

Parent Portal User guide

Welcome to the new **Silverton Primary School** Parent Portal! The Parent Portal has been implemented for communication and absence monitoring. Parents are granted access to student's data via a unique key issued by the school.

Parents will be able to:

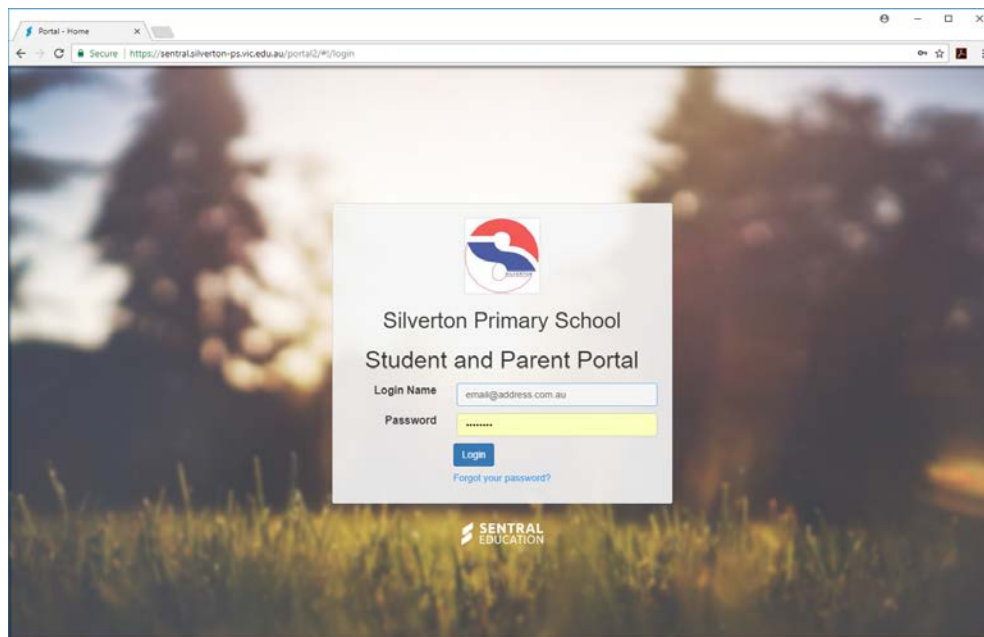
- Stay informed with your child's news feed
- Message your child's teachers
- Browse school documents and resources
- Receive your child's report cards electronically
- Book and manage parent/teacher night interviews
- Be notified of absence, respond to unexplained absences or advise the school in advance of planned absences

And best of ALL, it is linked to a Sentral Parents App. Therefore will send push notifications to your phone.

Initial Step:

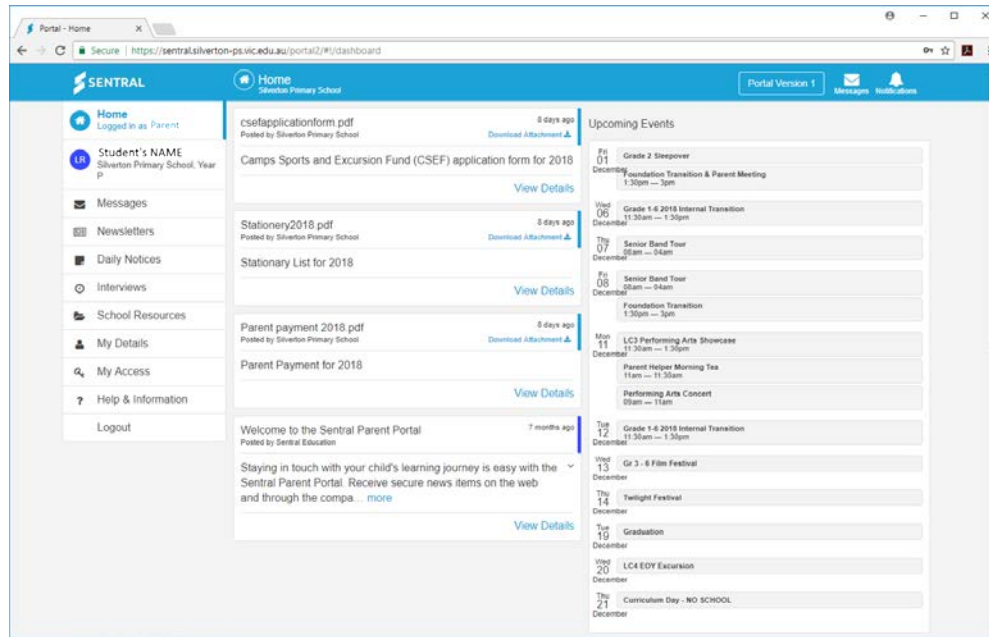
You will have received a letter or email that provides each parent with the URL link.

Please log on to the Internet via <https://sentral.silverton-ps.vic.edu.au/portal2>. You will be prompted to enter your username (email address) and the password you used in Portal1.



To be linked to school information & your child/ren you will need to enter the unique **access key** provided in the letter.

Once you have entered the code and clicked **Add key** the following screen should appear.



Congratulations! You have successfully setup the Parent Portal access and been linked to your child/ren.

Portal Navigation & Home Screen:

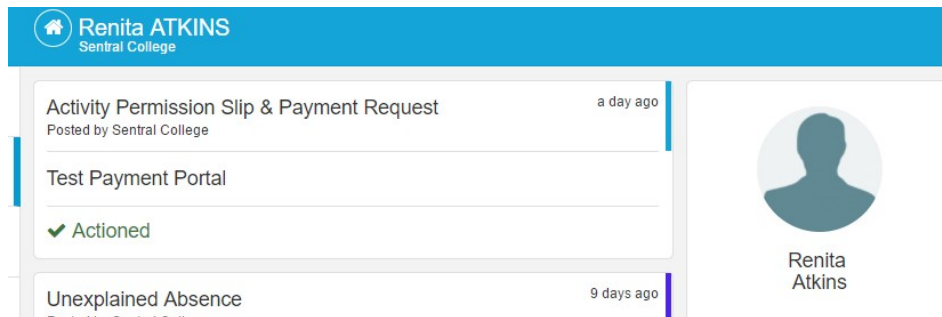
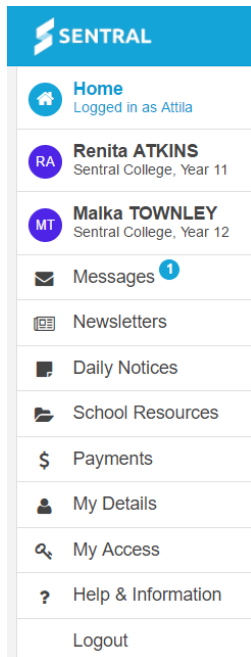
The top right of the screen allows you to view Messages and Notifications. These are highlighted with a number if there are any that are not read yet.



When you click on the **Messages** Button - it will display the unread messages. If there are no unread messages you will get a message stating No new Messages.

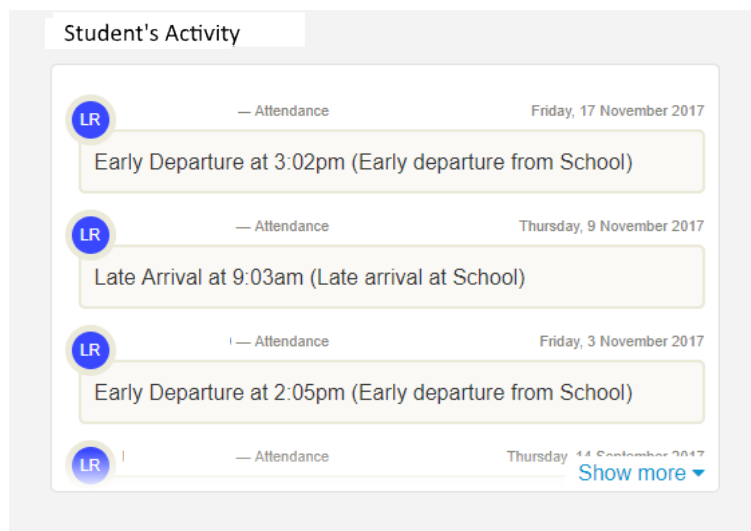
When you click on the **Notifications** Button - it will display the unread Notifications. If there are no new notifications you will get a message stating No new Notifications.

The **Home Screen** will display all your students on the left-hand side of the screen. You can click on each student to view portal information relating to that student.



The **Home Screen** will display items from the menu as well as additional items.

- **Student Activity** displays a read-only timeline of information for students e.g. Attendance, Sick bay and published reports



Or drill down to a student view. Select the student to view only their student activity panel.

- **Student Class Detail** – select a student from the home screen to display roll class and academic classes (high school only) with teacher details.



Student's
NAME

Enrolled Since: 30/01/2017
Roll Class: OT - Miss Teacher
House: GOLD

Menu Items:

- Messages

The **Messages** tab will display messages between the parent and school/teacher. From within this screen you have the option to create a New Message/conversation, or Notify the school of an upcoming absence. You can also add a message to an existing message.

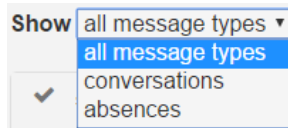



Click on the **Messages Tab** to open and view. The screen below shows an Unexplained Absence that needs an explanation sent back to the school. Click on the link showing the Unexplained Absence.

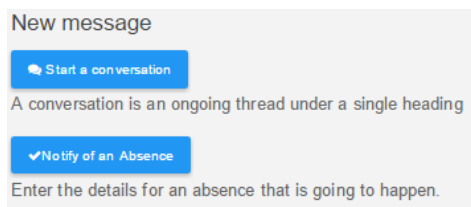
To the right of the screen there is an option to explain the absence. Type a reason for the absence and click on **Submit** Button.

View Messages

Within the **Messages Tab** you can select what messages you wish to display by clicking on the down arrow as shown below.

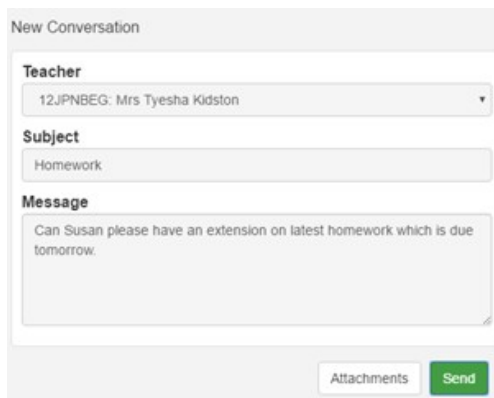


To generate a new message click on New Message button.  The following options are available on the right of the screen.



Start a conversation

Click on this option to send a message your child's teacher and the following fields are displayed to enter.

A screenshot of the 'New Conversation' form. It has three main sections: 'Teacher' with a dropdown menu showing '12JPNBEG: Mrs Tyesha Kidston'; 'Subject' with a text input field containing 'Homework'; and 'Message' with a larger text area containing 'Can Susan please have an extension on latest homework which is due tomorrow.'. At the bottom, there are two buttons: 'Attachments' and 'Send'.

Teacher: Select the teacher from the drop-down list.

Subject: Type in the Subject

Message: Type the message.

Attachment: If you wish to add an attachment click on this option.

Click on **Send** button to send the message.

Notify of an Absence

Click on this option to send an absence that will happen in the future.

New Absence

Students

Susan MERCER

Type

Vacation

Start Date

2017-05-05

End Date

2017-05-05

Comment

Family holiday

Send

Students: Tick the students that the absence is for.

Type: Select the absence type from the drop-down list. e.g. Sick, Vacation or Other.

Start Date: Using the arrows select the Start Date.

End Date: Using the arrows select the End Date.

Comment: Add any extra comments.

Click on **Send** button to send the message for the absence.

- **Newsletter**

To view the **Newsletters** available on the Portal that the school has uploaded, once you log into the Parent Portal, click on the Newsletter Tab on the left side of the screen.

Newsletters

Select the newsletter and click on the **Download** button.

Name	Date
April Newsletter 2017	26/04/2017

Download

- Daily Notices

Click on the **Daily Notices Tab** to open and view the Daily Notices.



The screenshot shows the 'Daily Notices' interface for Silverton Primary School. At the top, there is a blue header with the school's name and a green 'Filter' button. Below the header, three notice cards are visible:

- Notice 1:** Titled 'Last Week of 2017', posted by Mrs Christine Baxter on Friday, 15 December 2017 at 8:33am. It features a blue 'Last WEEK of 2017' button and a list of events: 'Monday 18thDecember 8:50am Last Assembly for the Year' and 'Tuesday 19th December Grade 6 Graduation in the evening'.
- Notice 2:** Titled 'Holiday Program from Kelly Sports', posted by Mrs Laura Manhire on Friday, 8 December 2017 at 2:09pm. It includes the text 'Please find attached holiday program from Kelly Sports.' and a 'Regards' signature.
- Notice 3:** Titled 'Twilight Festival', posted by Mrs Laura Manhire on Wednesday, 6 December 2017 at 3:27pm. It contains a 'See Attachment' section with two links to 'Silvertons Twilight festival.pdf'.

The **Filter** option enables you to filter by title, published after date, published before date or by year group.


The screenshot shows the expanded filter menu. At the top right is a green button with an upward arrow and the text 'Filter'. The menu is divided into two main sections:





- Title:** Contains a text input field labeled 'Search Keyword'.
- Published after:** Contains a text input field labeled 'Select Date'.
- Published before:** Contains a text input field labeled 'Select Date'.
- Years:** A vertical scrollable list containing the letters 'K', '1', '2', '3', '4', '5', '6', and '7'.


- **School Resources**



The **School Resources Tab** displays documents uploaded by the school available for parents to download.




School Resources

 School Resources
Silverton Primary School


-  csefapplicationform.pdf
395 KB, 22/11/2017 01:01 PM
-  Instrumental 2018 Prog 1 Expression.pdf
216 KB, 07/12/2017 04:31 PM
-  Parent payment 2018.pdf
425 KB, 22/11/2017 12:59 PM
-  Stationery2018.pdf
79 KB, 22/11/2017 01:00 PM

Select the document you wish to download and to the right of the screen it will give you an option to download the file. 

  **csefapplicationform.pdf**
395 KB, 22/11/2017 01:01 PM

-  Instrumental 2018 Prog 1 Expression.pdf
216 KB, 07/12/2017 04:31 PM
-  Parent payment 2018.pdf
425 KB, 22/11/2017 12:59 PM
-  Stationery2018.pdf
79 KB, 22/11/2017 01:00 PM

Name: csefapplicationform
Tags:
Summary: csefapplicationform.pdf
Description: Camps Sports and Excursion Fund (CSEF) application form for 2018
Type: PDF
Last Revised: 2017-11-22 13:01:48



- **Interviews**

The **Interview Tab** allows parents to book interviews and the screen displays the current Interviews that the parent has requested.

Content in this tab is only visible during Interview times. You will be notified when interviews are available for booking.

Interviews

Term 2 Interviews Select Timeslots

Session dates: **04/05/2017, 05/05/2017**
 Session duration: **5 minutes**
 Registration open until **28/04/2017 17:00**

Appointments

To select the times, click on Select Timeslots Button



and the following screen is displayed.

Your session will timeout from inactivity in 9:31

Term 2 Interviews Select Timeslots

Session dates: **04/05/2017, 05/05/2017**
 Session duration: **5 minutes**
 Registration open until **28/04/2017 17:00**

Appointments

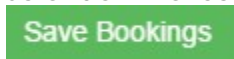
Term 2 Interviews

Tara DUNLOP
 10M
 Mrs Treloar

04/05/2017 Thu 05/05/2017 Fri

<input type="radio"/> 3:15pm	<input type="radio"/> 4:30pm	<input type="radio"/> 5:45pm	<input type="radio"/> 7:00pm
<input type="radio"/> 3:20pm	<input type="radio"/> 4:35pm	<input type="radio"/> 5:50pm	<input type="radio"/> 7:05pm
<input type="radio"/> 3:25pm	<input type="radio"/> 4:40pm	<input type="radio"/> 5:55pm	<input type="radio"/> 7:10pm
<input type="radio"/> 3:30pm	<input type="radio"/> 4:45pm	<input type="radio"/> 6:00pm	<input type="radio"/> 7:15pm
<input type="radio"/> 3:35pm	<input type="radio"/> 4:50pm	<input type="radio"/> 6:05pm	<input type="radio"/> 7:20pm
<input type="radio"/> 3:40pm	<input type="radio"/> 4:55pm	<input type="radio"/> 6:10pm	<input type="radio"/> 7:25pm
<input type="radio"/> 3:45pm	<input type="radio"/> 5:00pm	<input type="radio"/> 6:15pm	<input type="radio"/> 7:30pm
<input type="radio"/> 3:50pm	<input type="radio"/> 5:05pm	<input type="radio"/> 6:20pm	<input type="radio"/> 7:35pm
<input type="radio"/> 3:55pm	<input type="radio"/> 5:10pm	<input type="radio"/> 6:25pm	<input type="radio"/> 7:40pm
<input type="radio"/> 4:00pm	<input type="radio"/> 5:15pm	<input type="radio"/> 6:30pm	<input type="radio"/> 7:45pm
<input type="radio"/> 4:05pm	<input type="radio"/> 5:20pm	<input type="radio"/> 6:35pm	<input type="radio"/> 7:50pm
<input type="radio"/> 4:10pm	<input type="radio"/> 5:25pm	<input type="radio"/> 6:40pm	<input type="radio"/> 7:55pm
<input type="radio"/> 4:15pm	<input type="radio"/> 5:30pm	<input type="radio"/> 6:45pm	
<input type="radio"/> 4:20pm	<input type="radio"/> 5:35pm	<input type="radio"/> 6:50pm	
<input type="radio"/> 4:25pm	<input type="radio"/> 5:40pm	<input type="radio"/> 6:55pm	

Scroll down for each teacher and select available timeslots and save booking.



19/04/2016 Tue	01/08/2017 Tue		
<input type="radio"/> 9:00am	<input type="radio"/> 11:00am	<input type="radio"/> 1:00pm	<input type="radio"/> 3:00pm
<input type="radio"/> 9:15am	<input type="radio"/> 11:15am	<input type="radio"/> 1:15pm	<input type="radio"/> 3:15pm
<input type="radio"/> 9:30am	<input type="radio"/> 11:30am	<input type="radio"/> 1:30pm	<input type="radio"/> 3:30pm
<input type="radio"/> 9:45am	<input type="radio"/> 11:45am	<input type="radio"/> 1:45pm	<input type="radio"/> 3:45pm
<input type="radio"/> 10:00am	<input type="radio"/> 12:00pm	<input type="radio"/> 2:00pm	<input type="radio"/> 4:00pm
<input type="radio"/> 10:15am	<input type="radio"/> 12:15pm	<input type="radio"/> 2:15pm	<input type="radio"/> 4:15pm
<input type="radio"/> 10:30am	<input type="radio"/> 12:30pm	<input type="radio"/> 2:30pm	<input type="radio"/> 4:30pm
<input type="radio"/> 10:45am	<input type="radio"/> 12:45pm	<input type="radio"/> 2:45pm	<input type="radio"/> 4:45pm

You may also select **Not Attending** if that option is available.

You need to click on Save Bookings to confirm these times.

If you click on **Interviews** tab your screen will now list the appointments.

Term 3 ROB TEST

Session date: **31/07/2017**

Session duration: **10 minutes**

Registration open until **30/07/2017 17:00**

- **My Details**

The **My Details Tab** displays the details for the parent that is currently logged in. The details include name details, email address and password.

 **My Details**

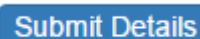
The information is displayed in the following breakdowns:

- My Details
- My Access
- Family Contact
- Emergency Contacts
- Student Details

The details that can be changed are displayed with an **Edit** Button to the right.



Make the necessary changes and click on Submit Details.



My Details		Edit
Name	Mr Attila Madarasz	
Email	attila.madarasz@sentral.com.au	
Phone	02 9509 8548	
Address	37-61 Carpenter St COLYTON NSW 2760	

My Access	
App account	Not Linked Link Account

Click on **Link Account**.

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

- **My Access**

The **My Access Tab** displays when a Family Access Key was issued and the option to enter **Add a New Access Key**. You can enter the app compatible key you received directly into the Sentral parent app also.

My Access

	Portal Version 1   5
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Family Access Key Issued 27/4/2017</p> <div style="text-align: right; margin-bottom: 10px;"> Click to Configure App Access </div> <div style="text-align: center;"> + Add New Access Key </div> </div>	

Each parent needs to **Add New Access Key** to authenticate the user for the app and provide a registration email to follow. Each Access key can only be **used once**. This means parents within the same family will now need to download and register as individuals via each App & Google store. The Access

key ensures that the child/ren are appended to the parent account.

The screenshot shows a user interface for managing access keys. On the left, a box displays 'Family Access Key' with the date 'Issued 10/7/2017' and a green 'App Linked' badge. Below this is a blue button labeled '+ Add New Access Key'. To the right, a section titled 'Register Your Access Key' contains instructions: '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 UAT 1 College to request one.' Below the text is a 'Family/Student Key' input field and a green 'Add Key' button. At the bottom right, an orange box contains a warning: '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 UAT 1 College as soon as possible to have access using it blocked.'

The screen below demonstrates successful key link with authentication required via Parents email and password to link App Account.

Enter your **Email** and **Password** and select one of 2 options:

This screenshot shows the 'Family Access Key' interface with the date 'Issued 10/7/2017' and a blue '+ Add New Access Key' button. A red button labeled 'Click to Configure App Access' is visible. The main content area contains the text: 'Since you do not have an App account linked for this Portal account. Please enter your credentials below and select from the two options ...'. Below this are two input fields: 'Email' (containing 'cade.wilde@sentral.com.au') and 'Password'. At the bottom are two blue buttons: 'I already have an App Account' and 'I need a new App Account'.

I already have an App Account – If you have already downloaded and registered via the App & Google store you will need to link Portal account to App account. You will be prompted to verify email and password.

IMPORTANT: Parent portal and app email need to be the same.

I need a new App Account – You have not yet visited the App or Google store.

<p>Family Access Key Issued 10/7/2017</p> <p>Family Access Key Issued 12/7/2017</p> <p>Family Access Key Issued 12/7/2017</p> <p>+ Add New Access Key</p>	<p>App Linked</p> <p>App Linked</p> <p>App Linked</p> <p>Please login with your App account credentials to authenticate your access.</p> <p>Password <input type="password"/></p> <p>I already have an App Account</p> <p>If you do not wish to create an App user account at this point please use the following option to link your access key</p> <p>Add access key without App user registration</p>
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Enter your Password

<p>Family Access Key Issued 10/7/2017</p> <p>+ Add New Access Key</p>	<p>App Linked</p> <p>App credentials were successfully authenticated. This Portal access key is now linked to the App.</p>
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The email you receive will be look like this **(Sample ONLY)**

Your new Sentral Communications Account is ready

Hi Tod,

Your new account for Sentral Communications is ready. Click the link below to verify your account.
[Verify my account.](https://api.sentral.com.au/api/XXXXXXXXXXXXXXXXXXXXXXXXXX) [https://api.sentral.com.au/api/XXXXXXXXXXXXXXXXXXXXXXXXXX

Once you have verified your account you can start adding access keys.

Complete Registration, your account is now ready to use.

The following screen is displayed confirming registration.

Registration Confirmation

First Name: Susan
Last Name: Le Noury
Email: susan.lenoury@gmail.com

SET PASSWORD

To generate a password, click on **Set Password** and enter password details and click on **Save Password**.

Update Password

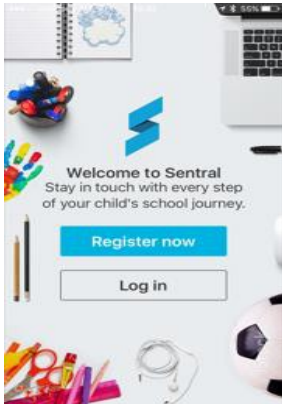
Updating password for: **Susan Le Noury**

Password: Confirm Password:


Save Password

You may download the **Sentral for Parents** app from App or Google store.

On the App go to **Log In**



Add **Email & Password** you created at registration.

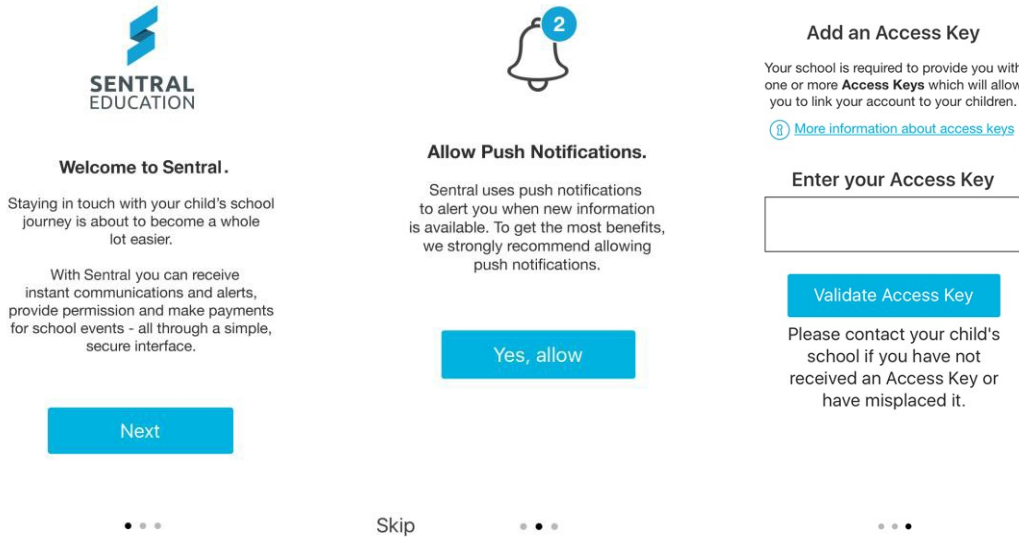
<  Log in

Email

Password

Next

These steps ensure you have the school and child/ren added to your account. Within the app you will step through various welcome screens. If you have the app compatible access key you may enter it on the 3rd screen. If you have completed the steps above, this is not required.



- **Help and Information**

The **Help & Information Tab** displays useful Questions and answers for use within the Parent Portal.

Help & Information

The **Help & Information Tab** displays useful Questions and answers for use within the Parent Portal.

Click on the **Help & Information Tab** to open and view.

Each question and answer will expand when you click on it.

Please contact the school office on 9795 5033 or admin@silverton-ps.vic.edu.au if you require support or have a query in relation to the Parent Portal and app.