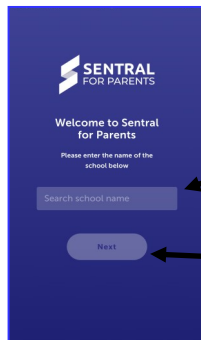


Welcome to the New Parent Portal APP.

You will need to download the Sentral Parent APP from your APP store.

STEP 1.

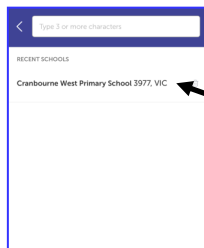


Type in the school name:

Cranbourne West Primary School

Then click "next"

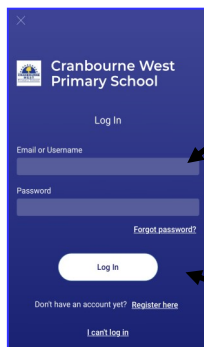
STEP 2.



Click on:

Cranbourne West Primary School

STEP 3.

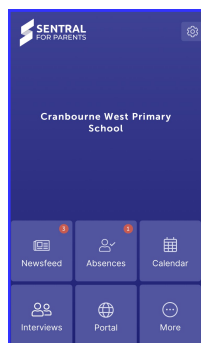


Type in your username - this should be the surname of your eldest child in capital letters.

It is the same username that you have been using to access the Sentral Parent Portal on the web.

Then type in the password. This should be the same as the one you had previously.

STEP 4.



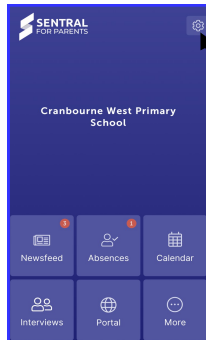
This is the home screen.

This is where you can fill in your child's absences, find the newsletter, daily notices and even book your child's three way interviews.

Please see the next page for further information.

Welcome to the New Parent Portal APP.

STEP 5.

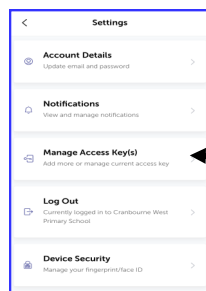


If you are accessing the Sentral Parent Portal for the first time you will need to enter an “access key”.

This is a security key that will open up your child/children’s information.

Click on the cog in the corner.

STEP 6.



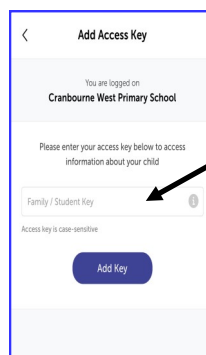
Click on “Manage Key(s)”.

STEP 7.

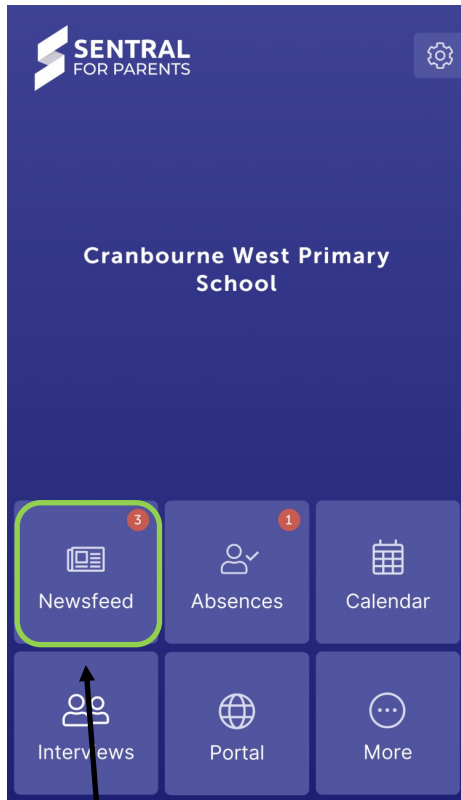


Click on the “+” key.

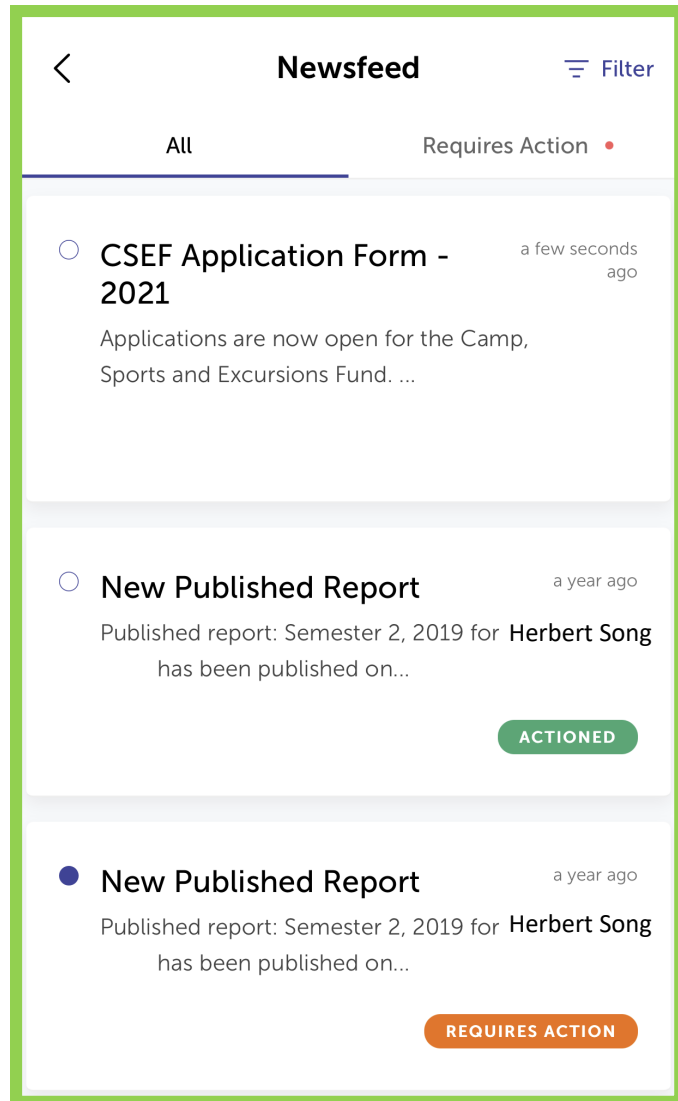
STEP 8.



The key we give you is case sensitive. This means that you will need to type it in exactly as it is written down.



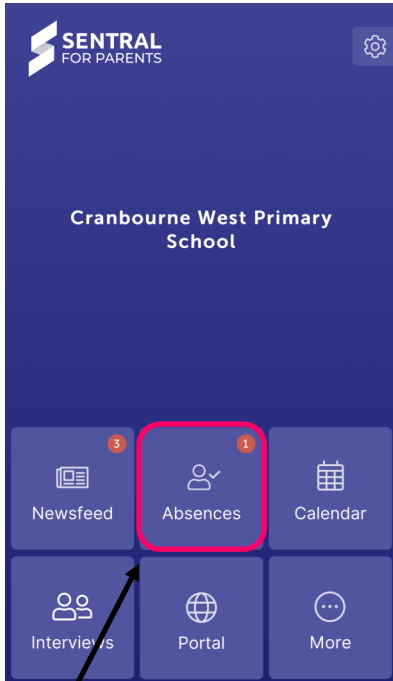
Newsfeed



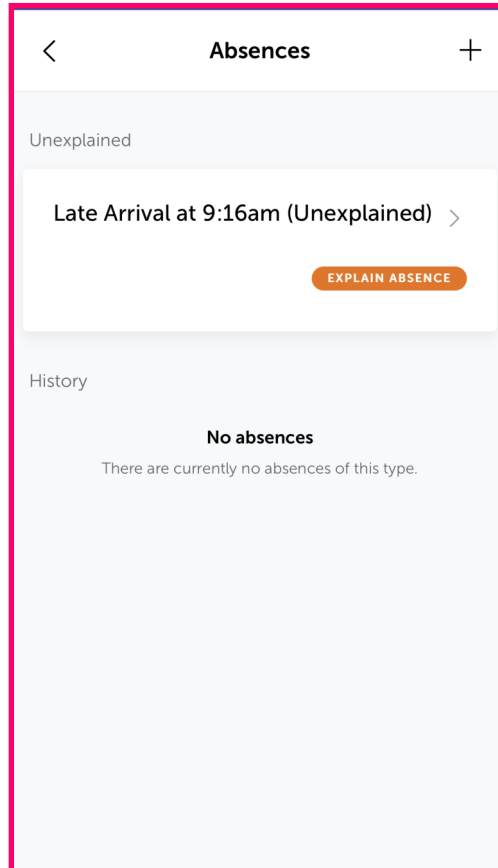
On the newsfeed page is where you will find your child's reports as well as application forms and any other documentation that you may need.

To view the "news feed" item, all you have to do is click on the link and the document will appear.

You will also see that if the "feed item" says **REQUIRES ACTION** then it means that there is something you need to do. It may be that you need to explain your child's absence or send back the paperwork.



Absences




Screen 1

Screen 2

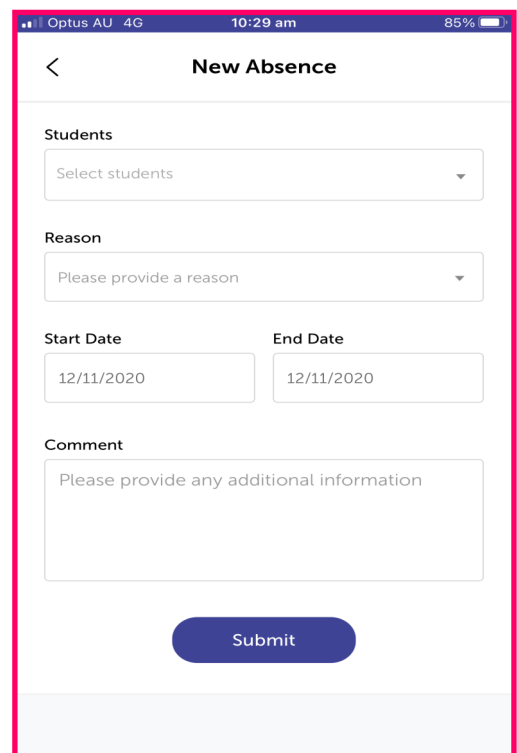
In the absences section is where you can enter your child's upcoming or recent absence as well as find a list of all recorded absences for the year.

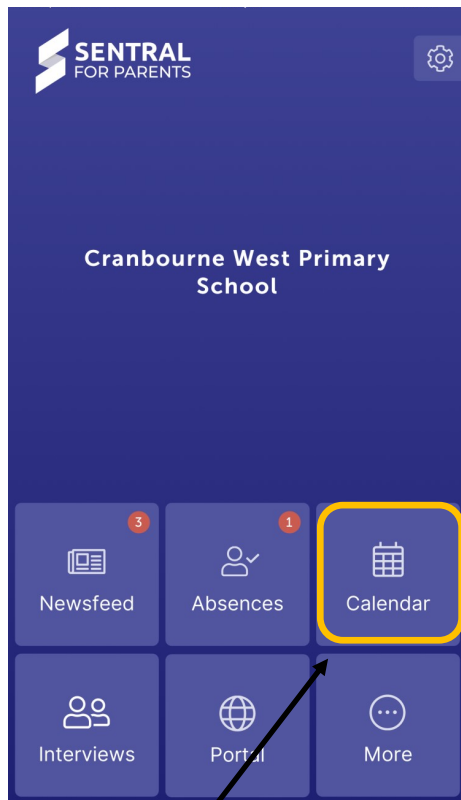
If your child has an unexplained absence or late arrival then it will appear as seen in screen 1.

From here you can click on the  button and you will be taken to fill in the details of your child's absence (see screen 2 snapshot).

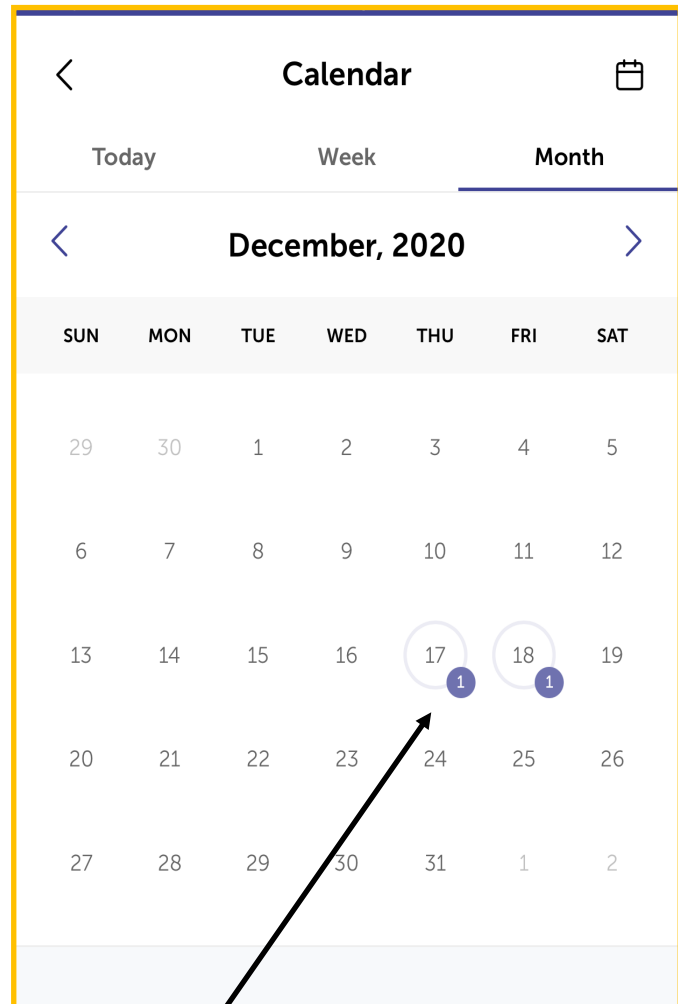
Once you have filled in the details then click the







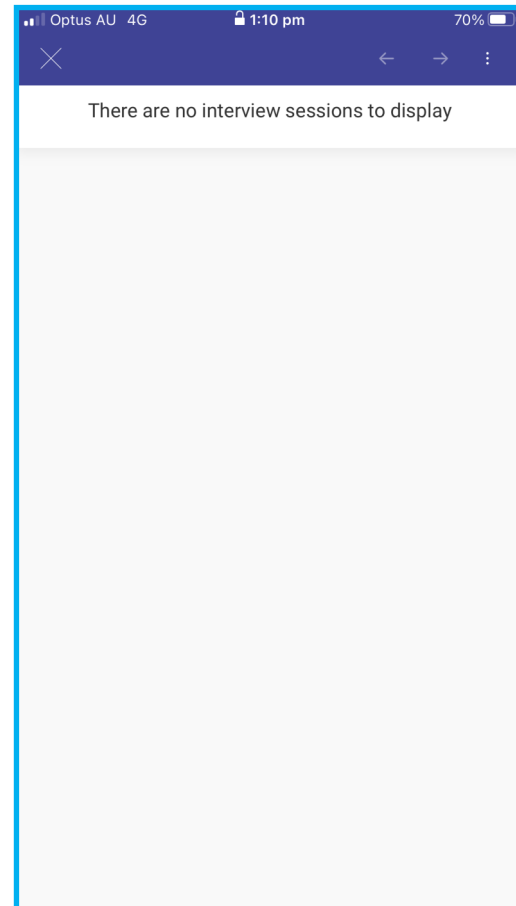
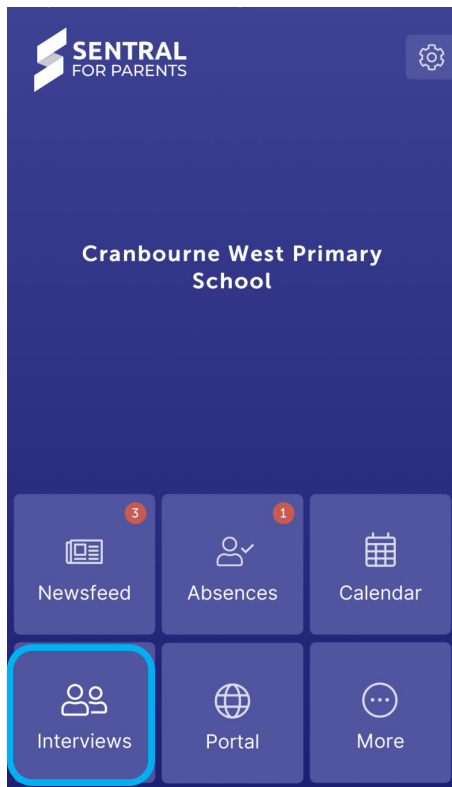
Calendar



In the Calendar section is an overview of the month and what is happening on each day.

As you can see in the example, there is a “1” in a blue circle next to the date. This means that there is something happening on this day.

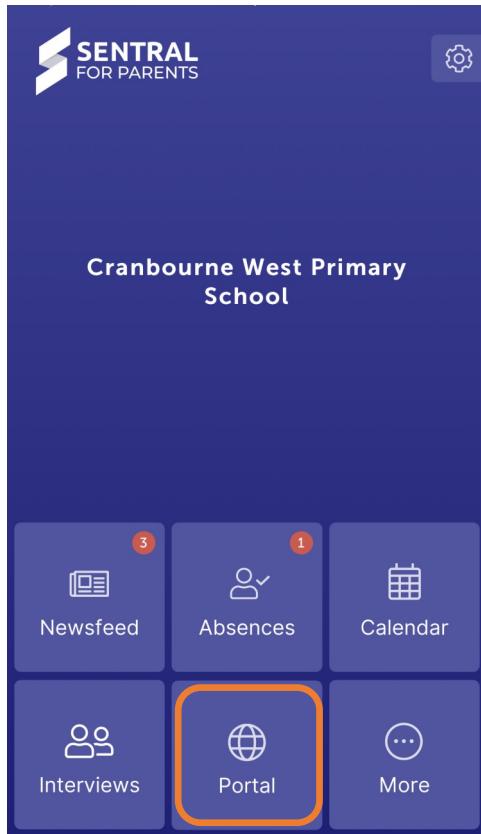
You can set the notifications on your phone that allows you to be notified when something is added to the calendar.



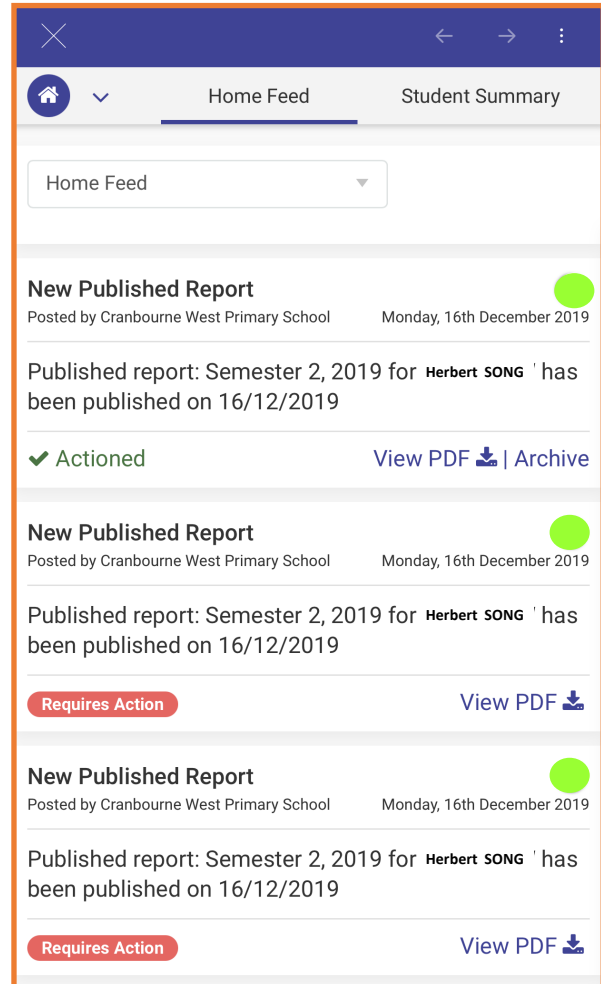
Interviews

In this section you will be able to book your three way interviews with your child's teacher.

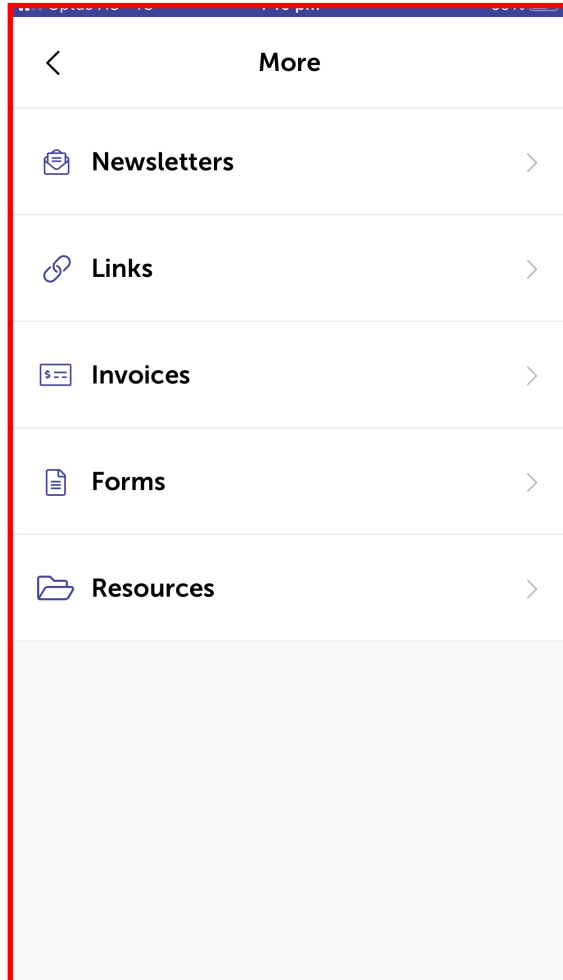
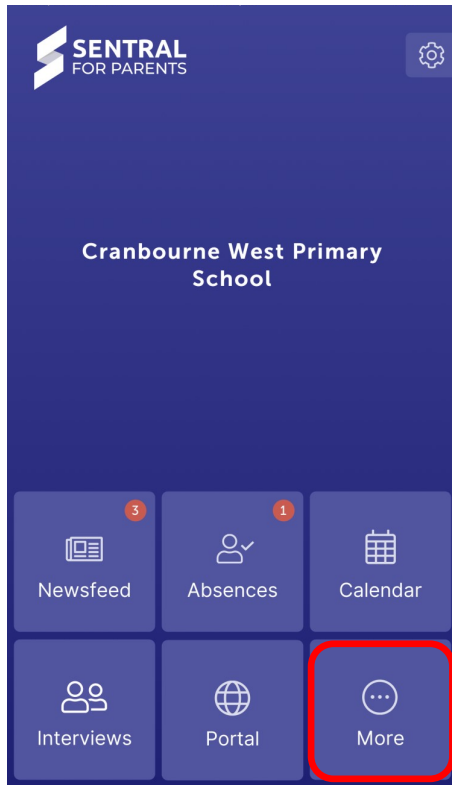
We currently don't have an interview session open but when we do we will provide information as to how to use this section.



Portal



In this section you will be able to use the Web based version of the Parent Portal. This allows you to view the newsfeed and student summary the way you were doing on the web.



More

In this section you will be able to find newsletters, a link to our “seesaw” app as well as other forms and resources which includes school policies.

Newsletter

