

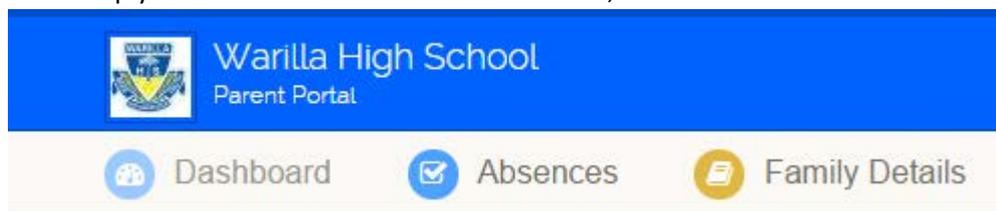


# Guide to Access Sentral Parent Portal

## Instructions on navigating the Sentral Parent Portal

### Main Page

1. Once you have logged in and have added an access key.
2. You will be greeted with 'Welcome – Select the student you'd like to view below' your child/children will appear in the middle.
3. At the top you will notice a few items in the menu;



4. 'Dashboard' is the page you are currently on which shows your child/children.
5. 'Absences' will display a little bubble with the total number of Unjustified Absences for all of your children. Clicking on this will show all the individual days that your children have been away with the option to submit a reason why they were away.
6. 'Family Details' shows all the information the school has for that child; check the information for each child as the records are separate. If details are incorrect there is an option for you to correct them by clicking on edit.
7. Over to the right is 'Student/Family Access Key', this will always appear. As long as you have your children in the middle, you don't need to worry about it.

## Student View

1. After clicking on a child you will be redirected to the child's Dashboard.
2. To the right, you will be able to see which child's profile you are currently in.



3. Next, we will go to the different modules throughout the student view. The menu appears on the left-hand side of the screen.
4. 'Dashboard' is currently where we are.
5. 'My Profile' will display your child's Journal and the entries they enter.
6. 'My Timetable' will display your child's complete fortnightly timetable with the ability to print or subscribe (iCal) to it with your devices.
7. 'Activities' will display all the excursions/activities your child has been involved in.
8. 'Attendance' upon opening the page you will receive an overview of your child's attendance, from there you can navigate off to 'Class Attendance', 'Unexplained Absences', 'Explained Absences' and 'Exempt Absences'.
9. 'Reporting' will give you the comments and marks from your child's reports for the current year only, with the option to cycle between years.
10. 'Schools Records' give you a look at your child's NAPLAN results.

