

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

# SIGNING IN TO THE PARENT PORTAL

## 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.

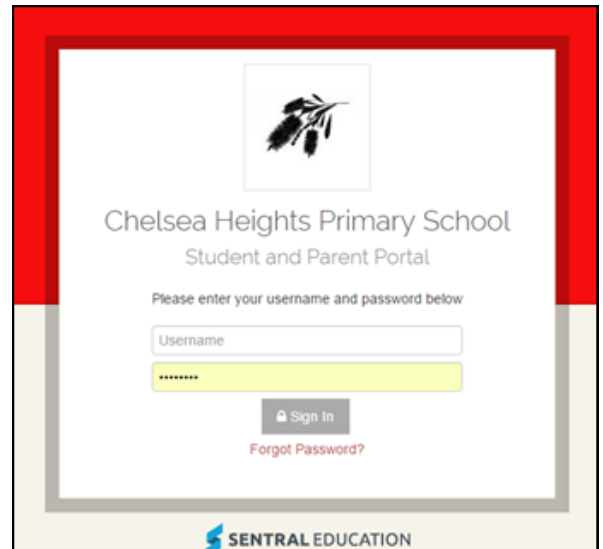
You simply log in using this link:

<https://sentral.chps.vic.edu.au/portal/>

Note: This link is on the front page of the school website

[www.chps.vic.edu.au](http://www.chps.vic.edu.au)

Now continue to the next page...



The screenshot shows the login page for Chelsea Heights Primary School. At the top is the school logo. Below it, the text reads "Chelsea Heights Primary School Student and Parent Portal". A prompt says "Please enter your username and password below". There are two input fields: "Username" and "Password" (with a yellow highlight). Below the password field is a "Sign In" button and a "Forgot Password?" link. At the bottom, the "SENTRAL EDUCATION" logo is visible.

OR

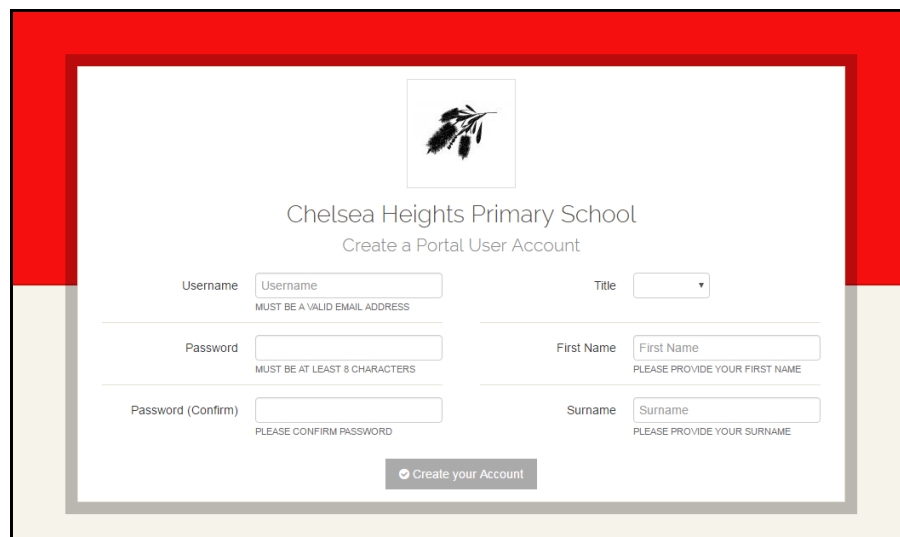
## If you are a NEW USER:

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](http://www.chps.vic.edu.au)

Choose a valid email address and a password and click **Create your Account**.



The screenshot shows the registration page for Chelsea Heights Primary School. It features the school logo and the text "Chelsea Heights Primary School Create a Portal User Account". There are four input fields: "Username" (with a note "MUST BE A VALID EMAIL ADDRESS"), "Title" (a dropdown menu), "Password" (with a note "MUST BE AT LEAST 8 CHARACTERS"), and "First Name" (with a note "PLEASE PROVIDE YOUR FIRST NAME"). Below these are "Password (Confirm)" (with a note "PLEASE CONFIRM PASSWORD") and "Surname" (with a note "PLEASE PROVIDE YOUR SURNAME"). A "Create your Account" button is at the bottom.

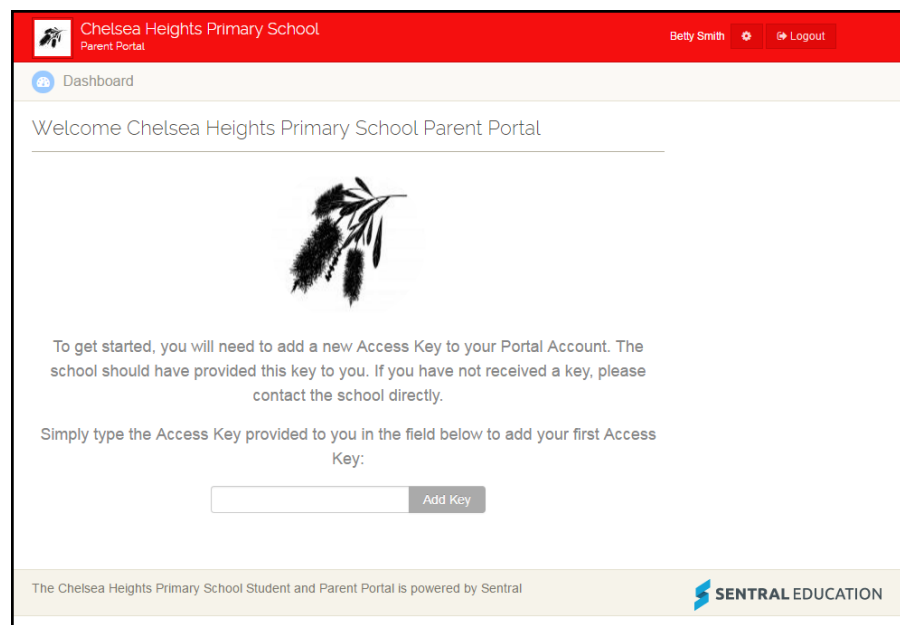
You will be prompted to enter the **Access Key** that was sent to you for the Parent Teacher Interviews.

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.

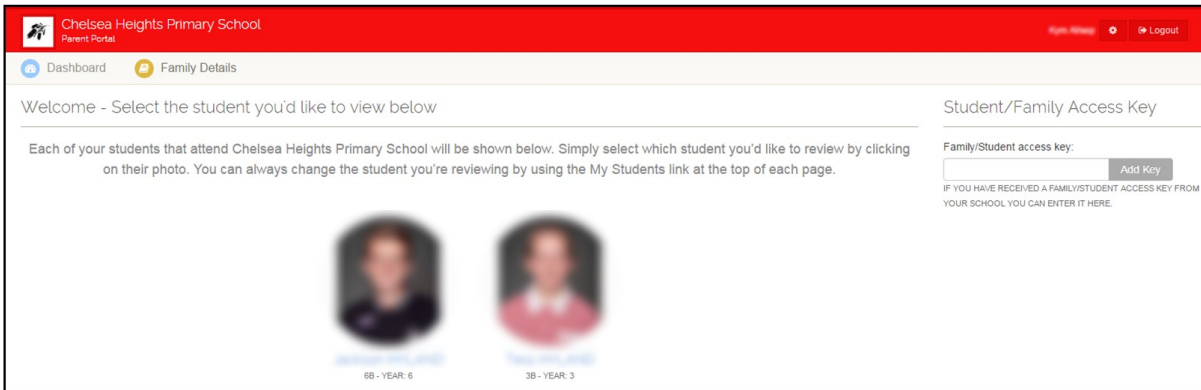
Ph: 9772 4139

Now continue to the next page...



The screenshot shows the dashboard of the Chelsea Heights Primary School Parent Portal. The top navigation bar includes the school logo, "Chelsea Heights Primary School Parent Portal", and user information "Betty Smith" with a settings icon and a "Logout" button. Below the navigation bar is a "Dashboard" link. The main content area says "Welcome Chelsea Heights Primary School Parent Portal" and features the school logo. A message reads: "To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly." Below this is a form with a text input field and an "Add Key" button. At the bottom, it says "The Chelsea Heights Primary School Student and Parent Portal is powered by Sentral" and the "SENTRAL EDUCATION" logo.

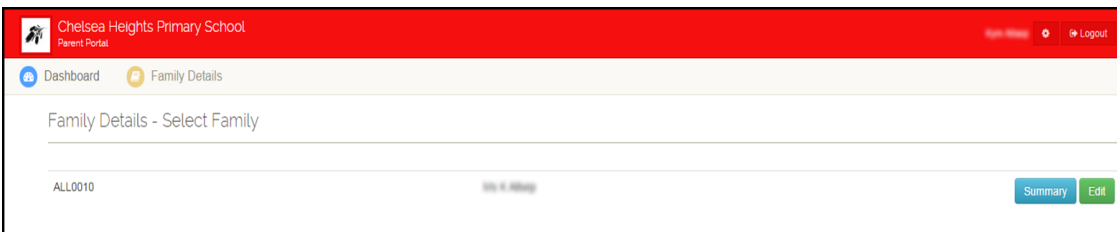
# CHECKING AND AMENDING FAMILY DETAILS



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.

Summary		
Field	Current Value	Amended Value

[Submit Request](#)

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