

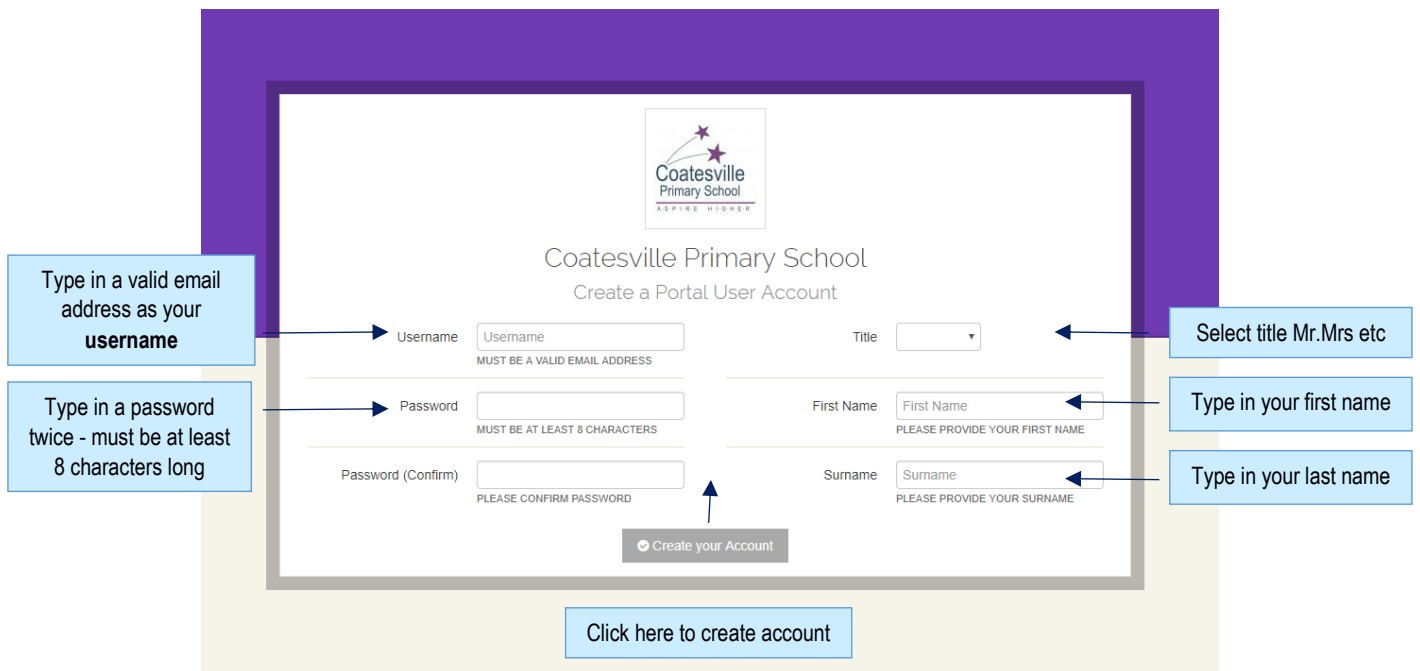
Parent Portal Registration

Initial Step:

Refer to initial letter sent by the school.

Please log on to the Internet and register via

<https://sentral.coatesps.vic.edu.au/portal/register>

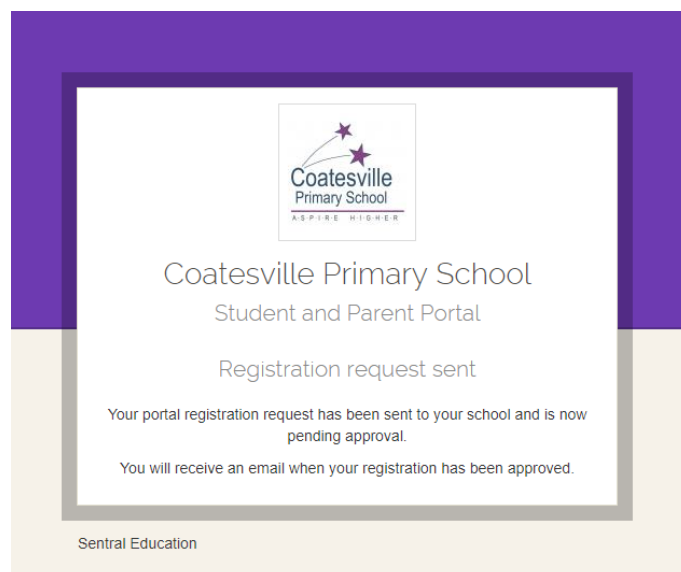


The screenshot shows the registration form for Coatesville Primary School. The form is titled 'Coatesville Primary School Create a Portal User Account'. It includes the following fields and callouts:

- Username:** A text input field with the placeholder 'Username' and a note 'MUST BE A VALID EMAIL ADDRESS'. Callout: 'Type in a valid email address as your username'.
- Title:** A dropdown menu. Callout: 'Select title Mr.Mrs etc'.
- Password:** A text input field with a note 'MUST BE AT LEAST 8 CHARACTERS'. Callout: 'Type in a password twice - must be at least 8 characters long'.
- Password (Confirm):** A text input field with a note 'PLEASE CONFIRM PASSWORD'. Callout: 'Type in a password twice - must be at least 8 characters long'.
- First Name:** A text input field with the placeholder 'First Name' and a note 'PLEASE PROVIDE YOUR FIRST NAME'. Callout: 'Type in your first name'.
- Surname:** A text input field with the placeholder 'Surname' and a note 'PLEASE PROVIDE YOUR SURNAME'. Callout: 'Type in your last name'.
- Create your Account:** A button at the bottom of the form. Callout: 'Click here to create account'.

You must use a valid email address to create a username for this account.

Once submitted – the following screen will pop up - your account will be approved by the school, usually within 24 hours, with a return email confirming registration.



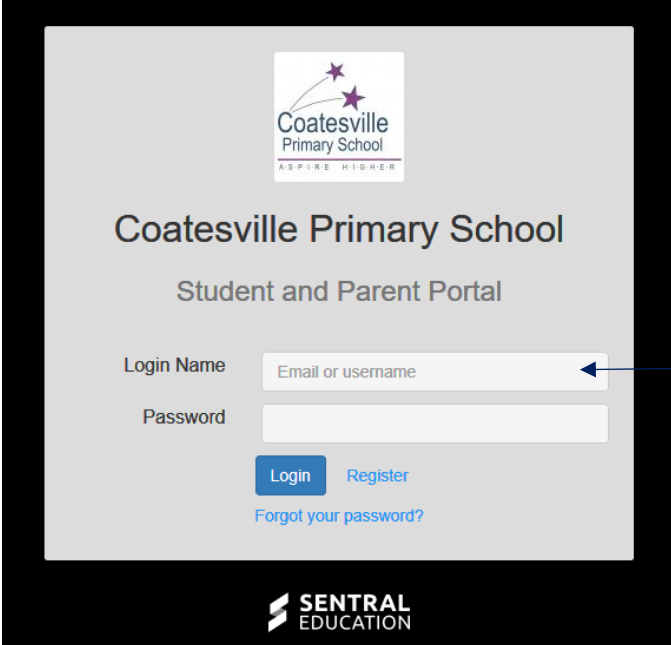
The screenshot shows the confirmation screen for the registration. It features the Coatesville Primary School logo and the text:

Coatesville Primary School
Student and Parent Portal
Registration request sent
Your portal registration request has been sent to your school and is now pending approval.
You will receive an email when your registration has been approved.
Sentral Education

Second Step: Once registration is confirmed from the school you can access your portal account by logging into the link below:

<https://sentral.coatesps.vic.edu.au/portal2/#!/login>

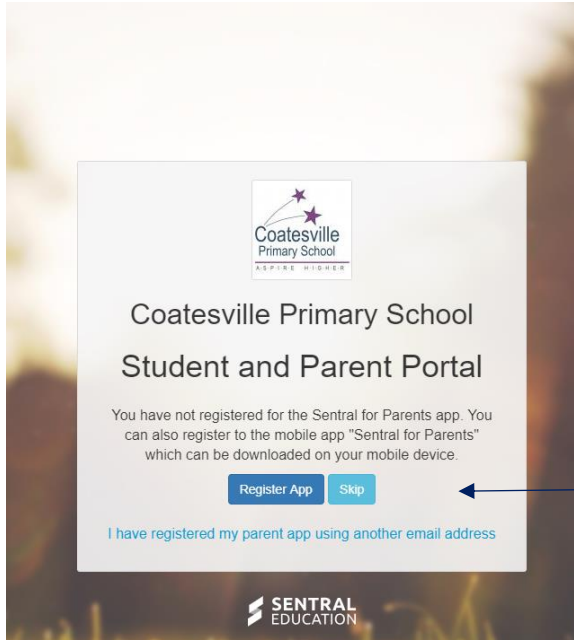
You will be prompted to enter your username (email address) and the password you created at registration into the screen below:



The screenshot shows the login page for Coatesville Primary School. At the top is the school logo with the tagline 'ASPIRE HIGHER'. Below the logo, the text reads 'Coatesville Primary School' and 'Student and Parent Portal'. There are two input fields: 'Login Name' with the placeholder 'Email or username' and 'Password'. Below the fields are two buttons: 'Login' and 'Register'. A link 'Forgot your password?' is located below the 'Register' button. At the bottom of the page is the 'SENTRAL EDUCATION' logo.

Type in username (your email address) and password

The following screen will appear:



The screenshot shows a message on the portal page. It features the school logo and the text 'Coatesville Primary School Student and Parent Portal'. The main message reads: 'You have not registered for the Sentral for Parents app. You can also register to the mobile app "Sentral for Parents" which can be downloaded on your mobile device.' Below this message are two buttons: 'Register App' and 'Skip'. A link 'I have registered my parent app using another email address' is located below the buttons. At the bottom is the 'SENTRAL EDUCATION' logo.

Click Skip

The next screen you will need to enter the access key that was provided in your letter.

It must be typed in **exactly** including any capitals etc.

SENTRAL Home Coatesville Primary School Portal Version 1 Notifications

Home Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access
- Help & Information
- Logout

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

Home Feed

There are no feed items to display

1. Click on My Access

SENTRAL My Access Coatesville Primary School Portal Version 1 Notifications

Home Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access
- Help & Information
- Logout

You have no Access Key.
You can add new access key using the button below.

+ Add New Access Key

2. Click on Add New Access Key

SENTRAL My Access Coatesville Primary School Portal Version 1 Notifications

Home Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access
- Help & Information
- Logout

You have no Access Key.
You can add new access key using the button below.

+ Add New Access Key

Please enter your access key below exactly as it appears in the communications you received from the school. Access keys are case sensitive and must be typed exactly as they appear.
If you have not received an access key, please contact Coatesville Primary School to request one.

Family/Student Key

Add Key

3. Type in access key (in your parent letter) click Add Key, your child/ren are now linked to the portal account

Treat access keys as confidentiality the same as you would a pin or password. If you suspect someone else may have obtained your access key, notify Coatesville Primary School as soon as possible to have access using it blocked.

SENTRAL My Access
Coatesville Primary School

Home
Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access**
- Help & Information
- Logout

Family Access Key
Issued 22/9/2017

- Joey Smith

[Click to Configure App Access](#)

[+ Add New Access Key](#)

Your child/ren are now added to the account.
At this point you can now add App Access – click on Click to Configure App Access

SENTRAL My Access
Coatesville Primary School

Portal Version 1

Home
Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access**
- Help & Information
- Logout

Family Access Key
Issued 22/9/2017

- Joey Smith

[Click to Configure App Access](#)

[+ Add New Access Key](#)

Issued Invalid date
This access key is associated with the following student.

- Ryder KIPPS

[Setup App Access](#) [Revoke Key](#)

Click on Setup App Access

SENTRAL My Access
Coatesville Primary School

Portal Version 1

Home
Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access**
- Help & Information
- Logout

Family Access Key
Issued 22/9/2017

- Joey Smith

[Click to Configure App Access](#)

[+ Add New Access Key](#)

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:

[I already have an App Account](#)

[I need a new App Account](#)

Add your password and click on I need a new App account

SENTRAL My Access
Coatesville Primary School

Portal Version 1

Home
Logged in as Anne

- Absences
- Newsletters
- My Details
- My Access**
- Help & Information
- Logout

Family Access Key
Issued 4/5/2017

- Joey Smith

[App Linked](#)

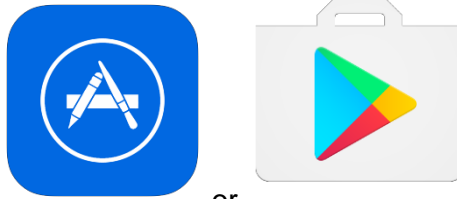
[+ Add New Access Key](#)

Your account is now linked to the Sentral App

Download and use the app

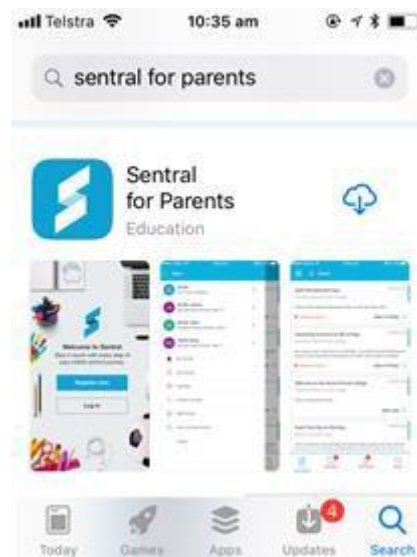
SENTRAL APP “PARENTS”

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.

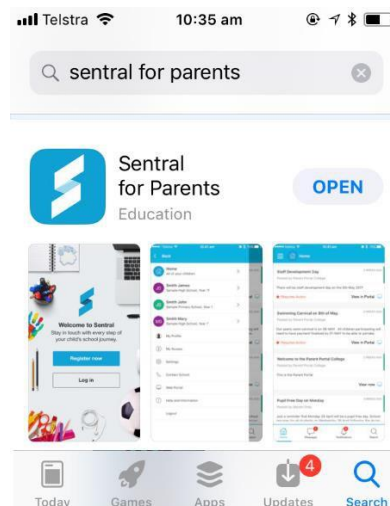


OR

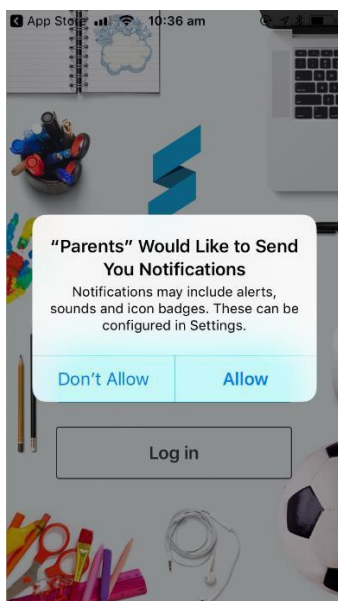
Step 2 – Search “Sentral for Parents”



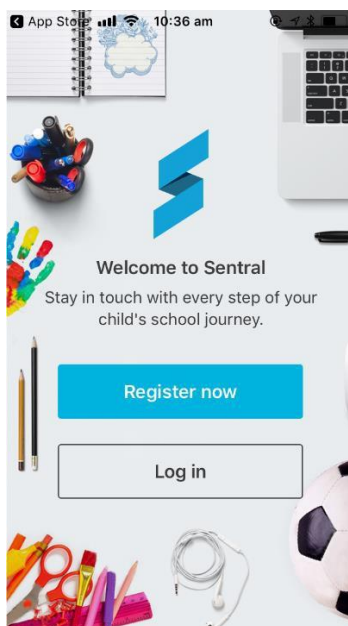
Step3 – Download the app onto your phone and then click on “OPEN”.



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”.



Step 5 – From the menu on the menu, click on “Log in”



Step 6 – Type in your app account details and click on Next

App Store 10:36 am

< Log in

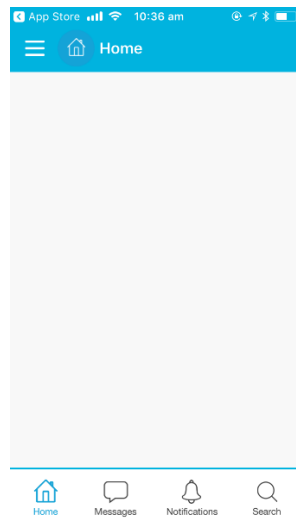
Email
michael.verbatim.smith@gmail....

Password
•••••••

Next

Forgot password? Register now

The app will now open up and you will have access to all the students you have linked in the portal.



Please note – if in the future you link a new student/family key to your app, you may need to log out of your APP and login back in to see the additional student/s.