



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



Jamestown Community School
Student and Parent Portal
Create Your Account

First Name

Last Name

Email

Password

Confirm Password

[Back](#) [Create Account](#)

Already have an account? [Log in here](#)

SENTRAL EDUCATION

3. You will then be taken to the login screen. Login using the username (email) and password that you just created.

Jamestown Community School
Student and Parent Portal
Log In

Email or Username

Password

Remember username [Forgot password?](#)

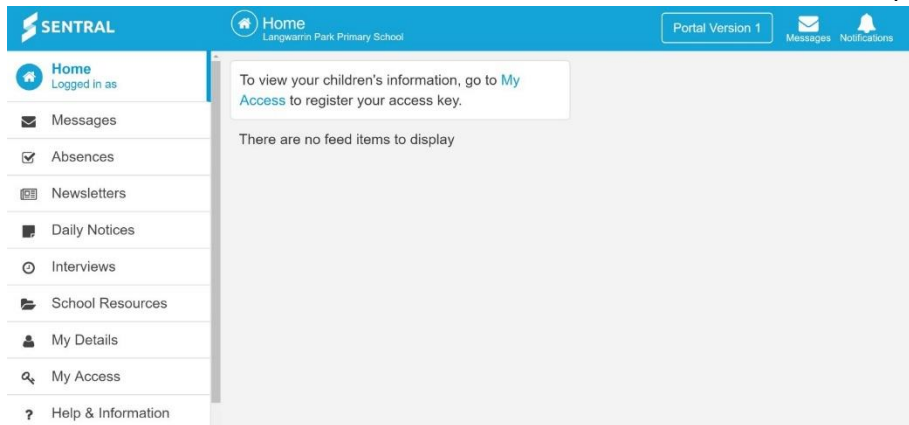
[Log In](#) [Log in using SSO](#)

Don't have an account yet? [Register here](#)

[I can't log in](#)

SENTRAL EDUCATION

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. 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”

Family/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.

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

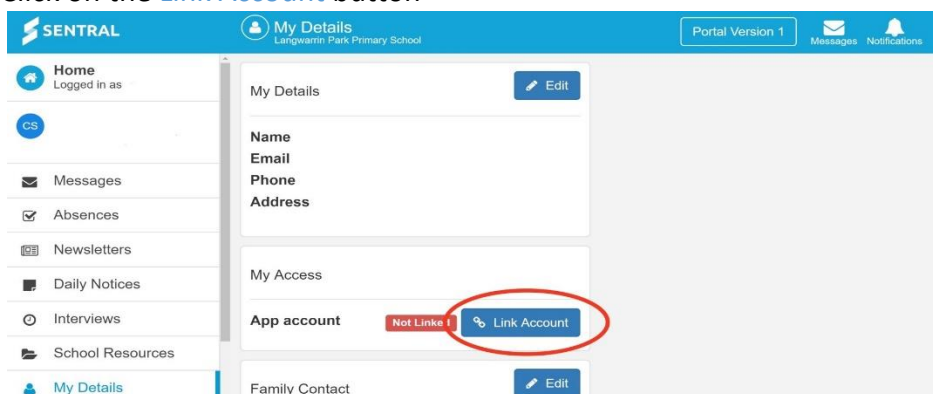
Email

Password

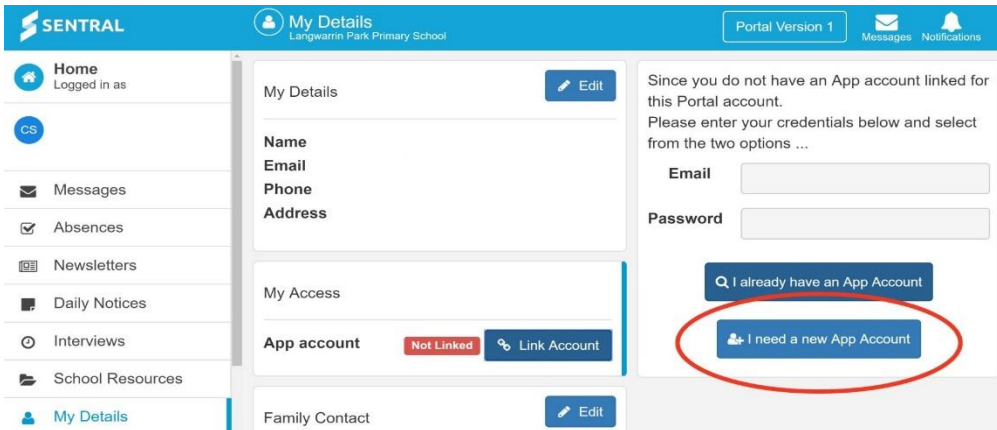
If you do not wish to create an App user account at this point please use the following option to link your access key

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

10. Click on the Link Account button

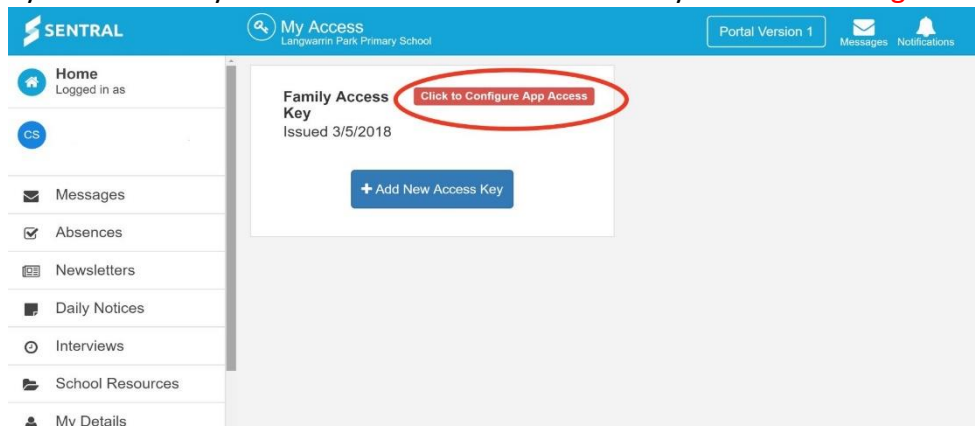


11. Enter your email and password that you created and then click on “I need a new App Account”.

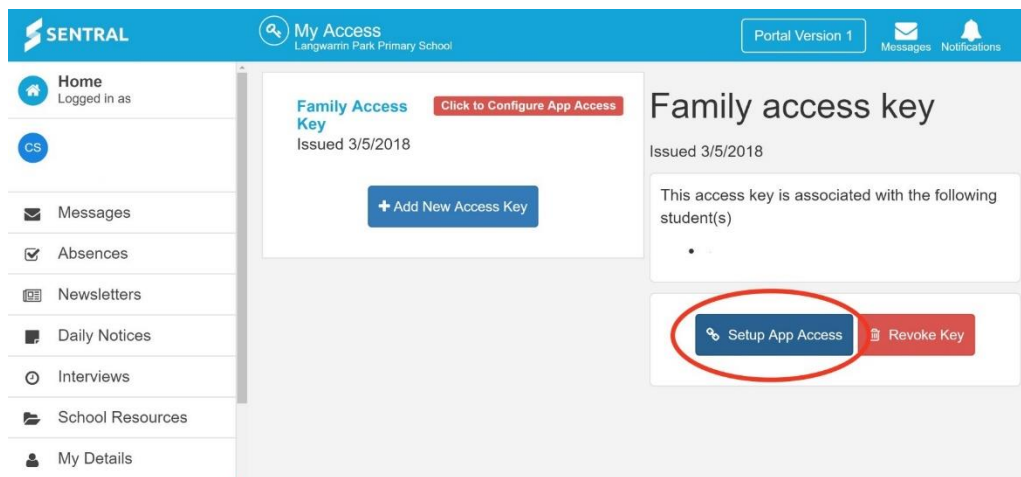


A Green box should appear telling you were successful and that a confirmation email has been sent. Click on the verify link in this email to verify your account. It will open an internet page confirming you have verified.

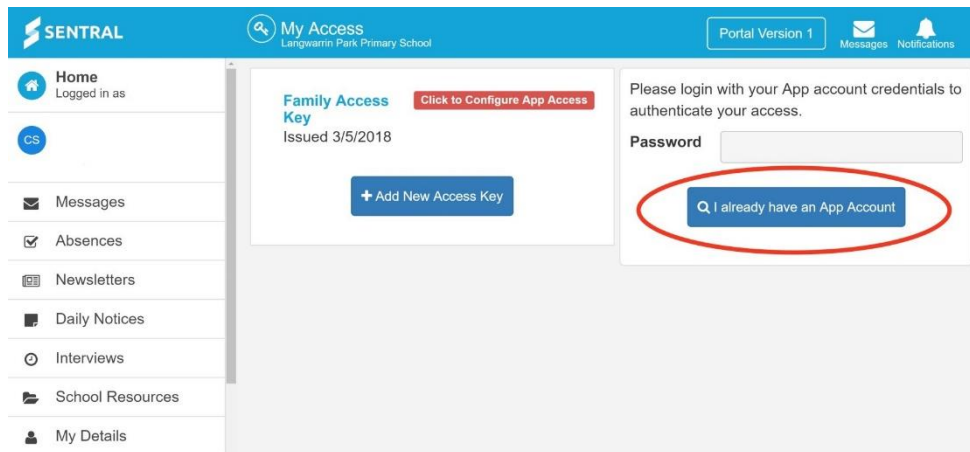
12. Return to your Portal Screen tab and refresh the page.
13. Go to the My Access tab on the left of the screen and click it. It should open a link showing your access key is issued with a red button that says “Click to Configure App Access”. Click it.



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



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



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 <https://ics.sentral.com.au/portal> 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

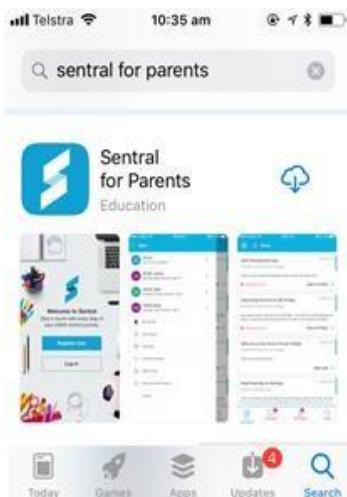
Stage 1 - Download the app

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).

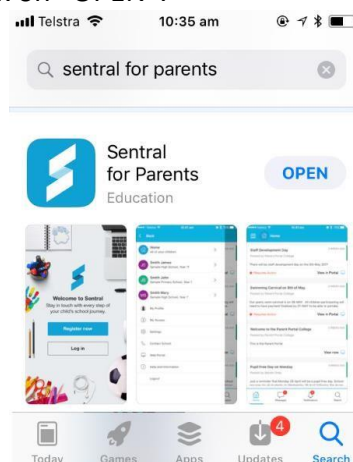


or

Step 2 – Search “Sentral for Parents”

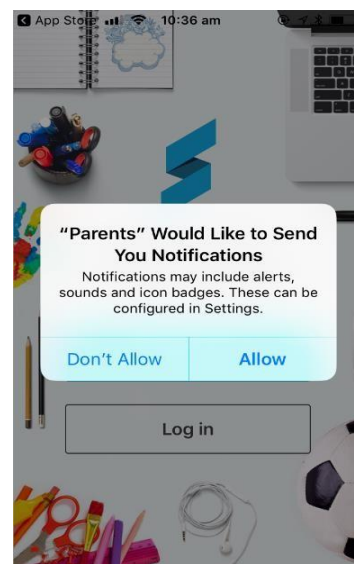


Step3 – Download the app onto your phone and then click on “OPEN”.



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.



Welcome to Sentral
Stay in touch with every step of your child's school journey.

School
maste

NSW Master Sentral
45 Big Walk Way New South Wales, New South Wales 2001

Password

Login

Forgot Password?

Register

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.

School
NSW Master Sentral

Email
portalemail@sentral.com

Password
●●●●●●●●

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.

