

SENTRAL PARENT APP AND PORTAL 'HOW TO'

PART A: Registering for Parent Portal on a Computer or Mobile Device

(Please note registering and/or linking family keys needs to be done first through the below links before downloading/signing into the app to finalise the process)

Step 1

Receive a set up letter from your school.
Your school provides a Set Up Email which contains the URL link to the Parent Portal for first time users (1), URL link to the Parent Portal for existing users (2) and a Family Access Key (3).
(If you did not receive email, please contact the school to request your family key).

NB: For existing families go to <https://cowrahs.sentral.com.au/portal> located near 2 and login with your email and password.

Dear Mrs [REDACTED]

Student Name:

[REDACTED]

Our school uses the **Sentral** Student and Parent Portal to provide parents information about each student - for eg. **student** timetables and Parent/Teacher interview bookings.

1 First time family user

To register go to <https://cowrahs.sentral.com.au/portal/register>
The username you enter must be a valid email address. Enter and confirm a password of your choice. Password must be at least 8 characters, have at least 1 capital letter and 1 special character.
Once successfully registered you will be prompted to re-enter your username (email address) and the password you created.

3 Then enter this access key:

Please note that the access key is case sensitive so copy it into the box provided on screen exactly as it appears in this document.

2 Existing families and continued access to the portal (once registered)

The address for portal access is: <https://cowrahs.sentral.com.au/portal>
You will only be required to enter your username (email address) and the password you created when you registered. If you have forgotten your password, there is a prompt to create a new one.

Should you experience difficulties, please contact the school for assistance.

Kind Regards
Helene Hamilton

Cowra High School

Dowell Street

Phone: 6342 1766 | Fax: 6342 1578 | Email: cowra-h.school@det.nsw.edu.au

Step 2 - Registering

- Go to <https://cowrahs.sentral.com.au/portal/register>
- Enter details
NB: Password must be at least 8 characters, have at least 1 capital letter and 1 special character.
- Click **Register**
- You will now see the screen below (step 3)

Cowra High School
Student and Parent Portal

Title

First Name

Last Name

Email

Password

Confirm Password

Step 3 - Adding and linking Family Key

- Click the **My Access** link in the centre at the top.

SENTRAL Register App Cowra High School

Home Logged in as [REDACTED]

Absences

Newsletters

Parent Teacher Interviews

Payments

My Details

My Access

Help & Information

Log Out

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

Register App Feed

There are no feed items to display

Payments

Upcoming Events

Mon 06 Apr

English - Creative Writing and Reflection

English -Composition

English -Essay

English -Poetry analysis - Power of Poetry

English Advanced -Imaginative Task and Reflection Statement

English Extension 1 -Imaginative Task and Reflection

Step 4

b) Click the blue + Add New Access Key button.

The screenshot shows the 'My Access' page for Cowra High School. The left sidebar contains navigation options: Home, Absences, Newsletters, Parent Teacher Interviews, Payments, My Details, My Access (highlighted), Help & Information, and Log Out. The main content area displays a message: 'You have no Access Key. You can add new access keys using the button below.' A blue button labeled '+ Add New Access Key' is highlighted with a red arrow. To the right, there is a text box explaining that access keys are case-sensitive and must be typed exactly as they appear. Below this is a 'Family/Student Key' input field and a green 'Add Key' button. At the bottom right, an orange warning box states: 'Access keys should never be shared with other people. If you suspect someone else may have obtained your access key, notify Cowra High School as soon as possible to have access using it blocked.'

c) The screen expands to this.

d) Enter the access key provided by the school in your email, taking care with upper/lower case.

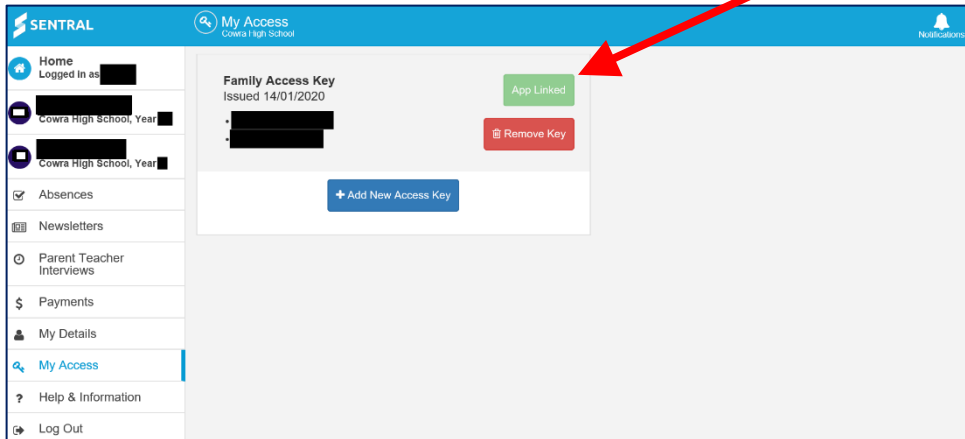
e) A green message will appear indicating success.

The screenshot shows the 'My Access' page after a key has been added. The 'Family Access Key' section now displays 'Issued 14/01/2020' and a list of two students. A blue button 'Link to Existing App Account' is highlighted with a red arrow. Below the key list is a '+ Add New Access Key' button and a red 'Remove Key' button. The 'Family/Student Key' input field and 'Add Key' button are still visible. A green success message at the bottom reads: 'Access key successfully linked to your account' with a checkmark icon. Below this, it says 'Access Key Accepted' and 'Your access key has been accepted. Your Portal account is now associated with the following students:'. The orange warning box is also present.

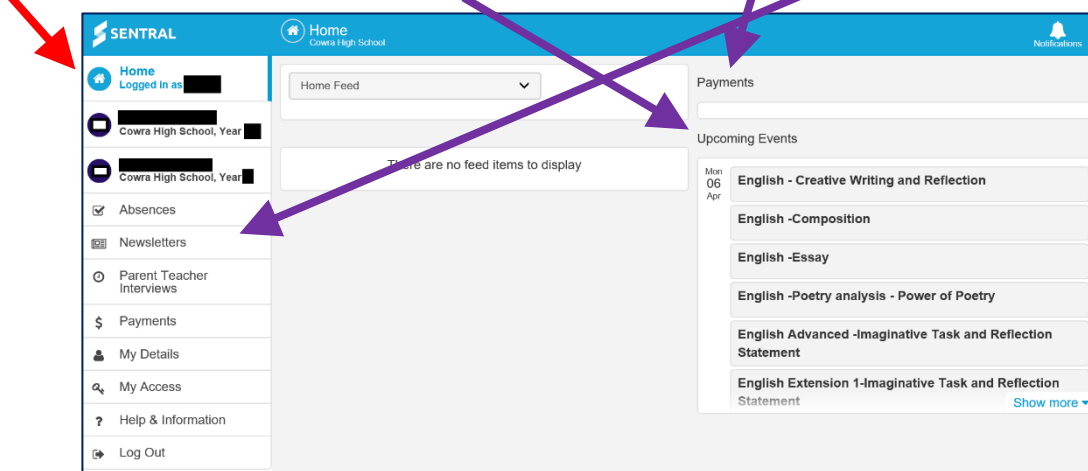
f) Click 'Link to Existing App Account' button and this box will appear - follow the instruction.

The screenshot shows the 'My Access' page with the 'Link to Existing App Account' dialog box open. The dialog box contains instructions: 'If you do not have an app account, please download it on your phone and login with your portal username and password, specifying the school name.' and 'If you already have an app account from a different Sentral school, you can type in your app account username and password below and your portal account for this school will be linked to your existing app account.' There are input fields for 'Email' and 'Password', and a blue 'Link to Account' button. A red arrow points to the 'Link to Existing App Account' button on the main page, and another red arrow points to the 'Link to Account' button in the dialog box. The background shows the 'Family Access Key' section with 'Issued 26/03/2019' and a list of two students.

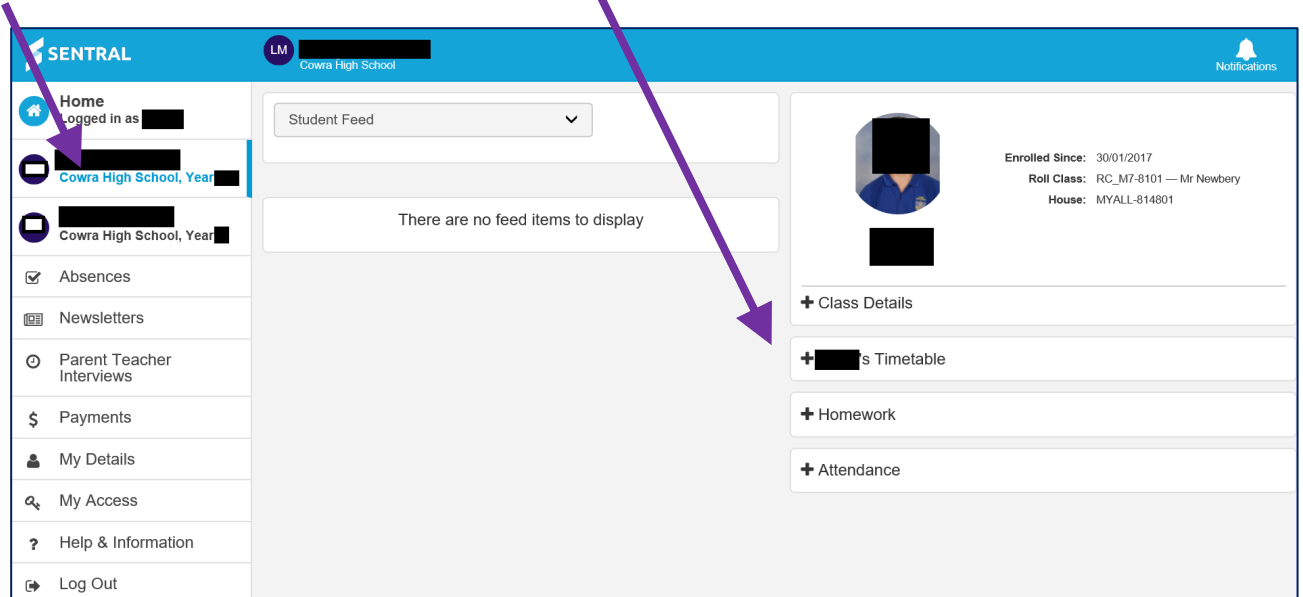
g) Below screen indicates that your Family key is linked to your App Account



h) Click on the Home Icon. This is the portal dashboard. Note eg. **Payments Tab** (currently in the process of setting up), the calendar (**Upcoming Events**) on the right and the **Newsletters** tab in the left menu.



i) Once linked, you will be able to view specific information for your student/s by clicking on individual student/s name. You will be able to view your child's attendance and timetable etc

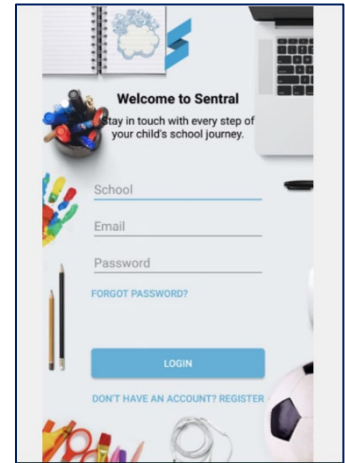


PART B: Registering for Parent App

NB: you must be registered for the Portal (see PART A) before doing this

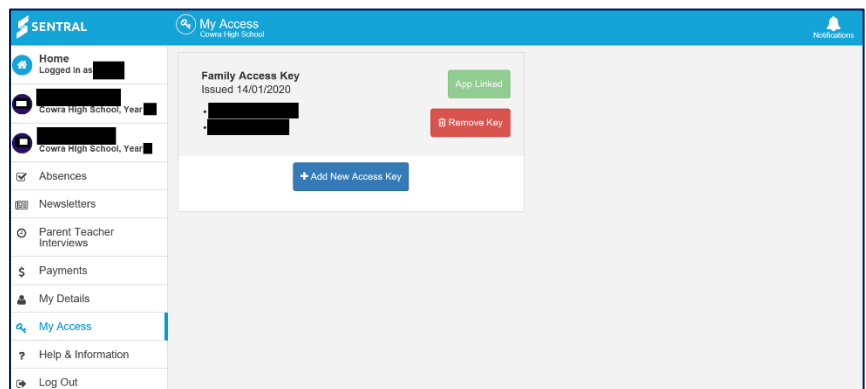
Step 1

- On your mobile device, search (Play Store or App Store) for and download the **Sentral for Parents** app.
- Start typing the school name, then select the name when it appears.
- Enter the Portal username and password that you created in Part A, then click Login.
- If you have an iPhone, you will see a message about requiring Touch ID; you may choose to dismiss this.



Step 2

- Once you are logged in, click the **Menu** icon and the **My Access** tab.
- You should see a green **App Linked** button indicating that your Portal access and App access are now linked. (As shown in Part A - Step 4 - g)



PART C: Using and Navigating the App

Open the app on your device after downloading.

Home

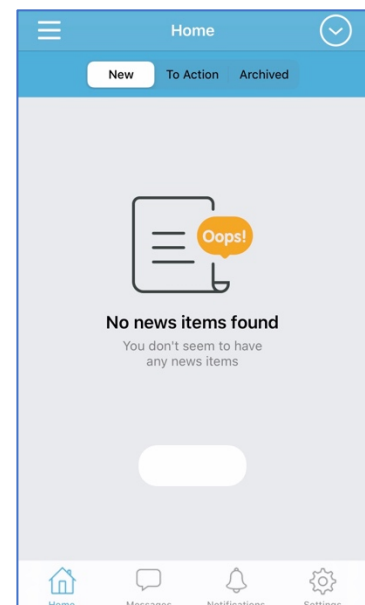
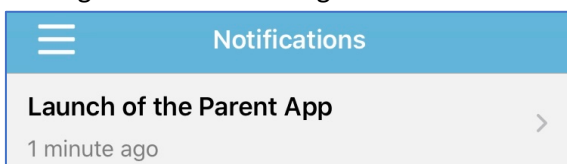
Displays **News** feed items; to select your child (if more than one) use the arrow in the circle at the top right.

Messages

Shows messages/conversations from/with teachers; Cowra High School does not currently use this feature.

Notifications

This shows a summary of any notifications; you can view more details by clicking the arrow at the right.



Settings

Contains links to update your access details, as well as FAQs.

Menu Icon

To view information about your child:

1. click the menu icon at the top left.
2. click the **Portal** button. You are now viewing the Parent Portal, the same as on a computer.
3. click the menu icon and select the **student name**.
4. click **Student Details** to view your child's **Attendance Details** and **Daily Timetable etc.**

Click on the menu button:

to view Newsletters, click the menu icon and select **Newsletters**

to view and explain any absences, click the menu icon and select **Absences**

to make a payment (currently in the process of linking this option)

to make an appointment for Parent/teacher interviews (will be activated as required)

Use the Help and Information Tab to find the answers to FAQ, however please do not hesitate to contact the school on 6342 1766 if you have any queries or require assistance.

NB: Sentral is continually updating, we will notify you as soon as possible any new options as they become available.