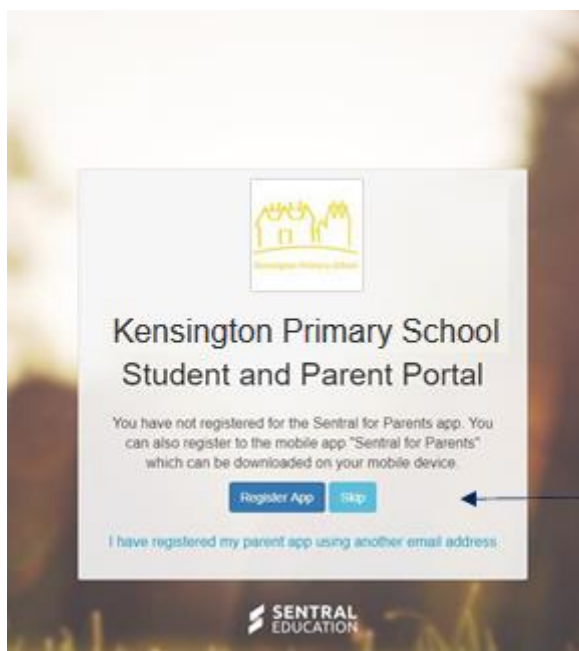
You will be prompted to enter your username (email address) and the password you created at registration into the screen below:



The screenshot shows the login page for Kensington Primary School. At the top is the school's logo, a yellow house icon with the text 'Kensington Primary School' below it. The main heading is 'Kensington Primary School Student and Parent Portal'. Below this are two input fields: 'Login Name' with the placeholder text 'Email or username' and 'Password'. There are 'Login' and 'Register' buttons, and a link for 'Forgot your password?'. At the bottom is the 'SENTRAL EDUCATION' logo.

Type in username (your email address) and password

The following screen will appear:



The screenshot shows a screen with a blurred background. It features the school logo and the heading 'Kensington Primary School Student and Parent Portal'. The text reads: 'You have not registered for the Sentral for Parents app. You can also register to the mobile app "Sentral for Parents" which can be downloaded on your mobile device.' Below this are 'Register App' and 'Skip' buttons. At the bottom, there is a link: 'I have registered my parent app using another email address'. The 'SENTRAL EDUCATION' logo is at the bottom.

Click Skip

The next screen you will need to enter the access key that was provided in your letter.

It must be typed in **exactly** including any capitals etc.

SENTRAL Home Coatesville Primary School Portal Version 1 Notifications

Home Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access
- Help & Information
- Logout

To view your children's information, go to [My Access](#) to register your access key.

Home Feed

There are no feed items to display

1. Click on My Access

SENTRAL My Access Coatesville Primary School Portal Version 1 Notifications

Home Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access
- Help & Information
- Logout

You have no Access Key.
You can add new access key using the button below.

+ Add New Access Key

2. Click on Add New Access Key

SENTRAL My Access Coatesville Primary School Portal Version 1 Notifications

Home Logged in as Anne

- Absences
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- Logout

You have no Access Key.
You can add new access key using the button below.

+ Add New Access Key

Please enter your access key below exactly as it appears in the communications you received from the school. Access keys are case sensitive and must be typed exactly as they appear.
If you have not received an access key, please contact Coatesville Primary School to request one.

Family/Student Key

Add Key

3. Type in access key (in your parent letter) click Add Key, your child/ren are now linked to the portal account

Treat access keys as confidentiality the same as you would a pin or password. If you suspect someone else may have obtained your access key, notify Coatesville Primary School as soon as possible to have access using it blocked.

SENTRAL My Access
Coatesville Primary School

Home
Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access**
- Help & Information
- Logout

Family Access Key
Issued 22/9/2017

Click to Configure App Access

- **Joey Smith**

+ Add New Access Key

Your child/ren are now added to the account.
At this point you can now add App Access – click on Click to Configure App Access

SENTRAL My Access
Coatesville Primary School

Portal Version 1

Home
Logged in as Anne

- Absences
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- My Details
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Family Access Key
Issued 22/9/2017

Click to Configure App Access

- **Joey Smith**

+ Add New Access Key

Issued Invalid date
This access key is associated with the following student:

- Rydor KIPPS

Setup App Access Revoke Key

Click on Setup App Access

SENTRAL My Access
Coatesville Primary School

Portal Version 1

Home
Logged in as Anne

- Absences
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- My Access**
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- Logout

Family Access Key
Issued 22/9/2017

Click to Configure App Access

- **Joey Smith**

+ Add New Access Key

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

Q I already have an App Account

+ I need a new App Account

Add your password and click on I need a new App account

SENTRAL My Access
Coatesville Primary School

Portal Version 1

Home
Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access**
- Help & Information
- Logout

Family Access Key
Issued 4/5/2017

App Linked

- **Joey Smith**

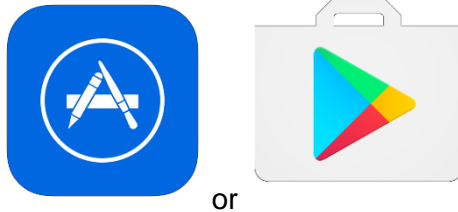
+ Add New Access Key

Your account is now linked to the Sentral App

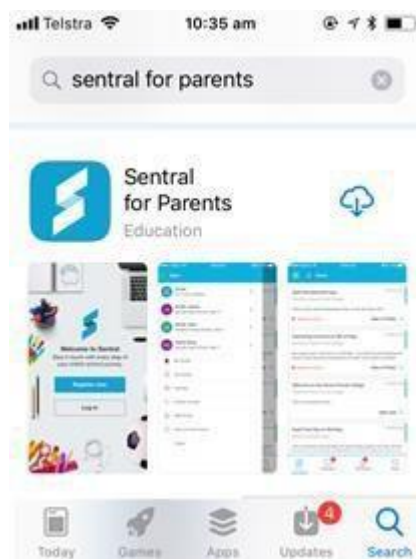
Download and use the app

SENTRAL APP “PARENTS”

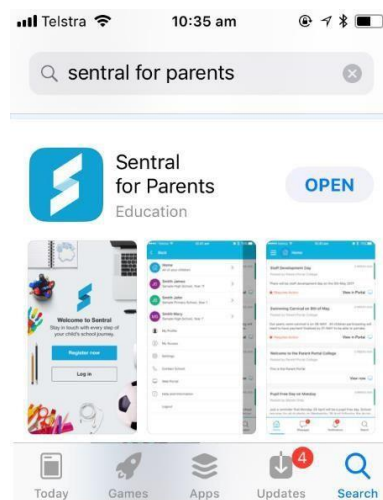
Step 1 - On your smart phone go to either the Apple App store (if you are an iPhone user) or the Google Play store (if you use an android) device.



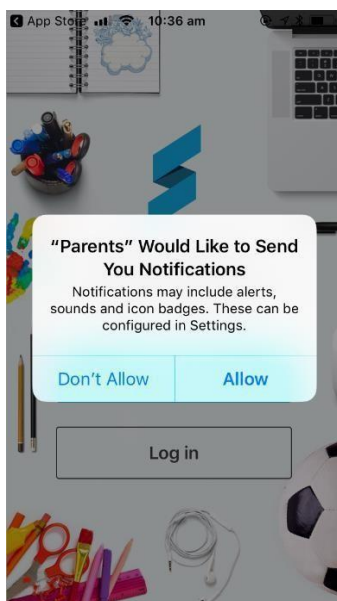
Step 2 – Search “Sentral for Parents”



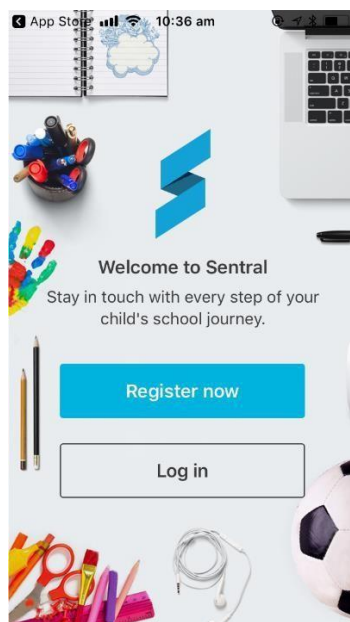
Step3 – Download the app onto your phone and then click on “OPEN”.



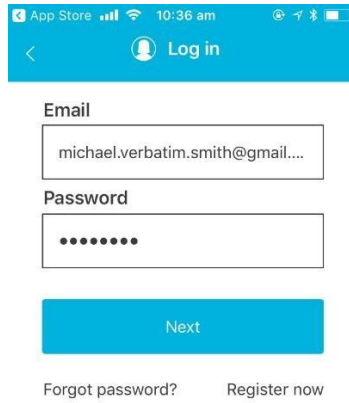
Step 4 – When the App opens up, it will ask if you would like to accept push notifications (so when the school sends you a message, the app will notify you automatically). Click on “Allow”.



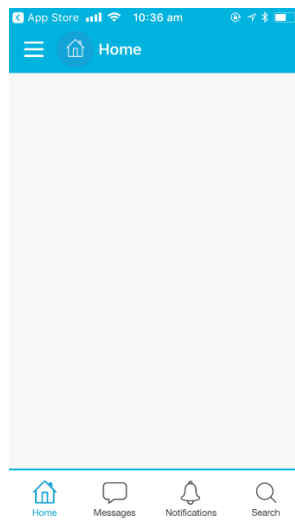
Step 5 – From the menu on the menu, click on “Log in”



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.