

Sentral Parent Portal and Sentral for Parents Guide – Connecting Yourself

This registration is best done on a PC, Laptop or iPad which has access to your email address. You will need to use either Google Chrome or Safari to access the internet.

It is recommended that you DO NOT download the App from the App store/ Google Play store until after you have completed the registration.

The Parent Portal can be used with or without the App. It is recommended that you set them both up together.

IMPORTANT NOTE: Your password must have the following: A minimum of 8 characters, at least one capital letter, at least one number and a special character. If you do not set up your initial password this way, it will cause a conflict when you get to the stage of entering your password for the app link at step 11.

Instructions:

- **1.** Get your printed letter with your access key ready.
- 2. Log onto the internet through either Google Chrome or Safari and register at https://jcs.sentral.com.au/portal/register or via the QR code



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Area	Create Account by have an account? Log in here		
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3. You will then be taken to the login screen. Login using the username (email) and password that you just created.

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2.00	Jamestown Community School Student and Parent Portal			
1	Email or Username Pessword			
1 110	Gemember username Forget password? Log In Log In using 550			
n Mahadake Aning	Don't have an account yet? Register nee Leart log in Can't log in	NH A	1	

4. You should then arrive at the Portal welcome screen. It should by default take you to the Portal version 2 which looks something like the below image. If by chance you arrive at the Portal Version 1 screen, click on the Portal Version 2 button on the top right of the header.

5	SENTRAL	Home Langwarrin Park Primary School	Portal Version 1	Messages Notifications
0	Home Logged in as	To view your children's information, go to My		
\geq	Messages			
8	Absences	There are no feed items to display		
	Newsletters			
	Daily Notices			
0	Interviews			
5	School Resources			
4	My Details			
a,	My Access			
?	Help & Information			

- 5. Now you need to add your secure access key. Select "My Access" from the menu on the left.
- 6. Click on "Add New Access Key"
- 7. Enter your Access Key (found in your letter) in the Family/Student Key box exactly as it is written in your parent letter and click "Add Key"

amily/Student Key	

8. If you now see this box on your right. IGNORE IT. It is not working properly and Sentral are working on a fix for it.

Please enter yo options	ur credentials below and select from the two
Email	
Password	
	Let I need a new App Account

9. Go to the "My Details" tab on the left hand side and click on it.

10. Click on the Link Account button

5	SENTRAL	My Details Langwarrin Park Primary School	Portal Version 1
•	Home Logged in as	My Details	
CS		Name Email	
\geq	Messages	Phone	
	Absences	Address	
	Newsletters		
	Daily Notices	My Access	
Ø	Interviews	App account Not Linke 1 % Link Account	
	School Resources		
4	My Details	Family Contact	

11. Enter your email and password that you created and then click on "I need a new App Account".

SENTRAL	My Details Langwarrin Park Primary School	Portal Version 1
Home Logged in as	My Details	Since you do not have an App account linked for this Portal account.
CS	Name Email	Please enter your credentials below and select from the two options
Messages	Phone	Email
Services	Address	Password
Newsletters		
Daily Notices	My Access	C Taileauy have all App Account
 Interviews 	App account Not Linked % Link Account	Let I need a new App Account
School Resources		
A My Details	Family Contact	

A Green box should appear telling you were successful and that a confirmation email has been sent. Click on the verify link in this email to verify your account. It will open an internet page confirming you have verified.

- **12.** Return to your Portal Screen tab and refresh the page.
- **13.** Go to the My Access tab on the left of the screen and click it. It should open a link showing your access key is issued with a red button that says "Click to Configure App Access". Click it.

Şs	ENTRAL	(A) My Access Langwarrin Park Primary School	_	Portal Version 1	Messages Notifications
•	Home Logged in as	Family Access Click to Configure App Access	5		
cs		Key Issued 3/5/2018			
\geq	Messages	+ Add New Access Key			
1	Absences				
	Newsletters				
,	Daily Notices				
0	Interviews				
5	School Resources				
4	My Details				

14. Click the "Setup Access" button in the right-hand box.

SENTRAL	(A) My Access Langwarrin Park Primary School	Portal Version 1
Home Logged in as	Family Access Key Issued 3/5/2018	Family access key
Messages	+ Add New Access Key	This access key is associated with the following student(s)
Service Absences		•
I Newsletters		
Daily Notices		Setup App Access Revoke Key
 Interviews 		
School Resources		
My Details		

15. Re-enter your password to confirm the link. Click "I already have an App Account"

	My Access Langwarrin Park Primary School	Portal Version 1
Home Logged in as	Family Access Key Issued 3/5/2018	Please login with your App account credentials to authenticate your access. Password
Messages	+ Add New Access Key	Q I already have an App Account
I Newslette	rs	
Daily Notic	ces	
 Interviews 		
🝃 School Re	isources	
A My Details	3	

Congratulations! Your Portal should now be fully set up. You may now go to the the App Store/Google Play Store and download the Sentral For Parents App. Ignore the register button, simply login using your email and the password that you have created. You will pass through a series of three information screens, make sure you select push notifications on the way through.

You will get a drop-down menu, click on Jamestown Community School and you will be taken to the Parent Portal login screen where you will be required to login again with the same details to begin using the app. Your children's student accounts should appear under the dropdown menu under the second login as well your personal home screen.

You can also use the Parent Portal directly from the internet without the App. Go to <u>https://jcs.sentral.com.au/portal</u> to log into the portal directly.

Connecting to the App

Before beginning this process, you should ensure you are already connected to the parent portal and have access to your students.

If you have not yet logged into the portal for the first time, please do so before connecting to the app. For help or further information please contact the front office on 8664 2700.

This guide has been broken up into two distinct Stages. You should run through these stages in the specific order outlined in this guide.

Stage 1 – Download the app Stage 2 – Creating an App Account

Stage 1 - Download 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".



Stage 2 – Creating an app account

Step 1- Open the Sentral parent app and start typing your school name in the school field and select it when it appears.

Welco Stay in tou your chi	ome to Sentral ich with every step of Id's school journey.
School	,
Indate	
NSW Maste 13 Big Walk Wa South Wales 20	er Sentral ay New South Wales, New 101
Password	
	Login
Forg	Login got Password?

Step 2- Enter your PORTAL user name and password. This will now also be your app user name and password.

Welcome to Sentral Stay in touch with every step of your child's school journey.
your onlid o concorjourney.
NSW Master Sentral
Email portalemail@sentral.com Pessward
Login
Forgot Password?

Register

Step 3- Click "Login". The first time you do this may take a minute while the app is registered, and your news feed is loaded.

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