



# SENTRAL



YOUNG HIGH SCHOOL

## SENTRAL PARENT PORTAL

An information guide on how to use the portal



YOUNG HIGH SCHOOL

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EVERY STUDENT MATTERS  
*Opportunity Diversity Inclusivity*



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# SENTRAL PARENT PORTAL

## INTRODUCTION

Young High School are migrating to the Sentral Parent Portal for communications between parents/carers, teachers and students. In this portal you are able to see your child's information and notices that are pertaining to them. You will also be able to contact your child's class teachers and they will be able to contact you and the students as well.

There are two versions of the portal that can be used. One is a web based version that can be accessed via a computer and the other is through the app on your phone. You will also be able to access the web version through the app on your phone as well as this is a more comprehensive tool.

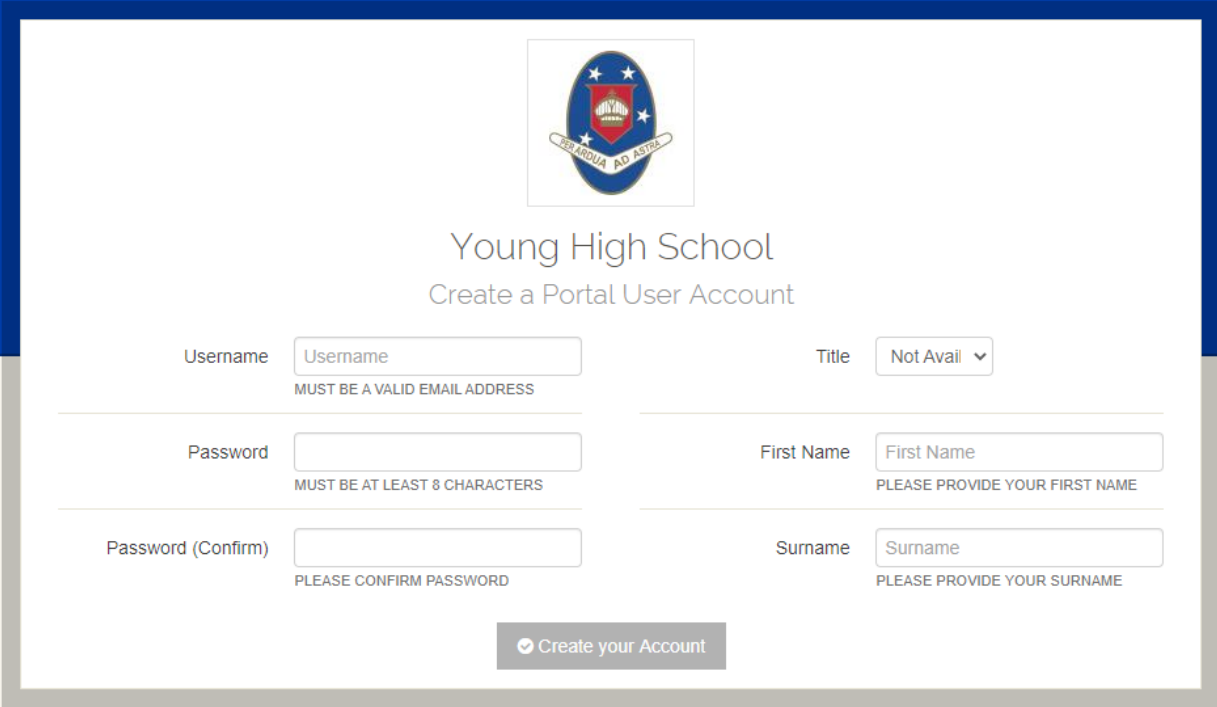
If you have any concerns in relation to this please contact the school on 6382 1166 for assistance.

## USER GUIDE

### REGISTRATION PROCESS

All parents/carers will be required to register for the portal prior to being able to see your student's information. Once you have registered you can contact the school to request an access code (if one has not already been issued to you).

To register please go to <https://young-h.sentral.com.au/portal/register> and fill in the details and click on register.



The screenshot shows a registration form for Young High School. At the top center is the school's crest, which features a shield with a sun, stars, and the motto 'PER ARDUA AD ASTRA'. Below the crest, the text reads 'Young High School' and 'Create a Portal User Account'. The form consists of several input fields: 'Username' (with a note 'MUST BE A VALID EMAIL ADDRESS'), 'Title' (a dropdown menu currently set to 'Not Avail'), 'Password' (with a note 'MUST BE AT LEAST 8 CHARACTERS'), 'First Name' (with a note 'PLEASE PROVIDE YOUR FIRST NAME'), 'Password (Confirm)' (with a note 'PLEASE CONFIRM PASSWORD'), and 'Surname' (with a note 'PLEASE PROVIDE YOUR SURNAME'). At the bottom center of the form is a grey button with a checkmark icon and the text 'Create your Account'.

### PORTAL NAVIGATION

Our school will be implementing the NEW Portal 2 (Light Blue) as the Portal 1 (Dark Blue) is being phased out.

To access Parent Portal 2 - click on the Portal 2 button at the top right hand side of the screen. Your **Home Screen** should look like the one in the picture on the following page.



## HOME SCREEN

Displays items from the menu as well as additional items.

The Home screen will then be displayed and you will be required to enter the student code (issued by the school) into the My Access tab to see the following screen with students information.

Please note this is a sample only and each parent may see different information.

The screenshot shows the 'Home' screen of the Sentral Parent Portal. The header includes the Sentral logo, 'Home Sentral College', 'Portal Version 1', and 'Messages Notifications'. A left-hand navigation menu lists: Home (Logged in as Attila), Renita ATKINS (Sentral College, Year 11), Malka TOWNLEY (Sentral College, Year 12), Messages (1), Newsletters, Daily Notices, School Resources, Payments, My Details, My Access, Help & Information, and Logout. The main content area is divided into three columns. The first column contains announcements: 'Welcome to the Sentral Parent Portal' (Posted by Sentral College, a month ago), 'Activity Permission Slip & Payment Request' (Posted by Parent Portal College, a month ago) with sub-items 'Athletics Carnival' and 'Actioned', 'Staff Development Day' (Posted by Parent Portal College, a month ago) with the text 'There will be staff development day on the 5th May 2017' and 'Actioned', and two 'Unexplained Absence' notices (Posted by Parent Portal College, a month ago) for Malka TOWNLEY and Renita ATKINS, both marked 'Actioned'. The second column is titled 'Homework' and lists items for Malka TOWNLEY: '12HO1 - Front of House Challenge - Recipe Costing' (01/04/2016, OVERDUE), '11HO1 - Hospitality OneNote Checklist Week 8' (no due date, TODO), '11JPB1 - Home work for tuesday' (no due date, TODO), and another '11HO1 - Hospitality OneNote Checklist Week 8' (no due date, TODO). The third column is titled 'Payments' and lists several 'UNPAID' items: 'Athletics Carnival' (Wednesday, 14 June 2017) for Malka TOWNLEY (\$30.50) and Renita ATKINS (\$30.50), 'Netball Carnival' (Friday, 26 May 2017) for Renita ATKINS (\$20.00), and 'Term 2 - Photocopy Top Up' (Monday, 8 May 2017) for Renita ATKINS (\$5.00) and Malka TOWNLEY (\$5.00), and 'Test Payment Portal' (Wednesday, 24 May 2017) for Renita ATKINS (\$10.00).

## MY ACCESS TAB

Click on the **add new key** button and enter the access code that you have been issued by the school.

The code is case specific and will need to be entered exactly as it appears in the letter.

The screenshot shows the 'My Access' tab. It displays a 'Family Access Key' issued on 27/4/2017. There is a red button labeled 'Click to Configure App Access' and a blue button labeled '+ Add New Access Key'.

Each Access key can only be used once. This means parents within the same family will 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.

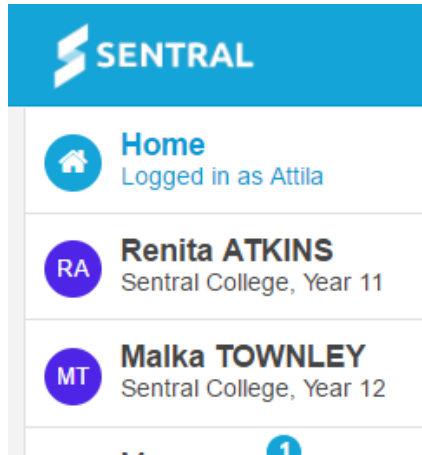
The screenshot shows the 'Register Your Access Key' screen. It features a 'Family Access Key' issued on 10/7/2017 with an 'App Linked' status. A blue button '+ Add New Access Key' is visible. The main section contains instructions: 'Please enter your access key below exactly as it appears in the communications 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 this is a text input field labeled 'Family/Student Key' and a green 'Add Key' button. A yellow warning box at the bottom states: 'Treat access keys as confidentiality the same as you would your pin number for your bank account, and with complete confidentiality. 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.'

*Access keys should be treated the same as you would your pin number for your bank account, and with complete confidentiality.*

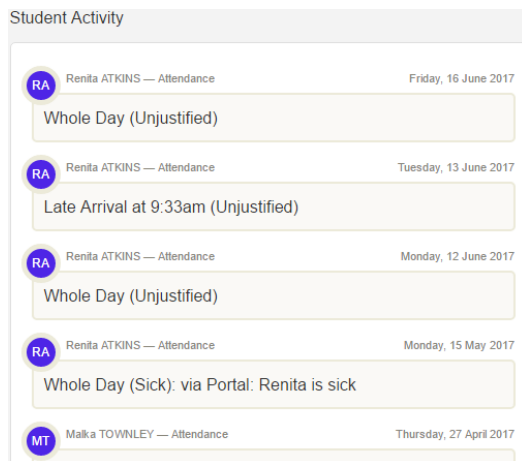
## HOME SCREEN VIEW

From this screen you can see all your student's (that you have entered an access code for) on the left-hand side of the screen. You can click on each student to view portal information relating to that student.

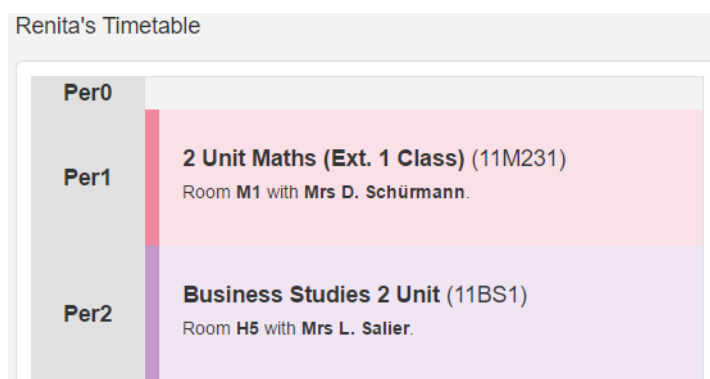
Select your the student name from the home screen to see other details.



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



**Student timetable** - their timetable for the day. as well as their roll class and academic classes



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



## MENU BAR

The top right of the screen allows you to view which portal you are in as well as messages and notifications. These are highlighted with a number if there are any that are not read yet.



**NOTE:** Clicking on the Portal Version 1 button will take you back to the Portal 1 Version **YHS only use the Portal 2 Version**

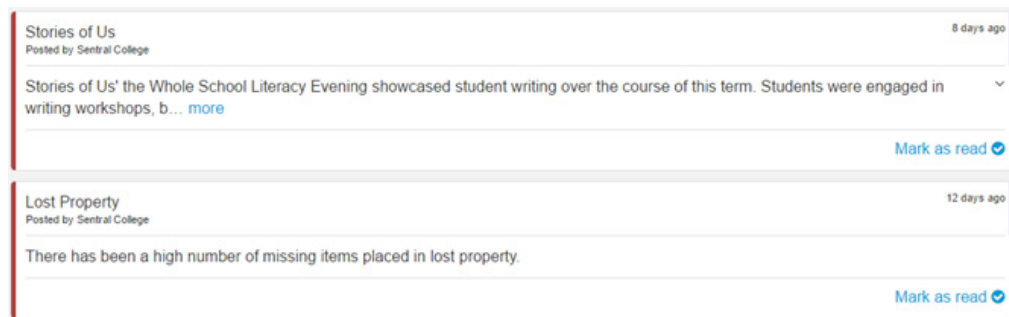
When you click on the **Messages Button** - it will display the unread messages. If there are no unread messages you will get a message stating No new Messages.

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.

## MENU ITEMS

### Messages & Notifications

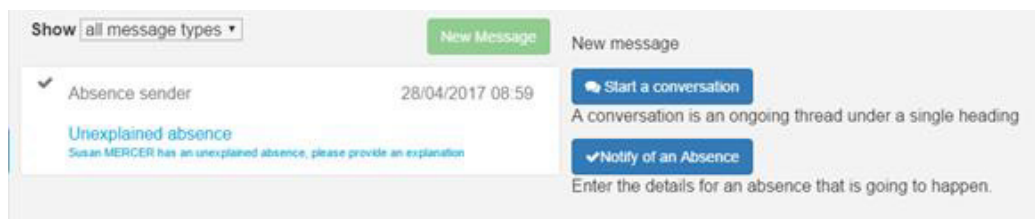
**Notifications** tab is a push notification relating to general communication sent out by the school e.g. payments or permissions.



Parent/carer can **Mark as Read** so the item has now been actioned



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.

### Explain absence

Susan MERCER  
Date absent: Wednesday, 26 April 2017 Type: Whole Day  
Reason: Whole Day (Absent)










**Explanation**

Susan was unwell on the 26 April 2017.

Submit

## HOME SCREEN SIDE MENU

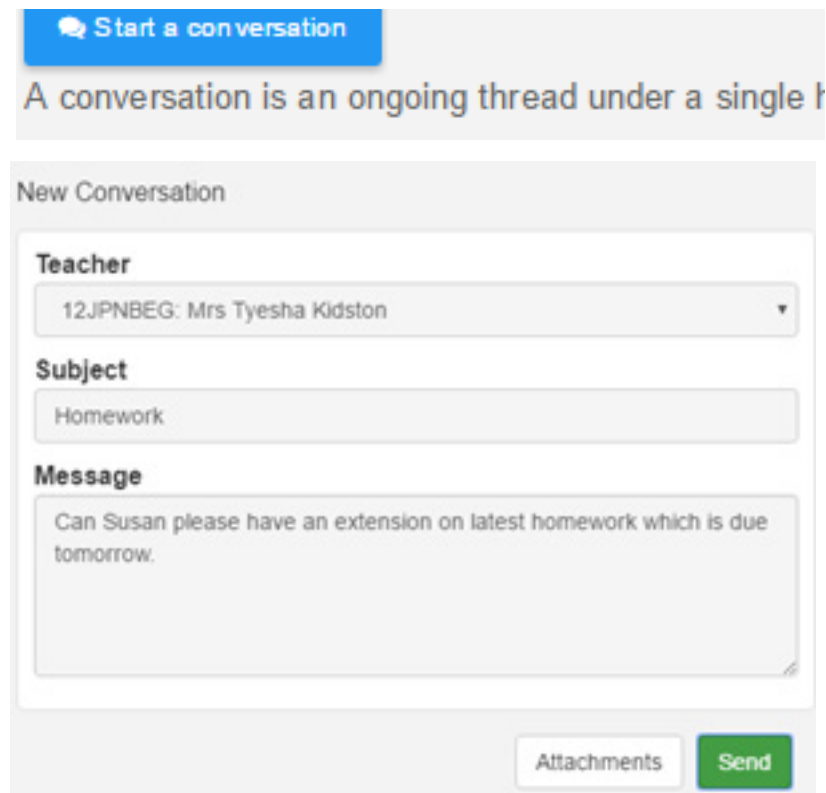
On the left hand side of the screen you will see a list of item that you can select.

-  Messages
-  Absences
-  Parent Teacher Interviews
-  School Resources
-  School Forms
-  My Details
-  My Access
-  Help & Information
-  Log Out

## 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 **start a conversation** and select the person you wish to speak with, fill in the details and click send.



The image shows a blue button labeled "Start a conversation" with a speech bubble icon. Below it is a text box containing the sentence "A conversation is an ongoing thread under a single t".

Below that is a "New Conversation" form with the following fields:

- Teacher:** A dropdown menu showing "12JPNBEG: Mrs Tyesha Kidston".
- Subject:** A text input field containing "Homework".
- Message:** A large text area containing the text "Can Susan please have an extension on latest homework which is due tomorrow."

At the bottom of the form are two buttons: "Attachments" and "Send".

If you have previously been speaking with someone you can also click on the name of the person in the list and continue the conversation without starting a new one.



## NOTIFY OF AN ABSENCE

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

**Students:** Tick the students that the absence is for.

**Type:** Select the absence type from the drop-down list.

**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.

New Absence

Students  
 Susan MERCER

Type  
Vacation

Start Date  
2017-05-05

End Date  
2017-05-05

Comment  
Family holiday

Send

## INTERVIEW TAB

allows parents to book interviews and the screen displays the current Interviews that the parent has requested. These are only possible when the sessions are released. You cannot book an interview at any other time.

Term 2 Interviews

Session dates: 04/05/2017, 05/05/2017

Session duration: 5 minutes

Registration open until 28/04/2017 17:00

Appointments

Select Timeslots

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

Session dates: 04/05/2017, 05/05/2017

Session duration: 5 minutes

Registration open until 28/04/2017 17:00

Appointments

Select Timeslots

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.


### SCHOOL RESOURCES


This is where you can access notes and information that are handed to students or distributed throughout the school community. Select an item and an option to download it will appear.


 **School Resources**  
Sentral College

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 **test\_image (2).jpg**  
NaN undefined, Invalid date





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