



Connecting your Sentral Portal to the Portal App

This guide is for parents who are already using the parent portal but have not used the app before. This guide is broken into two distinct stages;

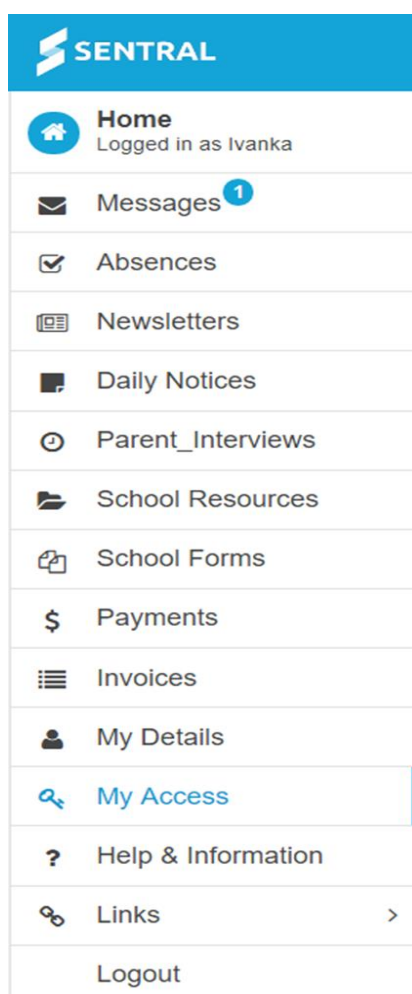
Stage 1 – Creating an App Account

Stage 2 – Downloading and using the App Account

Parents will have received an Access Key. This key can be used by both parents for the Portal and will provide app access for each parent.

Stage 1 – Creating an App Account

Step 1 – Login to your Portal account and from the portal home screen, from the left-hand side menu, select the “My Access” option



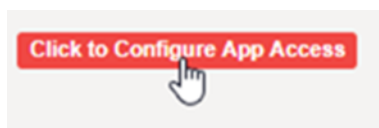
The following screen will display:

The screenshot shows the SENTRAL My Access portal. The top navigation bar includes the SENTRAL logo, a search icon, and links for Messages and Notifications. The left sidebar contains a list of navigation items: Home (Logged in as Ivanka), Christal BANCKS (Sentral Demo, Year 8), Chang BANCKS (Sentral Demo, Year 7), Rochelle BANCKS (Sentral Demo, Year 3), Vance BANCKS (Sentral Demo, Year 2), Messages, Absences, Newsletters, Daily Notices, Parent_Interviews, School Resources, School Forms, Payments, Invoices, and a Details link. The main content area is titled 'My Access' and 'Sentral Demo'. It features a 'Family Access Key' section with the text 'Issued 17/4/2018' and a list of students: Christal BANCKS, Chang BANCKS, Rochelle BANCKS, and Vance BANCKS. A red button 'Click to Configure App Access' is located next to the key information. Below the list is a blue button '+ Add New Access Key'. To the right, there is a 'Register Your Access Key' section with instructions on how to enter the access key and a green 'Add Key' button. Below this is an orange warning box stating: '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 Sentral Demo as soon as possible to have access using it blocked.' At the bottom right, there is an 'Access Key Accepted' section with the text 'Your access key has been accepted. Your Portal account is now associated with the following students:' and a list of the same four students.

Your Access Key was originally used to setup your Portal Account with the associated students.

This is a close-up of the 'Family Access Key' section from the previous screenshot. It shows the text 'Family Access Key' and 'Issued 17/4/2018'. Below this is a list of students: Christal BANCKS, Chang BANCKS, Rochelle BANCKS, and Vance BANCKS. A red button 'Click to Configure App Access' is positioned to the right of the key information. At the bottom of this section is a blue button '+ Add New Access Key'.

Step 2 – Using the same access key, Click on Configure App Access.



The screen will change to display the following menu;

The screenshot shows the 'Family Access Key' section after clicking the 'Click to Configure App Access' button. The left sidebar remains the same. The main content area now has a 'Family access key' section with the text 'Issued 17/4/2018' and a list of students: Christal BANCKS, Chang BANCKS, Rochelle BANCKS, and Vance BANCKS. A red button 'Click to Configure App Access' is still present. Below the list is a blue button '+ Add New Access Key'. To the right, there is a 'Family access key' section with the text 'Issued 17/4/2018' and a list of students: Christal BANCKS, Chang BANCKS, Rochelle BANCKS, and Vance BANCKS. Below this list is a blue button 'Setup App Access' and a red button 'Revoke Key'.

Step 3 – Setup App Access

From the portal home screen, enter in an email address and a password

Since you do not have an App account linked for this Portal account.
Please enter your credentials below and select from the two options ...

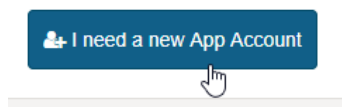
Email

Password

[Q I already have an App Account](#)

[+ I need a new App Account](#)

Click I need a new App Account:



The following screen will appear:

Home
Logged in as Michael

- Messages
- Absences
- Newsletters
- Daily Notices
- School Resources
- My Details**
- My Access
- Help & Information
- Links
- Logout

My Details

Name Mr Michael Smith
Email m.smith@gmail.com

My Access

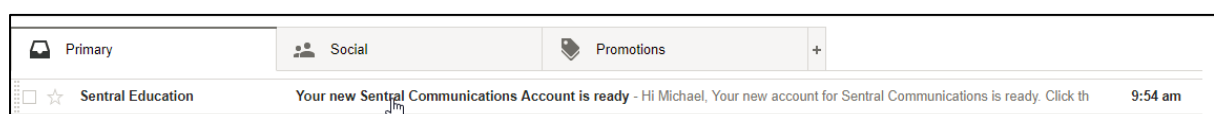
App account Linked [View Details](#)

This Portal account has now been successfully linked to the App. Please follow the instructions sent to michael.verbatim.smith@gmail.com to complete the verification process and activate your account. Once active, you can start using the Sentral for Parents App and link your access keys.

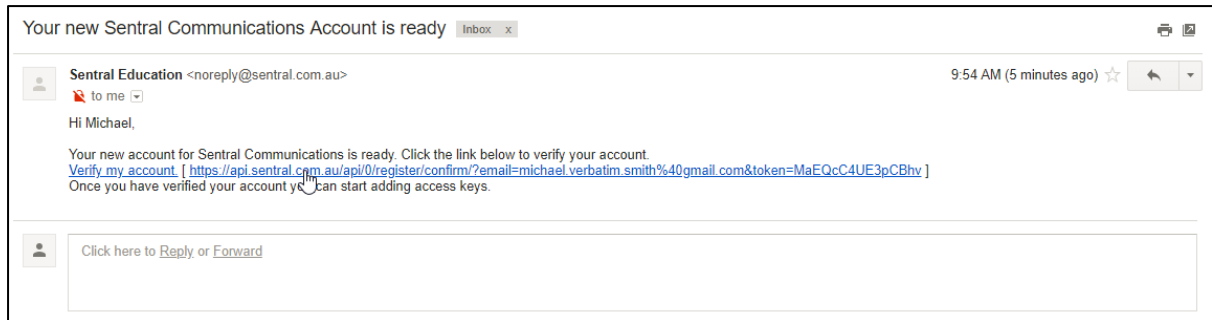
As the green screen states before your app account will activate, you will need to go into your email account and click on the link in an email sent to you. This is to confirm that you are the owner of that email account – so that if you forget your password in the future, you can reset your own app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

Please note: the delivery of this email is dependent on your email provider.

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



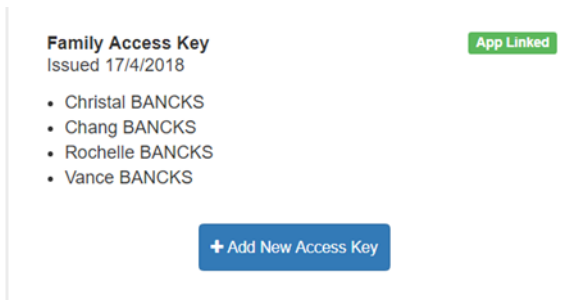
Step 5 - Click on the link inside the email:



Step 6 - The following screen will appear. You have successfully registered your App account.

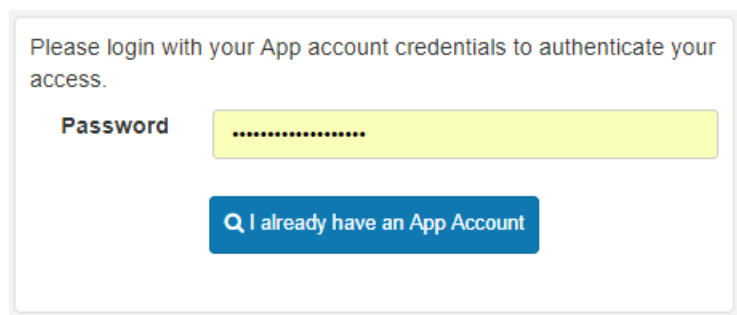


Go to My Access and you App is linked.




What if I already have an app account and don't need a new one?

The panel on your Portal Page will change to display the following:

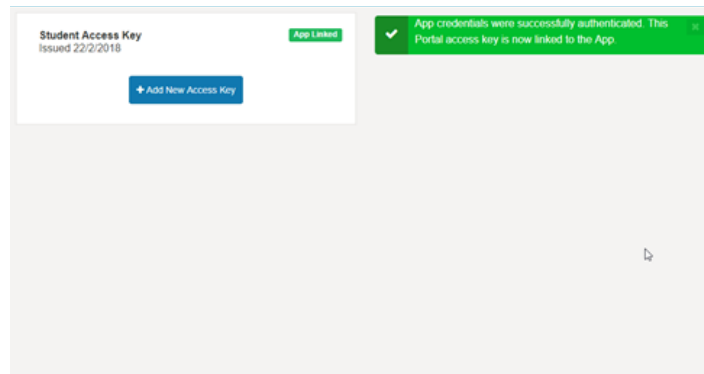


Step 6 – Type in your App password and then click on the blue “I already have an App Account”

 I already have an App Account

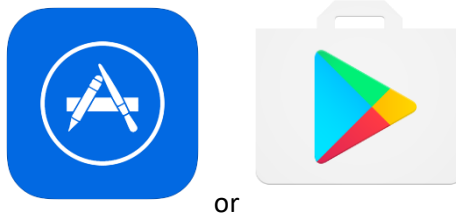


The following screens will appear confirming that your student's access has been connected to the app.

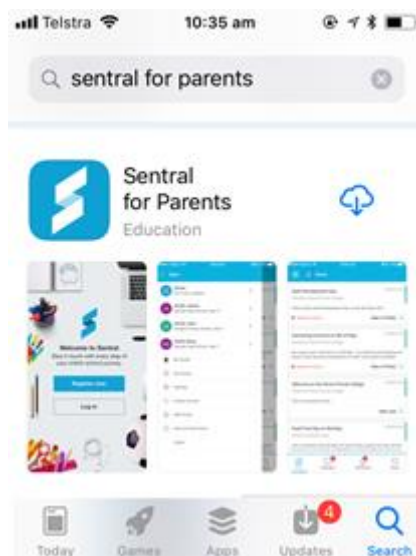


Stage 2 - Download and use the app

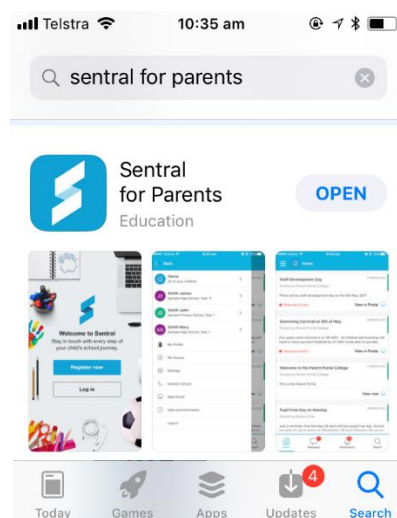
Step 1 - On your smart phone go to either the Apple App store (if you are an iPhone user) or the Google Play store (if you use an android) device.



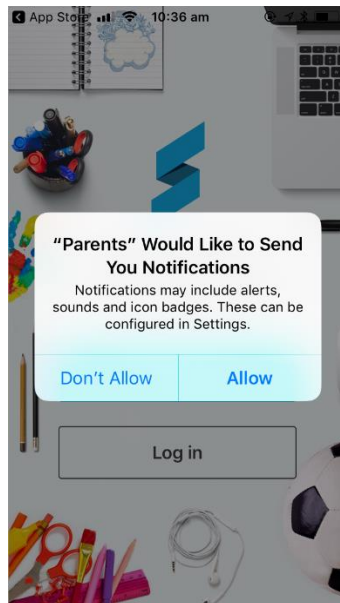
Step 2 – Search “Sentral for Parents”



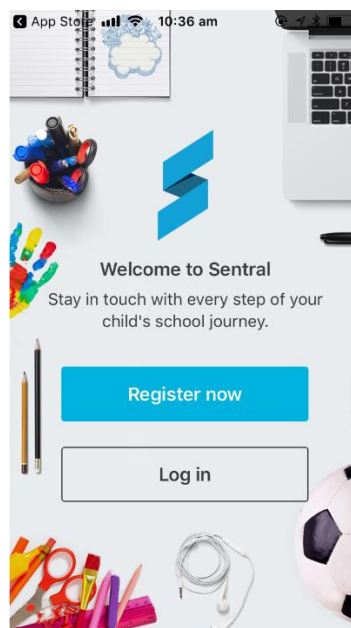
Step3 – Download the app onto your phone and then click on “OPEN”.



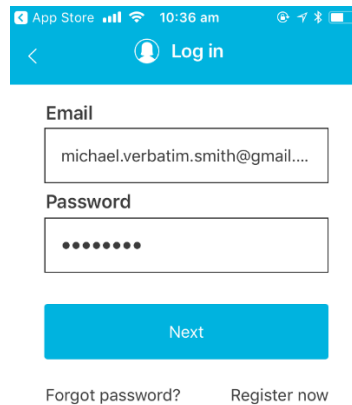
Step 4 – When the App opens up, it will ask if you would like to accept push notifications (so when the school sends you a message, the app will notify you automatically). Click on “Allow”.



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



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

A screenshot of a mobile app's login screen. At the top, a blue header bar contains a back arrow, a user icon, and the text "Log in". Below the header, there are two input fields: "Email" with the text "michael.verbatim.smith@gmail...." and "Password" with a masked password "••••••••". A blue "Next" button is positioned below the password field. At the bottom, there are two links: "Forgot password?" and "Register now".

Email

michael.verbatim.smith@gmail....

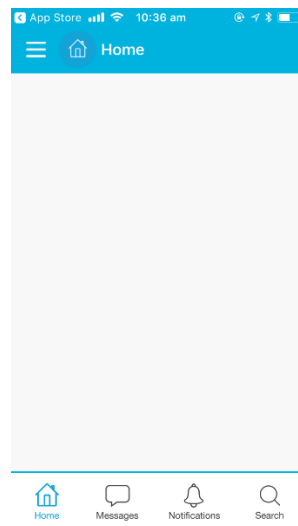
Password

••••••••

Next

[Forgot password?](#) [Register now](#)

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.