

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:

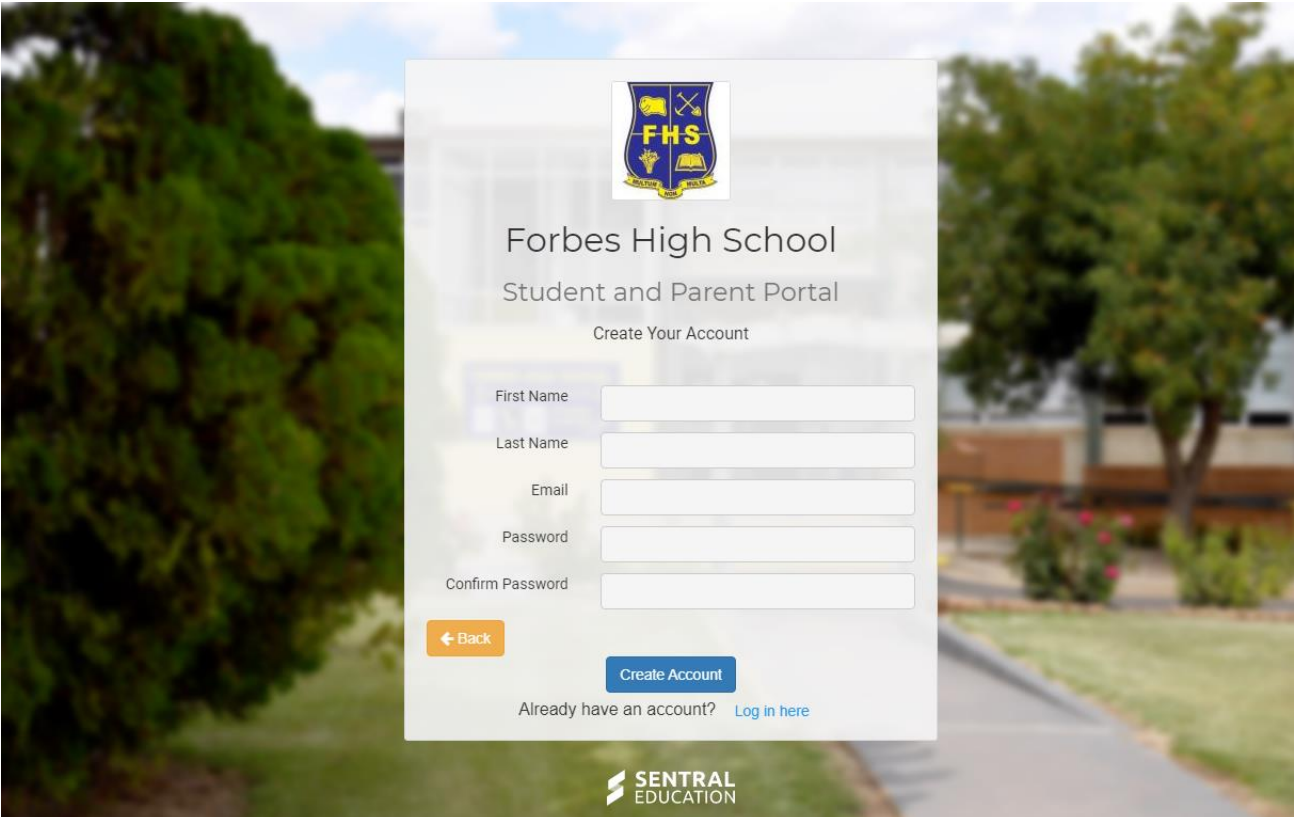
- View Students timetable
- Receive student report cards electronically
- View Assessment and homework for each student
- View School Documents & resources
- View Daily Notices
- Send messages & absence notifications to school and class teachers

Initial Step:

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

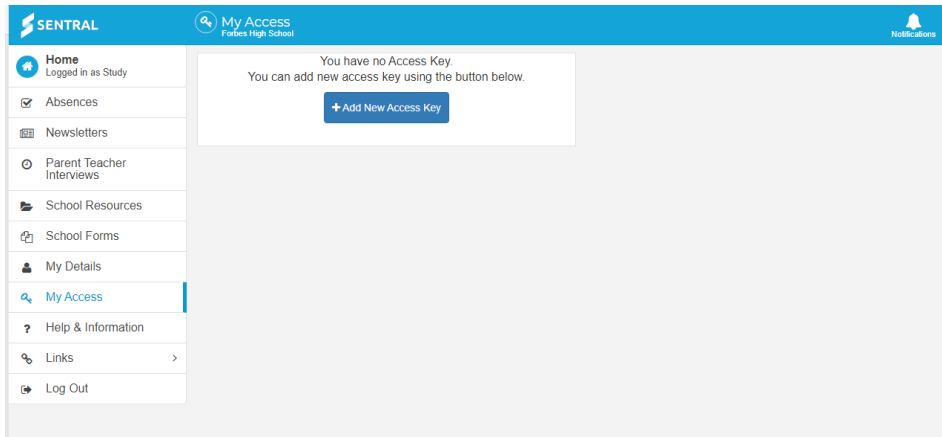
Please log on to the Internet and register via <https://forbeshs.sentral.com.au/portal2>

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.

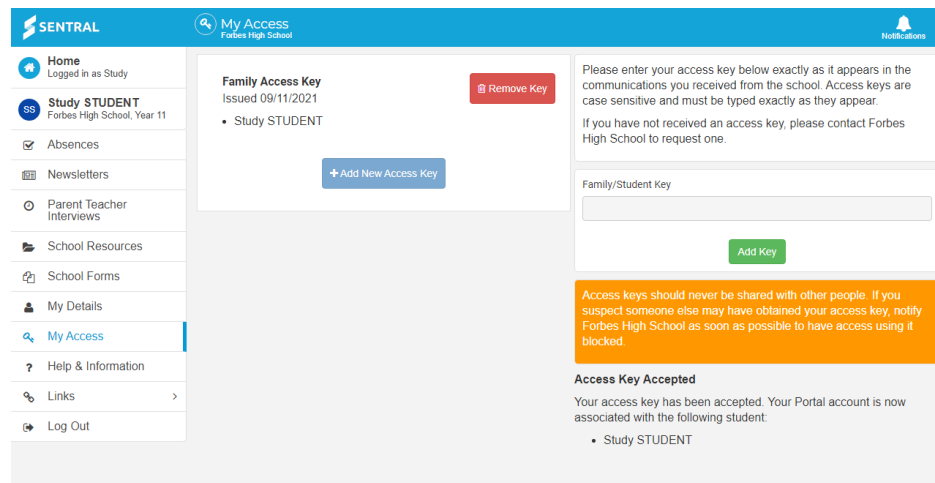


The image shows a registration form for the Forbes High School Student and Parent Portal. The form is overlaid on a background image of a school building and trees. At the top of the form is the Forbes High School (FHS) crest, which features a shield with a book, a quill, and a scale, with the letters 'FHS' in the center. Below the crest, the text reads 'Forbes High School' and 'Student and Parent Portal'. Underneath, it says 'Create Your Account'. The form contains five input fields: 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm Password'. There is an orange 'Back' button with a left-pointing arrow, and a blue 'Create Account' button. At the bottom of the form, it asks 'Already have an account?' and provides a blue link 'Log in here'. The Sentral Education logo is visible at the bottom of the page.

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 screenshot shows the SENCENTRAL Home Screen. At the top, there's a blue header with the SENCENTRAL logo, 'Home SENCENTRAL College', and 'Portal Version 1'. On the right of the header are icons for Messages and Notifications. The left sidebar contains a navigation menu with items like Home, Messages, Newsletters, Daily Notices, School Resources, Payments, My Details, My Access, Help & Information, and Logout. The main content area is divided into sections: a welcome message, an activity permission slip for an Athletics Carnival (Actioned), a staff development day announcement (Actioned), and two unexplained absence notices for Maika TOWNLEY (Actioned). The right sidebar shows homework for Maika TOWNLEY and a list of unpaid payments including Athletics Carnival, Netball Carnival, and Term 2 - Photocopy Top Up.


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.

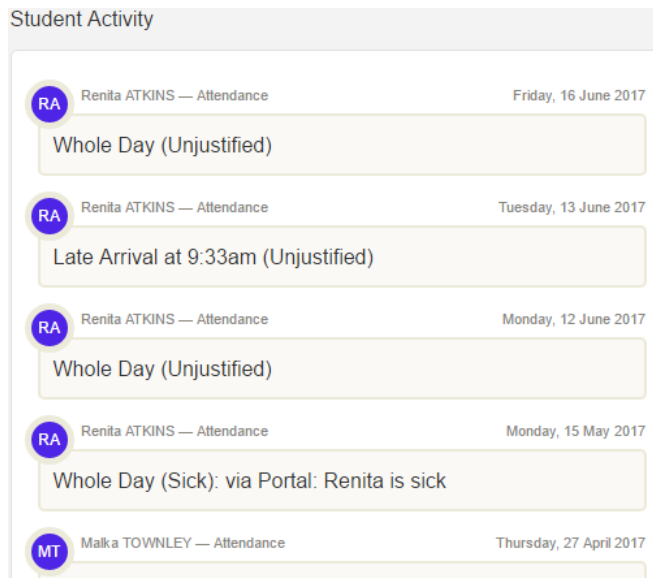
-  **Home**
Logged in as Attila
-  **Renita ATKINS**
Sentral College, Year 11
-  **Malka TOWNLEY**
Sentral College, Year 12
-  Messages **1**
-  Newsletters
-  Daily Notices
-  School Resources
-  Payments
-  My Details
-  My Access
-  Help & Information
- Logout

 **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

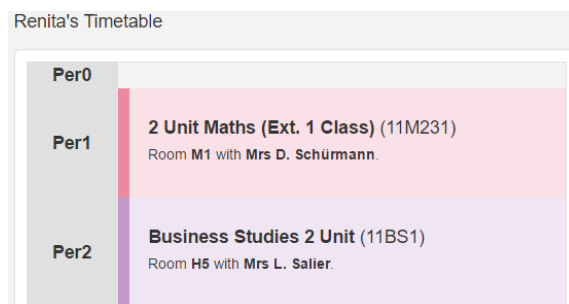
Renita
Atkins

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



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.



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



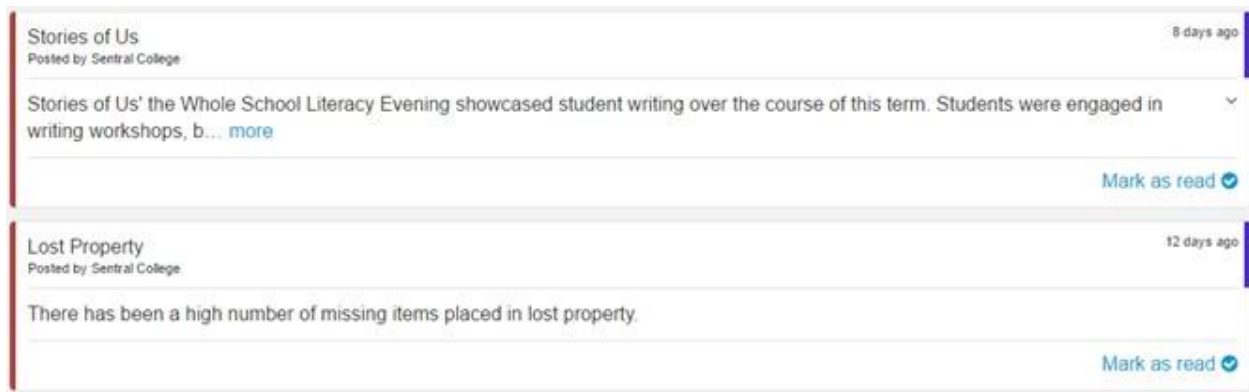
Enrolled Since: 06/02/2006
 Roll Class: CA03 — Mrs Hoskins
 House: McGrath

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 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

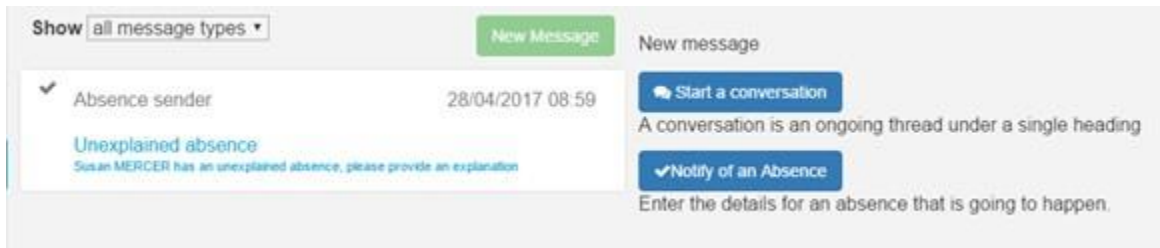
The Push Notification will then reflect those that are unread.



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.

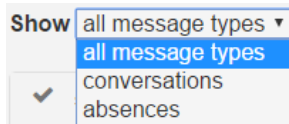



To the right of the screen there is an option to explain the absence. Type a reason for the absence and click on **Submit** Button.



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.

New message

[Start a conversation](#)

A conversation is an ongoing thread under a single heading

[Notify of an Absence](#)

Enter the details for an absence that is going to happen.

Start a conversation

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

New Conversation

Teacher
12JPNBEG: Mrs Tyesha Kidston

Subject
Homework

Message
Can Susan please have an extension on latest homework which is due tomorrow.

Attachments Send

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.

New Absence

Students
 Susan MERCER

Type
Vacation

Start Date
2017-05-05

End Date
2017-05-05

Comment
Family holiday

Send

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.

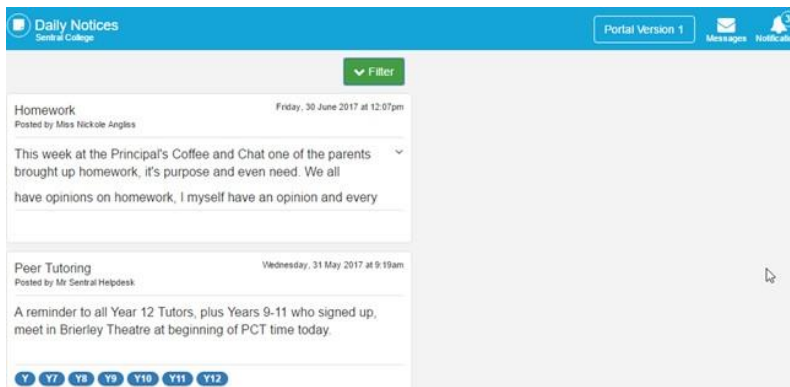


Select the newsletter and click on the **Download** button.

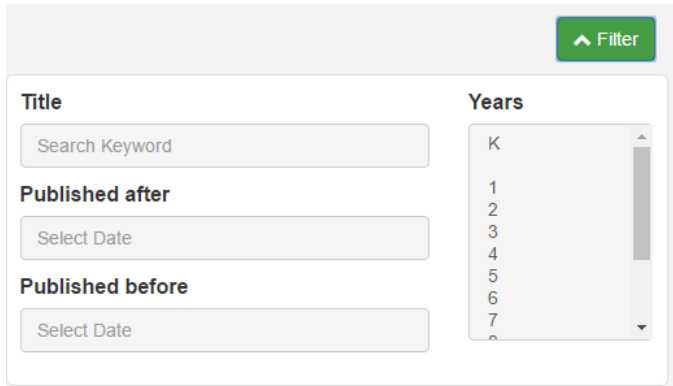


- **Daily Notices**

Click on the **Daily Notices Tab** to open and view the Daily Notices.



The **Filter** option enables you to filter by title, published after date, published before date or by year group.

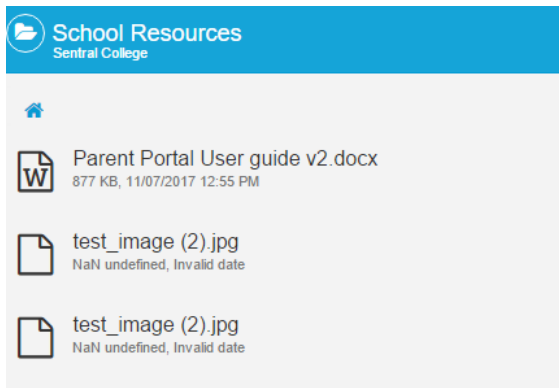


The filter panel includes a green 'Filter' button at the top right. It is divided into two columns: 'Title' and 'Years'. The 'Title' column has a 'Search Keyword' input field. The 'Published after' and 'Published before' sections each have a 'Select Date' input field. The 'Years' column features a dropdown menu with options K, 1, 2, 3, 4, 5, 6, 7, and 8.




- **School Resources**


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

School Resources



The page header shows 'School Resources' and 'Sentral College'. Below the header is a home icon and a list of files:

-  Parent Portal User guide v2.docx
877 KB, 11/07/2017 12:55 PM
-  test_image (2).jpg
NaN undefined, Invalid date
-  test_image (2).jpg
NaN undefined, Invalid date

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



The details panel for the selected file shows the following information:

Name:	Parent Portal User guide v2
Tags:	portal
Summary:	Parent Portal Guide
Description:	Portal
Type:	Unknown
Last Revised:	N/A

A blue 'Download' button is located at the bottom right of the details panel.

- **Interviews**

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

Interviews



Term 2 Interviews [Select Timeslots](#)

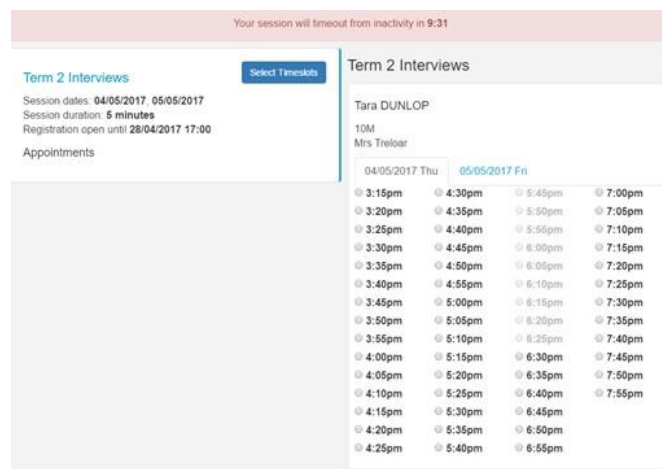
Session dates: **04/05/2017, 05/05/2017**
Session duration: **5 minutes**
Registration open until **28/04/2017 17:00**

Appointments

To select the times, click on Select Timeslots Button

[Select Timeslots](#)

and the following screen



Your session will timeout from inactivity in 9:31

Term 2 Interviews [Select Timeslots](#)

Session dates: **04/05/2017, 05/05/2017**
Session duration: **5 minutes**
Registration open until **28/04/2017 17:00**

Appointments

Term 2 Interviews

Tara DUNLOP
10M
Mrs Treloar

04/05/2017 Thu	05/05/2017 Fri
<input type="radio"/> 3:15pm	<input type="radio"/> 4:30pm
<input type="radio"/> 3:20pm	<input type="radio"/> 4:35pm
<input type="radio"/> 3:25pm	<input type="radio"/> 4:40pm
<input type="radio"/> 3:30pm	<input type="radio"/> 4:45pm
<input type="radio"/> 3:35pm	<input type="radio"/> 4:50pm
<input type="radio"/> 3:40pm	<input type="radio"/> 4:55pm
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<input type="radio"/> 6:45pm	
<input type="radio"/> 6:50pm	
<input type="radio"/> 6:55pm	

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	<input type="button" value="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.

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

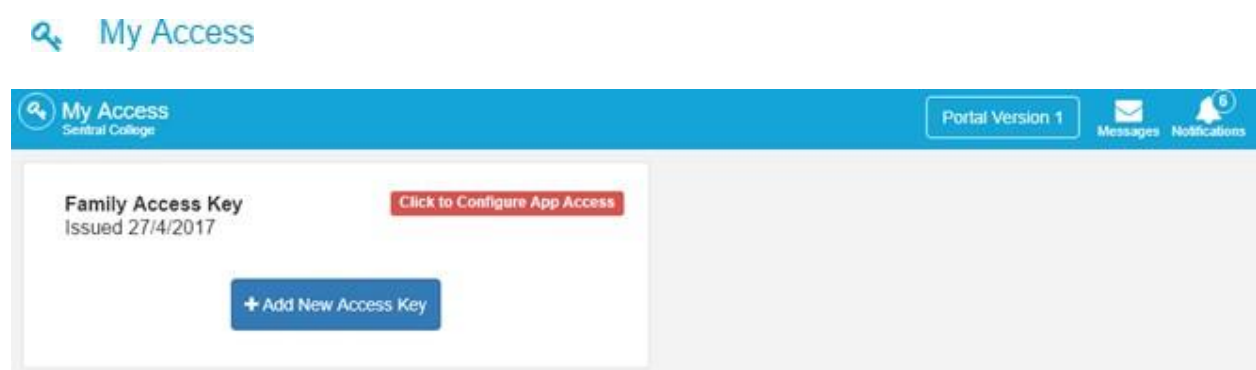
Password

[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.



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.

Family Access Key
Issued 10/7/2017

App Linked

+ Add New Access Key

Register Your 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 UAT 1 College to request one.

Family/Student Key

|

Add Key

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 UAT 1 College as soon as possible to have access using it blocked.

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:

Family Access Key
Issued 10/7/2017

Click to Configure App Access

+ 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

I already have an App Account

I need a new App Account

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/XXXXXXXXXXXXXXXXXXXXXXXXXX) [https://api.sentral.com.au/api/XXXXXXXXXXXXXXXXXXXXXXXXXX

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



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

Update Password

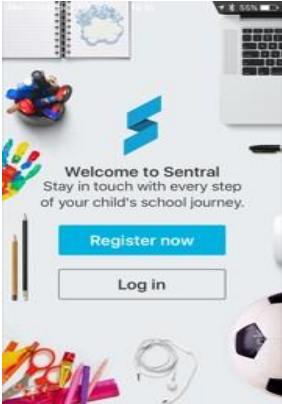
Updating password for: Susan Le Noury

Password: Confirm Password:





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.

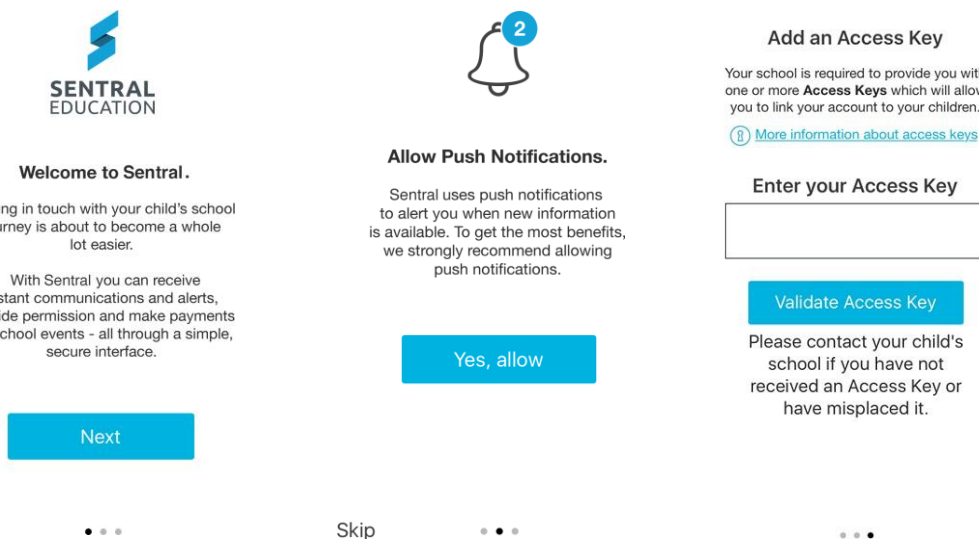
  Log in

Email

Password



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.