



SENTRAL INSTRUCTIONS



Welcome to the new Parent Portal!

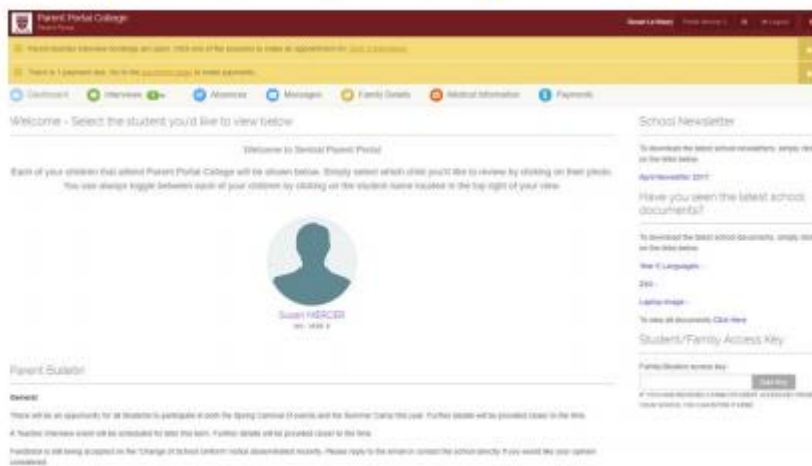
The Parent Portal has been implemented for communication and absence monitoring. Parents are granted access to student's data via a unique key issued by the school. Parents will be able to:

- Receive student reports electronically
- Send messages class teachers
- Read newsletters
- Update contact details
- Notify school of absence / late arrival

Initial Step: You will have received a letter that provides each parent with the URL link. If you have not received yours, or require another copy, please contact the school.

Please log on to the Internet and register via <https://sentral.darnumps.vic.edu.au/portal2/#!/login> You must use a valid email address to create a username for this account. Once registered, 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 letter.

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.

Now that you have registered, you will be able to download the app from Apple App Store or Google Play store.

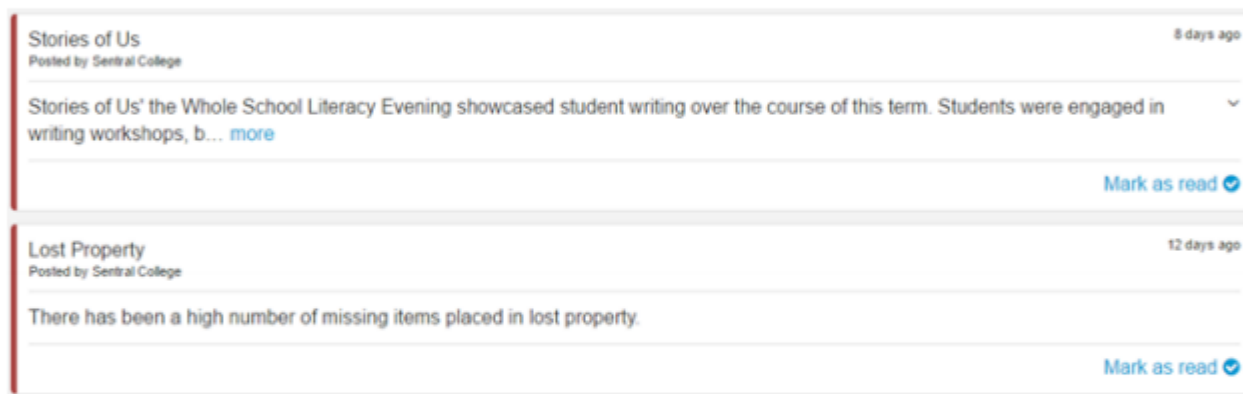
If you need your Family Access Key, please contact Sharyn at the office.

For help on the Parent Portal (internet version or the app), the school website now has instruction guides for families to access.

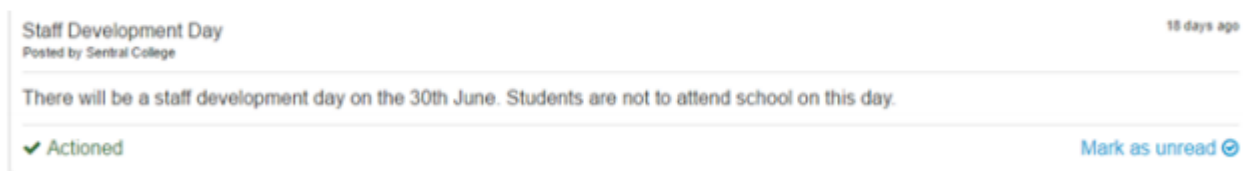
Menu Items:

- **Messages & Notifications**

Notifications tab is a push notification relating to general communication sent out by the school e.g. payments or permissions.



Parent can **Mark as Read** so the item has now been actioned



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.

The screenshot shows the Messages interface. At the top left, there is a 'Show' dropdown menu set to 'all message types'. To its right is a green 'New Message' button. Below the dropdown, a message from 'Absence sender' dated '28/04/2017 08:59' is displayed. The message content is 'Unexplained absence' with a subtext: 'Susan MERCER has an unexplained absence, please provide an explanation'. To the right of the message, there are two blue buttons: 'Start a conversation' and 'Notify of an Absence'. Below the 'Notify of an Absence' button, there is a text input field with the placeholder text 'Enter the details for an absence that is going to happen.'


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.

The screenshot shows the 'Explain absence' form. At the top, it says 'Explain absence'. Below that, the name 'Susan MERCER' is displayed. The form includes the following information: 'Date absent: Wednesday, 26 April 2017 Type: Whole Day Reason: Whole Day (Absent)'. Under the heading 'Explanation', there is a text input field containing the text 'Susan was unwell on the 26 April 2017.'. At the bottom right of the form is a green '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.

The screenshot shows the 'Show' dropdown menu. The dropdown is open, showing three options: 'all message types' (which is highlighted in blue), 'conversations', and 'absences'. There is a checkmark icon to the left of the 'conversations' and 'absences' options.

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

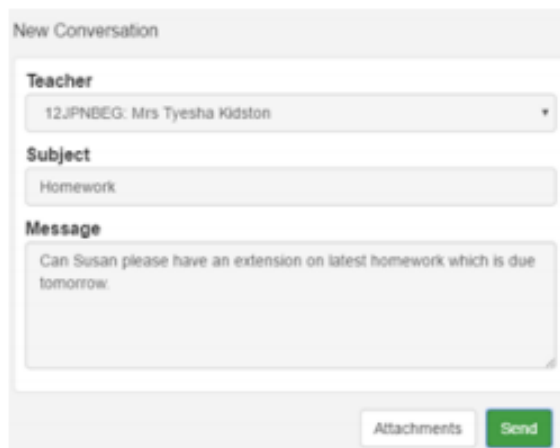
A conversation is an ongoing thread under a single heading

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

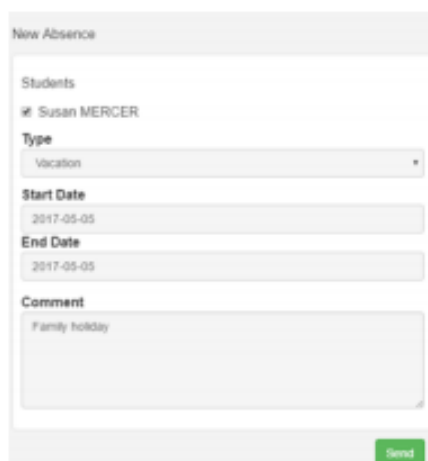
Message: Type the message.

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.

 **Newsletters**

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

Newsletters		Portal Version 1	Messages	Notifications
Name	Date			
April Newsletter 2017	26/04/2017	Download		

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**

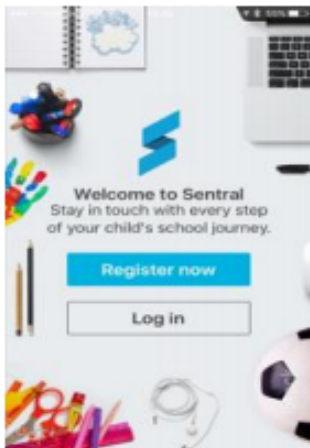
Password:

Confirm Password:


Save Password

You may download the **Sentral for Parents** app from App or Google store.

On the App go to **Log In**



Add **Email & Password** you created at registration.

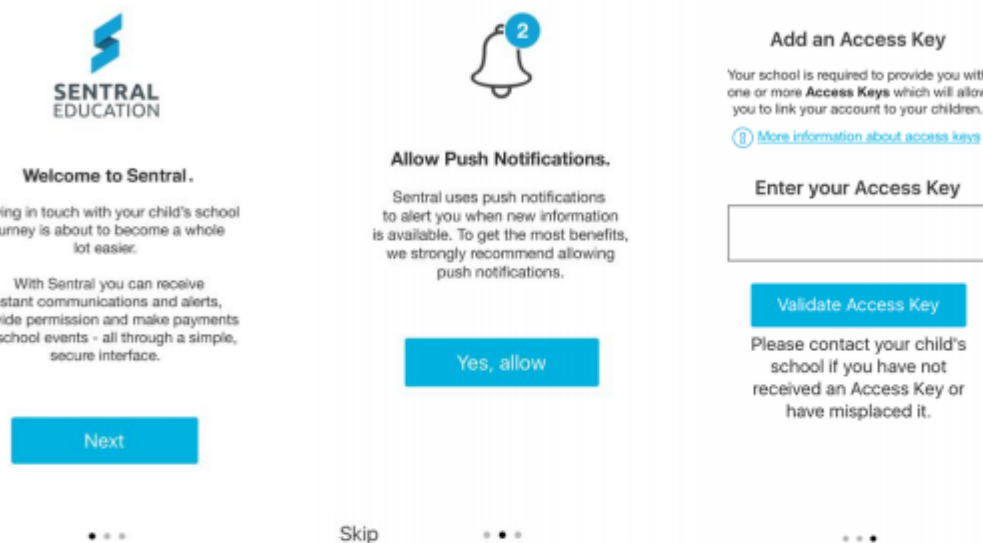
<  Log in

Email

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.

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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.