Parent Portal User guide

Welcome to the new **Forbes High School** Parent Portal! The Parent Portal has been implemented for communication and absence monitoring. Parents are granted access to student's data via a unique key issued by the school.
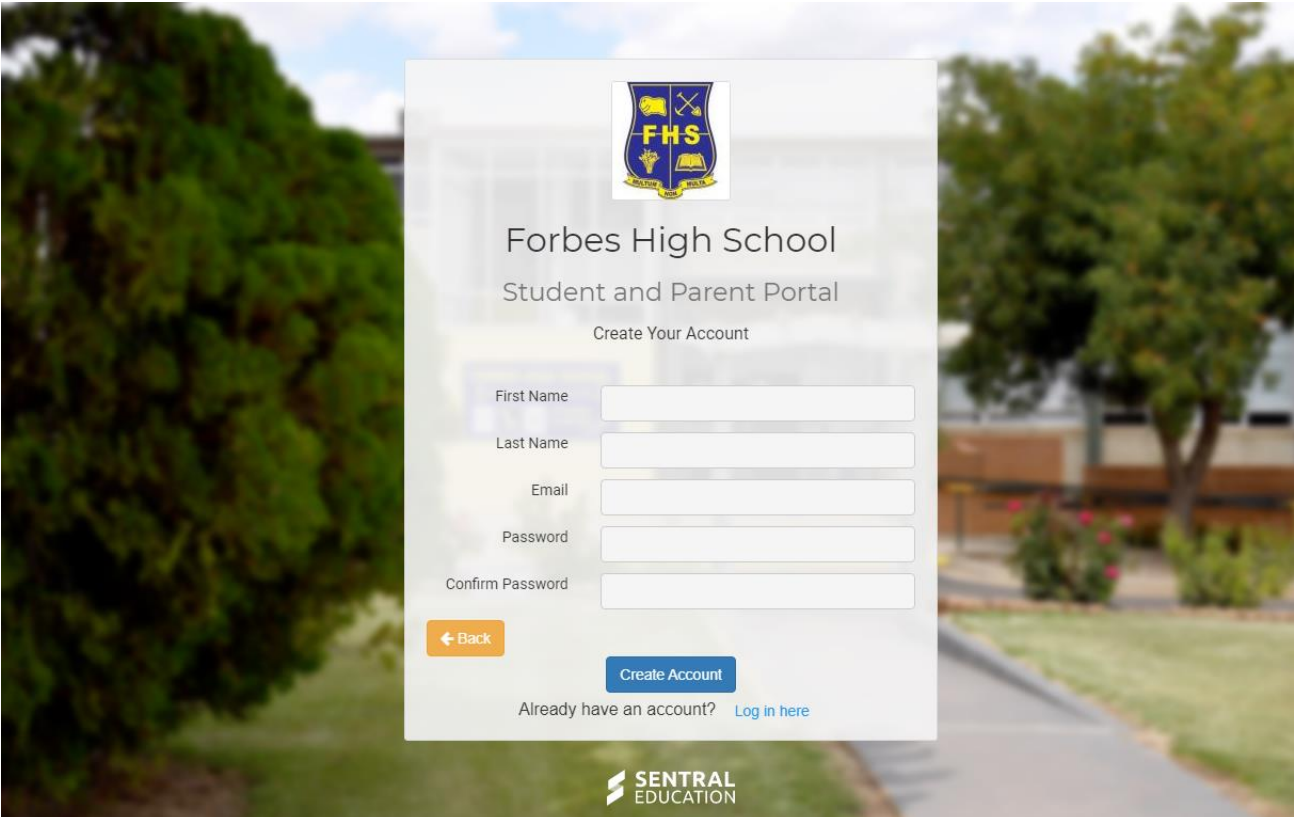
Parents will be able to:

- View Students timetable
- Receive student report cards electronically
- View Assessment and homework for each student
- View School Documents & resources
- View Daily Notices
- Send messages & absence notifications to school and class teachers

Initial Step:

You will have received an email that provides each parent with the URL link.

Please log on to the Internet and register via https://forbeshs.sentral.com.au/portal2

You must use a valid email address to create a username for this account as it needs to be verified. Once registered and verified, you will be prompted to enter your username (email address) and the password you created.
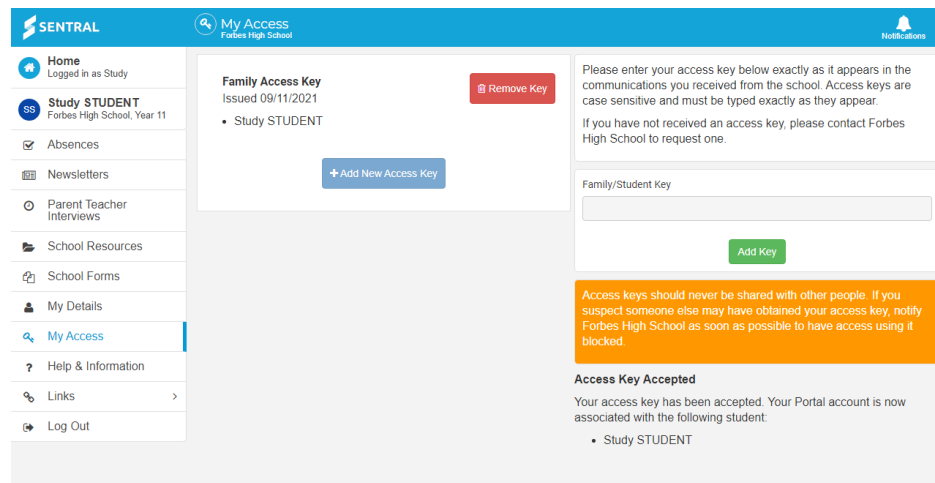

To be linked to school information & your child/ren you will need to enter the unique **access key** provided in the email by clicking on **My Access - + Add New Access Key**
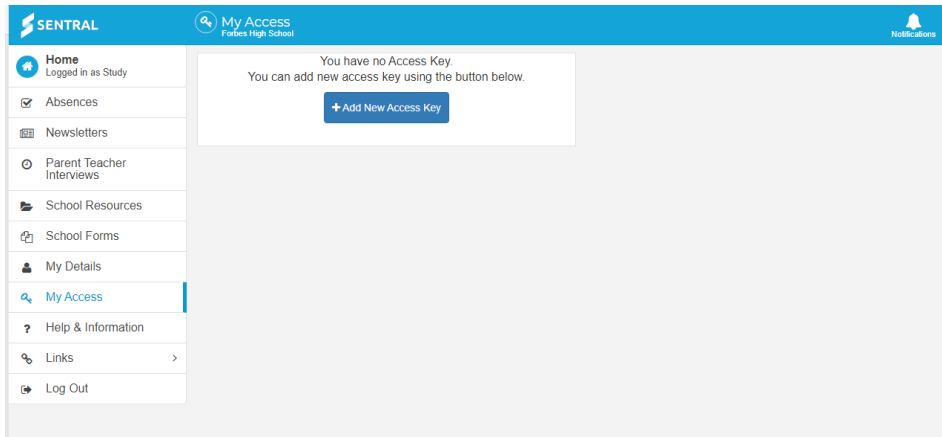
Once you have entered the code and clicked **Add key** the following screen should appear.

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

Portal Navigation & Home Screen:

Click **Home** and 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.

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.

SENTRAL

Home
Logged in as Attila

Renita ATKINS
Sentral College, Year 11

Malka TOWNLEY
Sentral College, Year 12

Messages ❶

Newsletters

Daily Notices

School Resources

Payments

My Details

My Access

Help & Information

Logout

Renita ATKINS
Sentral College

Activity Permission Slip & Payment Request
Posted by Sentral College   a day ago

Test Payment Portal

✔ Actioned

Unexplained Absence
Posted by Sentral College   9 days ago

Renita
Atkins

- **Student Activity** displays a read-only timeline of information for students e.g. Attendance, Sick bay and published reports

Student Activity

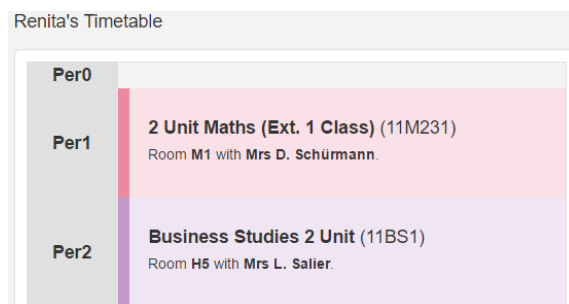|		
RA	Renita ATKINS — Attendance	Friday, 16 June 2017
	Whole Day (Unjustified)	
RA	Renita ATKINS — Attendance	Tuesday, 13 June 2017
	Late Arrival at 9:33am (Unjustified)	
RA	Renita ATKINS — Attendance	Monday, 12 June 2017
	Whole Day (Unjustified)	
RA	Renita ATKINS — Attendance	Monday, 15 May 2017
	Whole Day (Sick): via Portal: Renita is sick	
MT	Malka TOWNLEY — Attendance	Thursday, 27 April 2017

Or drill down to a student view. Select the student to view only their student activity panel.

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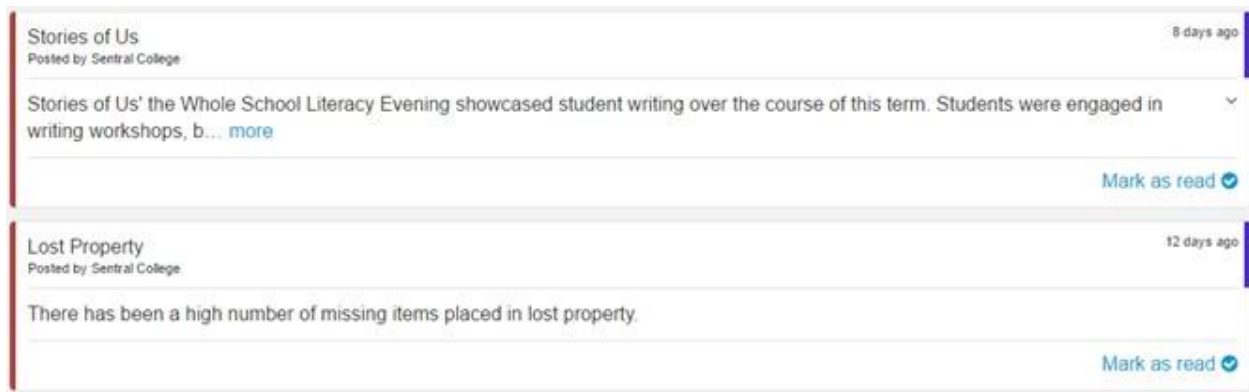
Enrolled Since: 06/02/2006
Roll Class: CA03 — Mrs Hoskins
House: McGrath

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.

Messages   Notifications

| Stories of Us | 8 days ago |
| Posted by Sentral College | |

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 | 12 days ago |
| Posted by Sentral College | |

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 | 18 days ago |
| Posted by Sentral College | |

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.

Messages   Notifications

The **Messages** tab will display messages between the parent and school/teacher. From within this screen you have the option to create a New Message/conversation, or Notify the school of an upcoming absence. You can also add a message to an existing message.

Click on the **Messages Tab** to open and view. The screen below shows an Unexplained Absence that needs an explanation sent back to the school. Click on the link showing the Unexplained Absence.
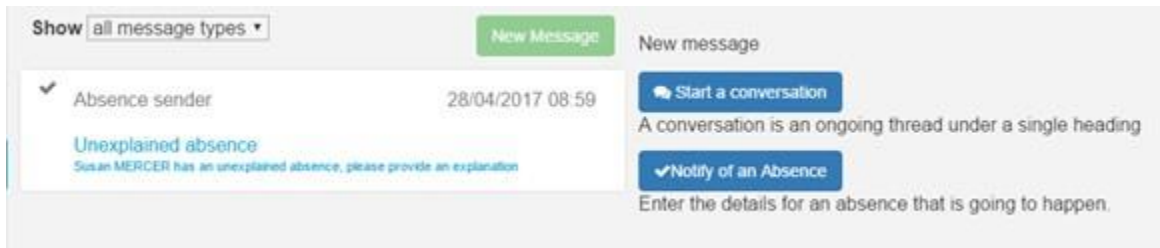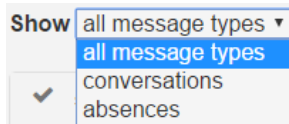

To the right of the screen there is an option to explain the absence. Type a reason for the absence and click on **Submit** Button.

View Messages

Within the **Messages Tab** you can select what messages you wish to display by clicking on the down arrow as shown below.

To generate a new message click on New Message button. The following options are available on the right of the screen.

Start a conversation

Click on this option to send a message to an individual teacher and the following fields are displayed to enter.

Teacher: Select the teacher from the drop-down list.

Subject: Type in the Subject

Message: Type the message.

Attachment: If you wish to add an attachment click on this option.

Click on **Send** button to send the message.

Notify of an Absence

Click on this option to send an absence that will happen in the future.

Students: Tick the students that the absence is for.

Type: Select the absence type from the drop-down list. e.g. Sick, Vacation or Other.

Start Date: Using the arrows select the Start Date.

End Date: Using the arrows select the End Date.

Comment: Add any extra comments.

Click on **Send** button to send the message for the absence.

- **Newsletter**

To view the **Newsletters** available on the Portal that the school has uploaded, once you log into the Parent Portal, click on the Newsletter Tab on the left side of the screen.

 Newsletters

Select the newsletter and click on the **Download** button.
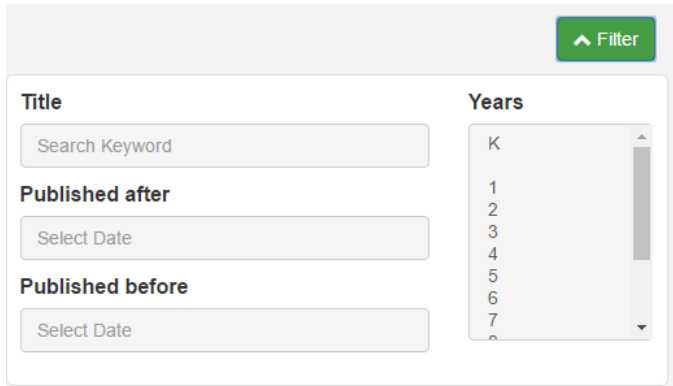
- **Daily Notices**

Click on the **Daily Notices Tab** to open and view the Daily Notices.   Daily Notices
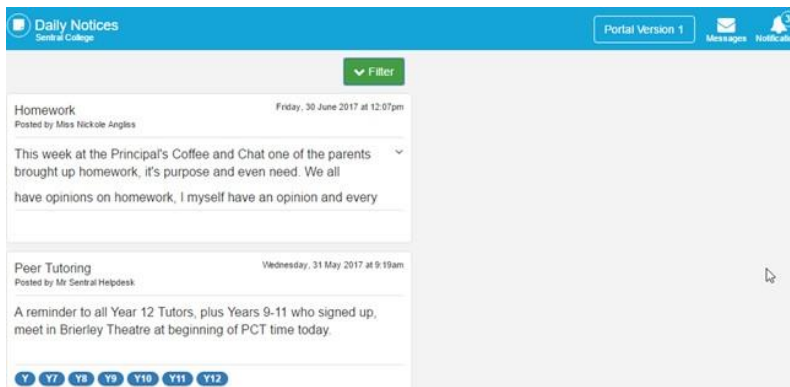
The **Filter** option enables you to filter by title, published after date, published before date or by year group.
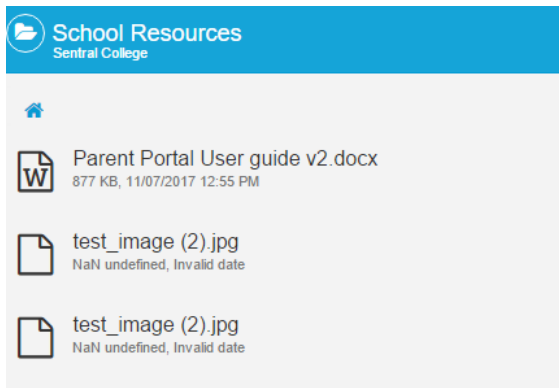
- **School Resources**

The **School Resources Tab** displays documents uploaded by the school available for parents to download.

Select the document you wish to download and to the right of the screen it will give you an option to download the file.

- **Interviews**

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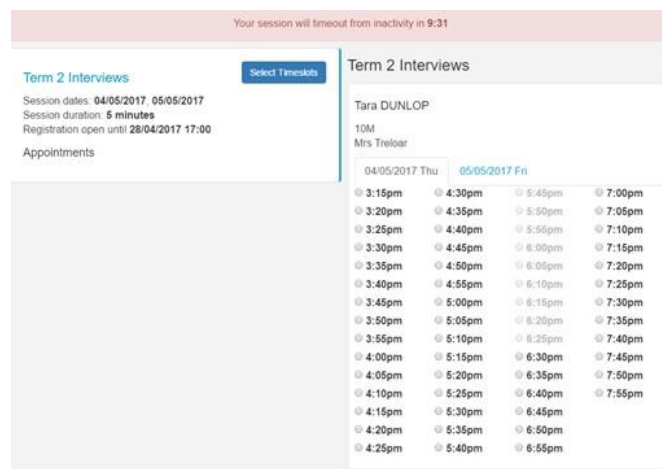

To select the times, click on Select Timeslots Button and the following screen is displayed.

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

Save Bookings

19/04/2016 Tue	01/08/2017 Tue		
○ 9:00am	○ 11:00am	○ 1:00pm	○ 3:00pm
○ 9:15am	○ 11:15am	○ 1:15pm	○ 3:15pm
○ 9:30am	○ 11:30am	○ 1:30pm	○ 3:30pm
○ 9:45am	○ 11:45am	○ 1:45pm	○ 3:45pm
○ 10:00am	○ 12:00pm	○ 2:00pm	○ 4:00pm
○ 10:15am	○ 12:15pm	○ 2:15pm	○ 4:15pm
○ 10:30am	○ 12:30pm	○ 2:30pm	○ 4:30pm
○ 10:45am	○ 12:45pm	○ 2:45pm	○ 4:45pm

Not Attending

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

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   **Edit Bookings**

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   attila.madarasz@sentral.com.au
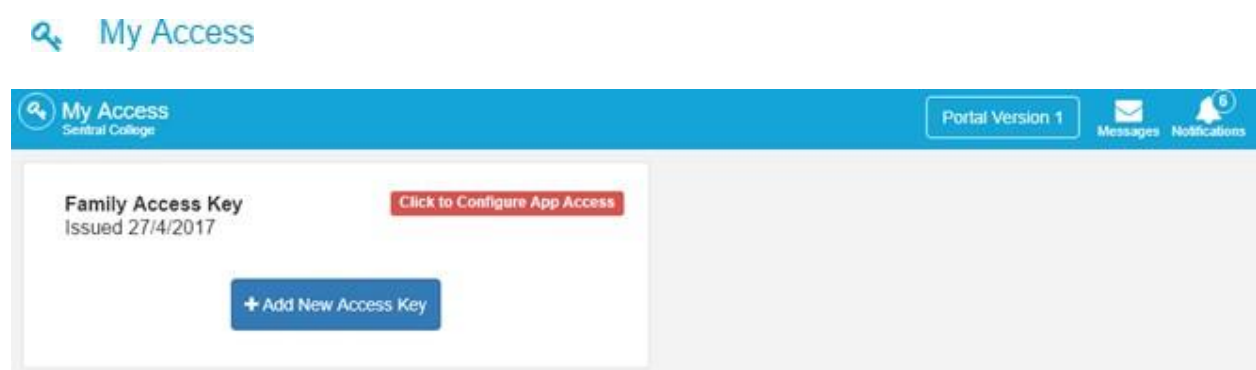
Password   •••••••

Q 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.

Q My Access

My Access
Sentral College   Portal Version 1   Messages Notifications

Family Access Key   Click to Configure App Access
Issued 27/4/2017

+ Add New Access Key

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.

Enter your **Password**

The email you receive will be look like this **(Sample ONLY)**

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/XXXXXXXXXXXXXXXXXXXXXXXX
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**.
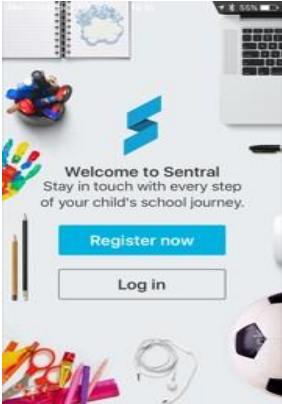
Update Password

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**

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

Register now

Log in

Add **Email** & **Password** you created at registration.
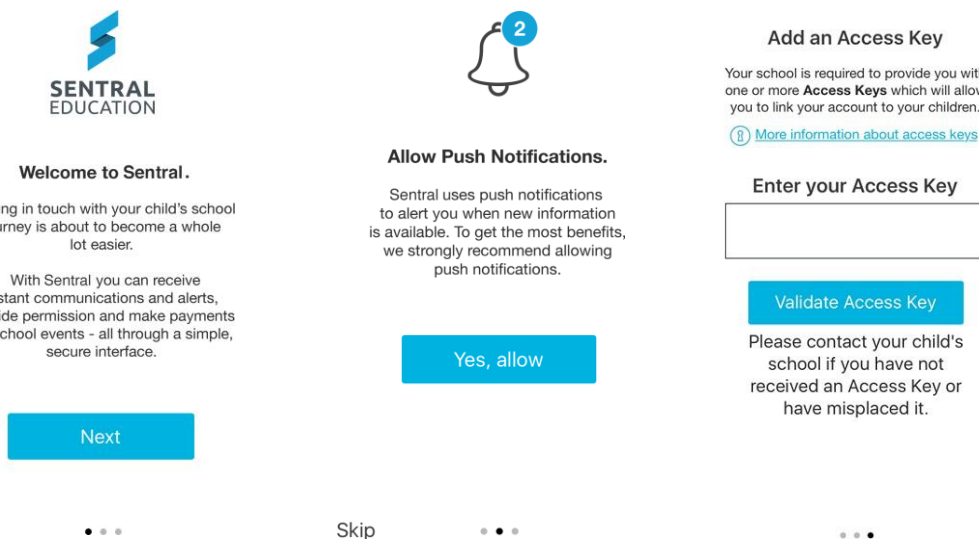
〈   ⊙ Log in

Email
Email here

Password
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.