Connecting your Sentral Portal to the Portal App

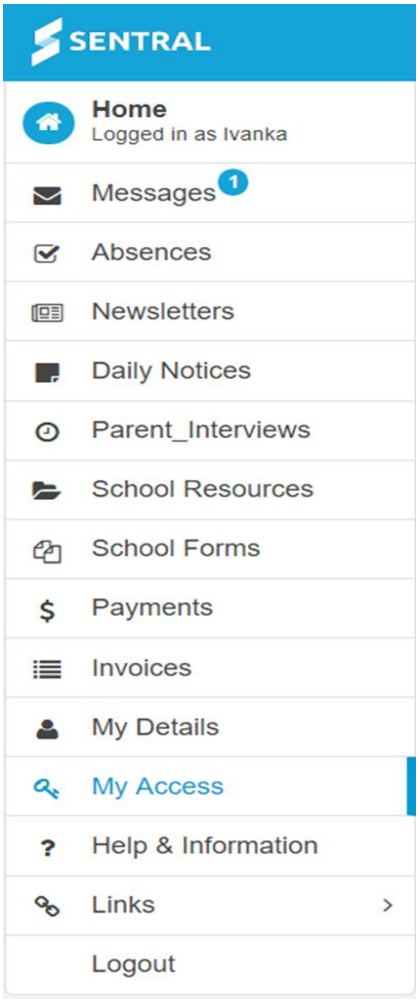
This guide is for parents who are already using the parent portal but have not used the app before. This guide is broken into two distinct stages;

Stage 1 – Creating an App Account
Stage 2 – Downloading and using the App Account

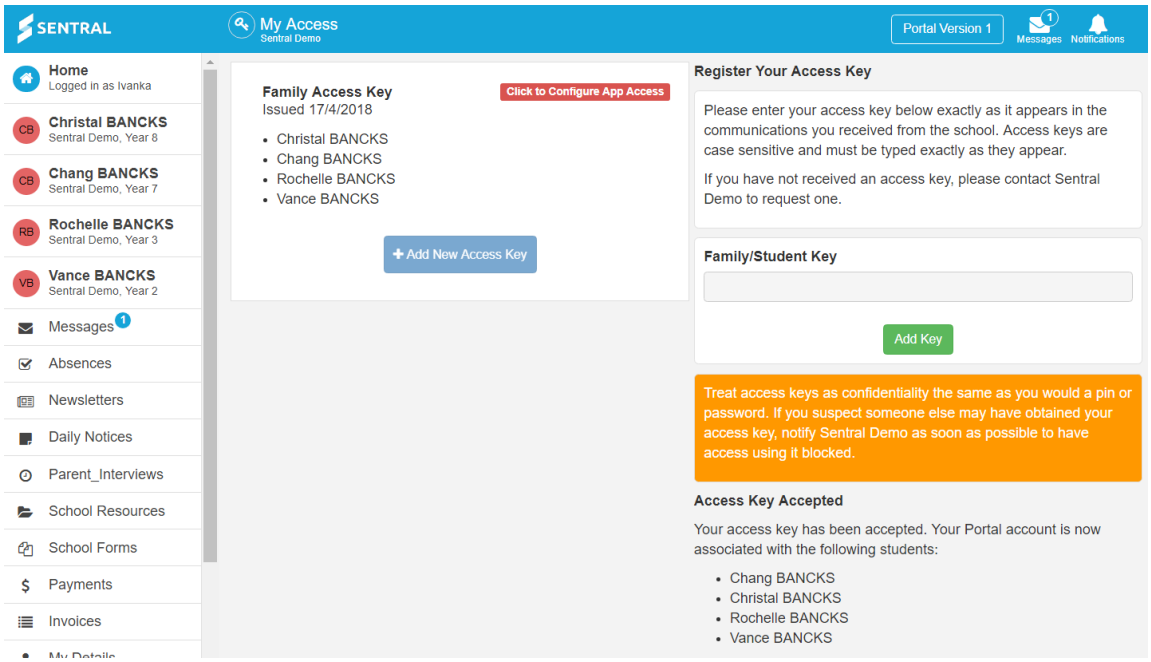
Parents will have received an Access Key. This key can be used by both parents for the Portal and will provide app access for each parent.

Stage 1 – Creating an App Account

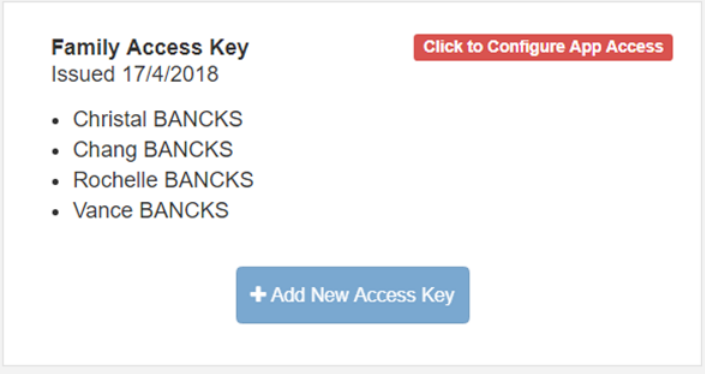
Step 1 – Login to your Portal account and from the portal home screen, from the left-hand side menu, select the "My Access" option



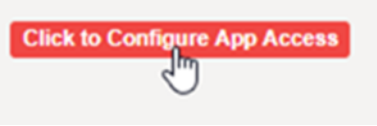
The following screen will display:



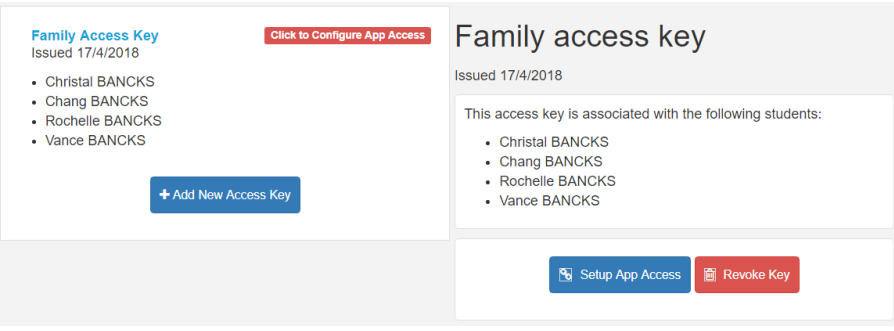
Your Access Key was originally used to setup your Portal Account with the associated students.



Step 2 – Using the same access key, Click on Configure App Access.

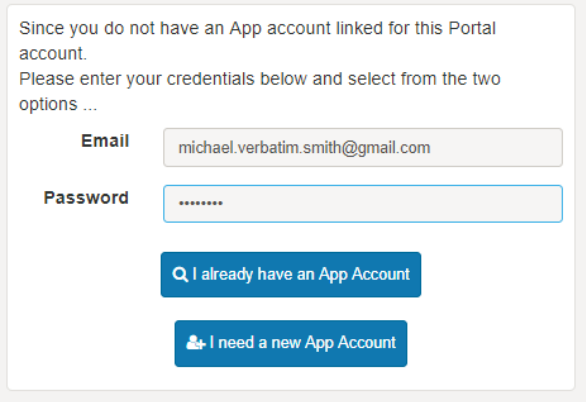


The screen will change to display the following menu;

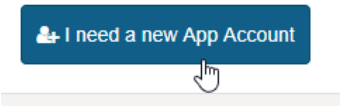


Step 3 – Setup App Access

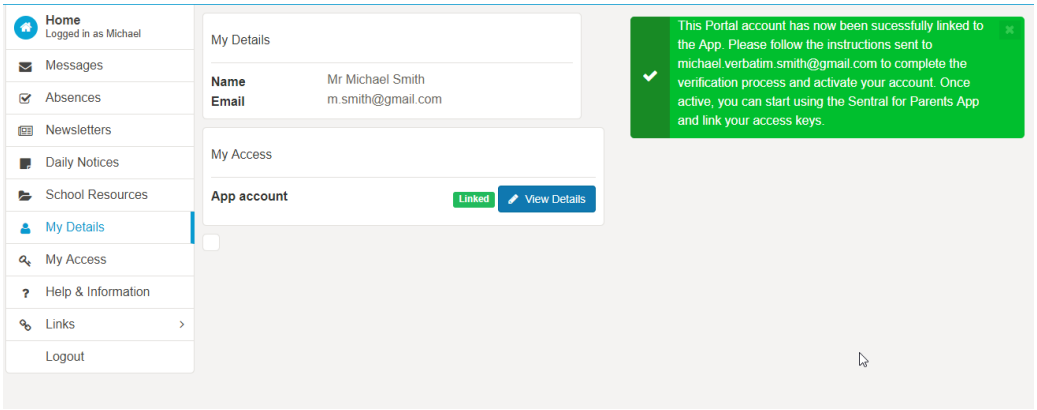
From the portal home screen, enter in an email address and a password



Click I need a new App Account:



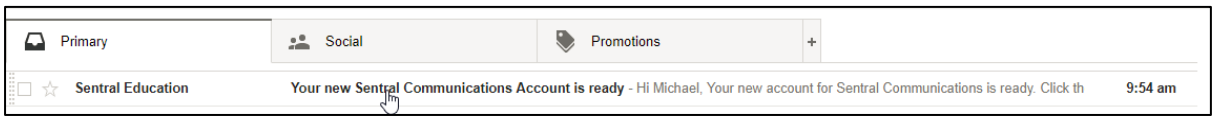
The following screen will appear:



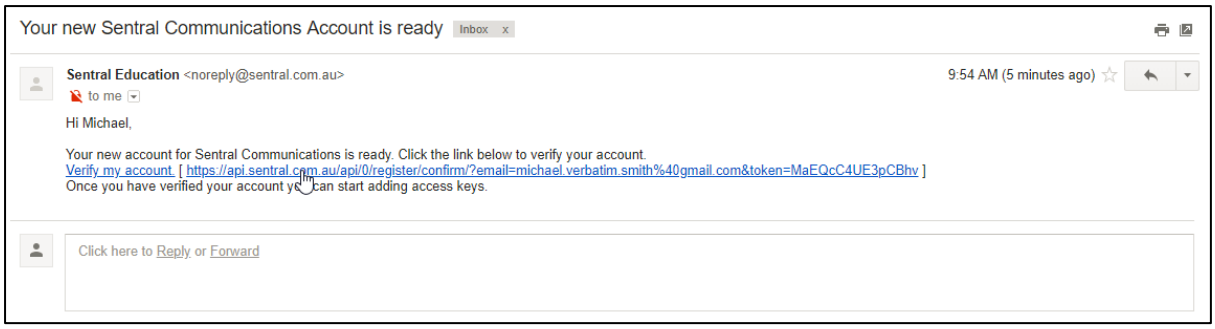
As the green screen states before your app account will activate, you will need to go into your email account and click on the link in an email sent to you. This is to confirm that you are the owner of that email account – so that if you forget your password in the future, you can reset your own app password without having to contact your school.

Please note: the delivery of this email is dependent on your email provider.

Step 4 - Go to your email and open the email from Sentral Education:

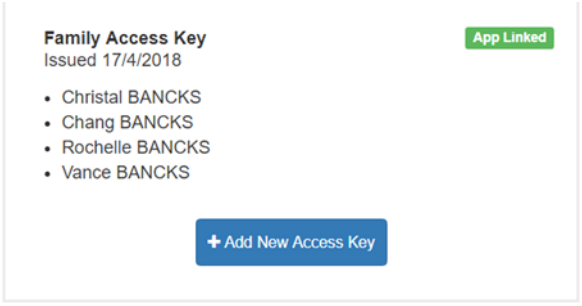


Step 5 - Click on the link inside the email:



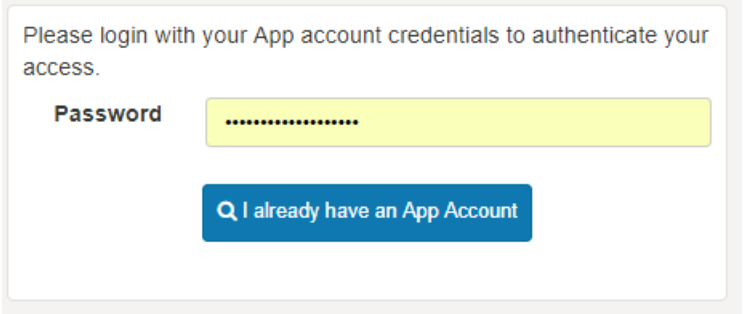
Step 6 - The following screen will appear. You have successfully registered your App account.

Go to My Access and you App is linked.

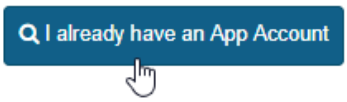


What if I already have an app account and don't need a new one?

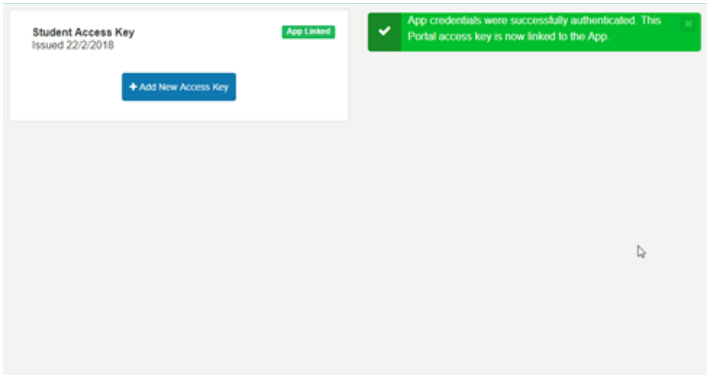
The panel on your Portal Page will change to display the following:



Step 6 – Type in your App password and then click on the blue "I already have an App Account"



The following screens will appear confirming that your student's access has been connected to the app.

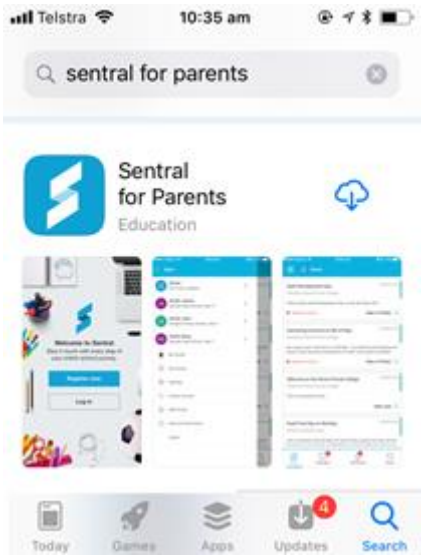


Stage 2 - Download and use the app

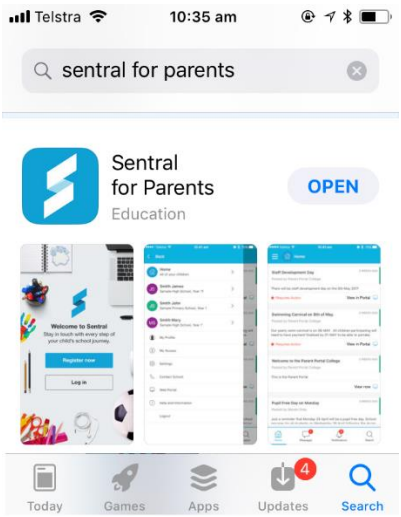
Step 1 - On your smart phone go to either the Apple App store (if you are an iPhone user) or the Google Play store (if you use an android) device.

or

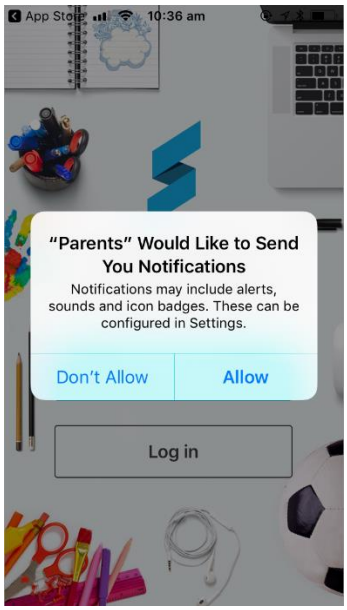
Step 2 – Search “Sentral for Parents”



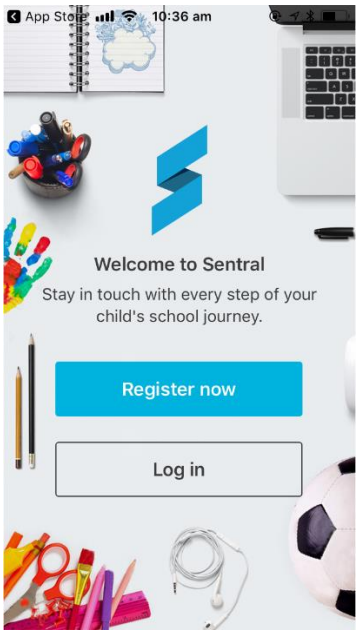
Step3 – Download the app onto your phone and then click on “OPEN”.



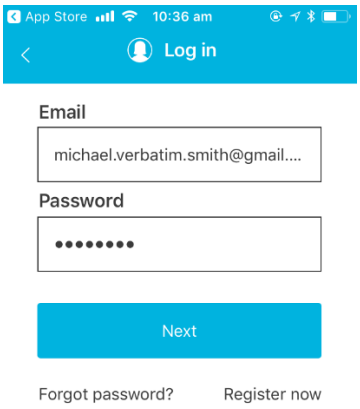
Step 4 – When the App opens up, it will ask if you would like to accept push notifications (so when the school sends you a message, the app will notify you automatically). Click on “Allow”.



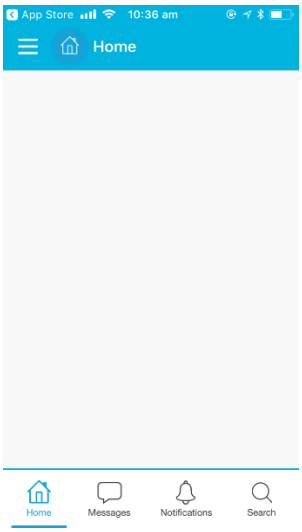
Step 5 – From the menu on the menu, click on “Log in”



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



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.