Thursday 13th October 2016

Dear Parents / Guardians,

As you may remember from July this year, when Parent Teacher Interviews were being booked, we used a new system called Sentral which has a Parent Portal where you can access information about your child/ren’s schooling.

Sentral is now used extensively within the school for recording Attendance, Sign-in, Emergency Management, Sick Bay, Parent Teacher Interviews and Academic Reports. The benefits being that there is one place for everything, it allows clear and fluid communication and paper is eliminated too.

In fact, end of year Student Academic Reports will be published on Sentral in the Parent Portal this year, so we want to get you to become familiar with the portal.

Attached are some instructions to assist you, especially if you have not yet used Sentral.

As we become more familiar with all the different functions of Sentral, we will be forwarding more information to you during this term. The instructions attached this week focus on Family Details and we want everyone to login to the Portal and check / update / add their Family Details.

Thank you for your support with this and if you have any issues, please call the office for help on 9772 4139.

Regards

Aleesha Wood
Curriculum Leader
If you are an EXISTING USER:
If you booked your Mid-Year Parent Teacher Interviews using Sentral, you should know the email address you used and hopefully remember your password. You simply log in using this link: https://sentral.chps.vic.edu.au/portal/

Note: This link is on the front page of the school website www.chps.vic.edu.au
Now continue to the next page...

OR

If you are a NEW USER:
If you have never accessed the Parent Portal before you must register first using this link: https://sentral.chps.vic.edu.au/portal/register

Note: This link is on the front page of the school website www.chps.vic.edu.au
Choose a valid email address and a password and click Create your Account.

You will be prompted to enter the Access Key that was sent to you for the Parent Teacher Interviews.
We have tried to include this information separately for those families that have not logged in before.
If you don’t have your Access Key—please call the office and we will tell you the key.
Ph: 9772 4139
Now continue to the next page...
CHECKING AND AMENDING FAMILY DETAILS

Once logged in you will see your children’s pictures on the screen.
(You may click on their pictures to access their portal)
Click on the brown Family Details button at the top of the screen to check your family details.

Click the blue Summary button to see all of your Family Details.
If you want to add or edit information click the green Edit button.
Make your changes where appropriate and click the grey Next button.
Keep clicking Next and checking details until the grey Summary button appears.
Click the Summary button and you will see what changes you have made.

Finally click the green Submit Request button.
The school office will receive your request and will update your details accordingly.

If you require any assistance, please call the school office 9772 4139.

Thank you