

## Sentral Parent Portal & App—Set-up Instructions

### Notes:

This registration is best done on a PC, Laptop or iPad which has access to your email address. You will need to use either Google Chrome or Safari to access the internet.

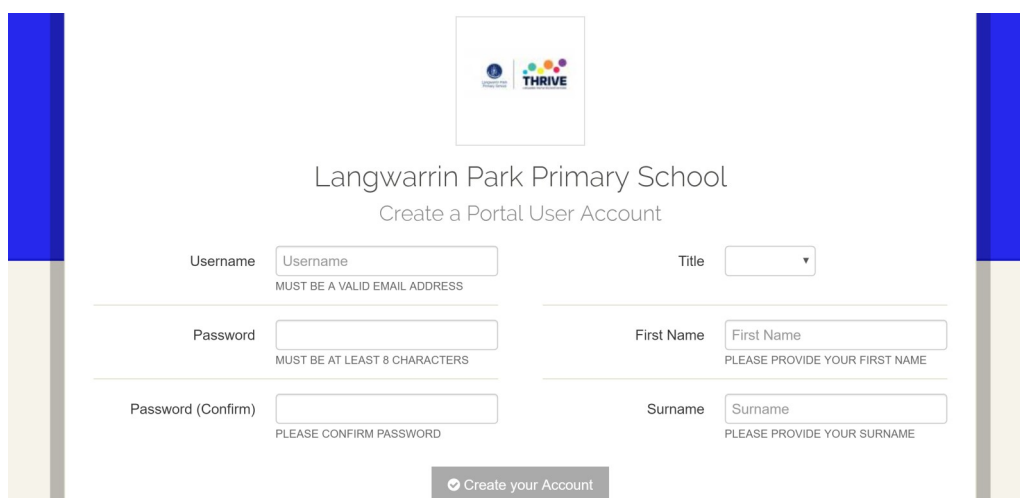
It is recommended that you **DO NOT** download the App from the App store/ Google Play store until after you have completed the registration.

The Parent Portal can be used with or without the App. It is recommended that you set them both up together.

**IMPORTANT NOTE:** Your password must have the following: A minimum of 8 characters, at least one capital letter, at least one number and a special character. If you do not set up your initial password this way, it will cause a conflict when you get to the stage of entering your password for the app link at step 11.

### Instructions:

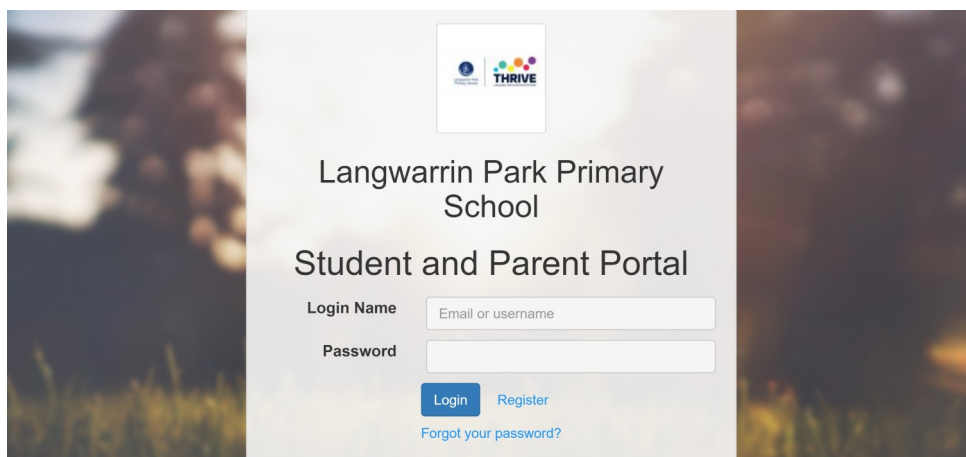
1. Get your printed letter with your access key ready.
2. Log onto the internet through either Google Chrome or Safari and register at <https://sentral.lanwarrinparkps.vic.edu.au/portal/register>



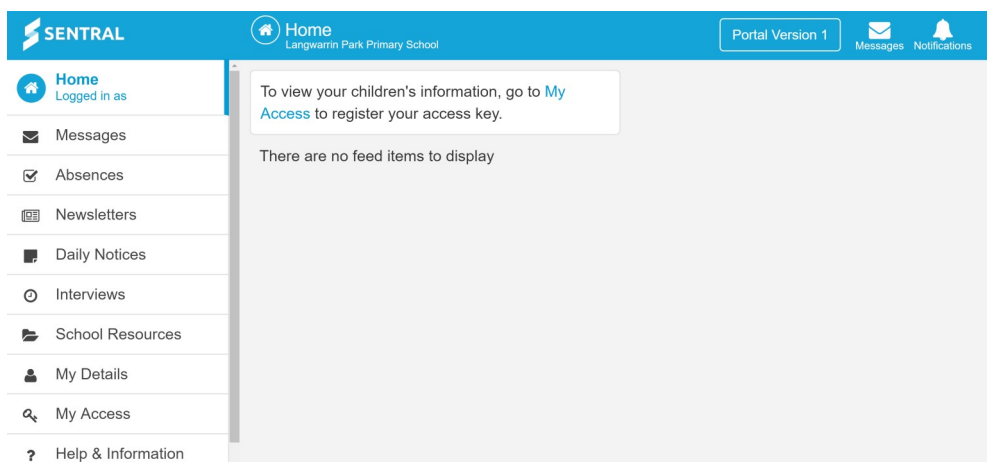
Langwarrin Park Primary School  
Create a Portal User Account

|  |                      |   |                      |
|--|----------------------|---|----------------------|
| Username                                     | <input type="text"/> | Title   | <input type="text"/> |
| <small>MUST BE A VALID EMAIL ADDRESS</small> |                      |   |                      |
| Password                                     | <input type="text"/> | First Name                                    | <input type="text"/> |
| <small>MUST BE AT LEAST 8 CHARACTERS</small> |                      | <small>PLEASE PROVIDE YOUR FIRST NAME</small> |                      |
| Password (Confirm)                           | <input type="text"/> | Surname                                       | <input type="text"/> |
| <small>PLEASE CONFIRM PASSWORD</small>       |                      | <small>PLEASE PROVIDE YOUR SURNAME</small>    |                      |

3. You will then be taken to the login screen. Login using the username (email) and password that you just created.



4. You should then arrive at the Portal welcome screen. It should by default take you to the Portal version 2 which looks something like the below image. If by chance you arrive at the Portal Version 1 screen, click on the Portal Version 2 button on the top right of the header.



5. Now you need to add your secure access key. Select “My Access” from the menu on the left.

6. Click on “Add New Access Key”

7. Enter your Access Key (found in your letter) in the Family/Student Key box exactly as it is written in your parent letter and click “Add Key”

**Family/Student Key**

8. You will now see this box on your right. **IGNORE IT**. It is not working properly and Sentral are working on a fix for it.

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](#)

If you do not wish to create an App user account at this point  
please use the following option to link your access key

[Add access key without App user registration](#)

9. Go to the **“My Details”** tab on the left hand side and click on it.

10. Click on the **Link Account** button

The screenshot shows the 'My Details' page in the Sentral portal. The left sidebar contains navigation links: Home, CS, Messages, Absences, Newsletters, Daily Notices, Interviews, School Resources, and My Details (selected). The main content area has sections for 'My Details' (with an Edit button), 'My Access' (showing 'App account' as 'Not Linked' with a 'Link Account' button circled in red), and 'Family Contact' (with an Edit button). The top header includes the Sentral logo, 'My Details' title, school name, and links for Portal Version 1, Messages, and Notifications.

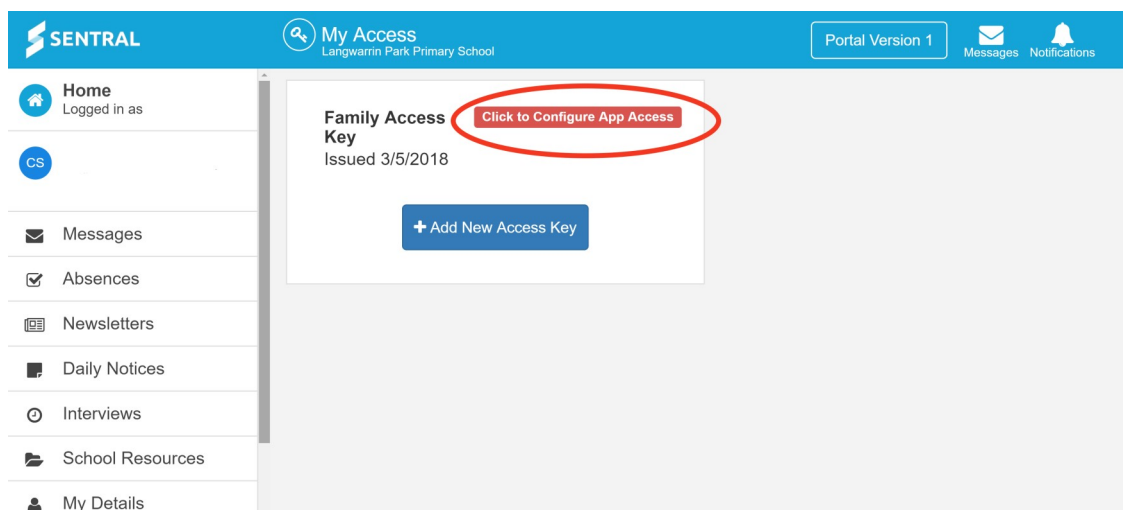
11. Enter your email and password that you created and the click on **“I need a new App Account”**.

This screenshot shows the same 'My Details' page, but with the right-hand panel expanded. It displays a form for linking an App account, including fields for Email and Password, and two buttons: 'I already have an App Account' and 'I need a new App Account' (circled in red). The 'Link Account' button in the 'My Access' section remains circled in red from the previous step.

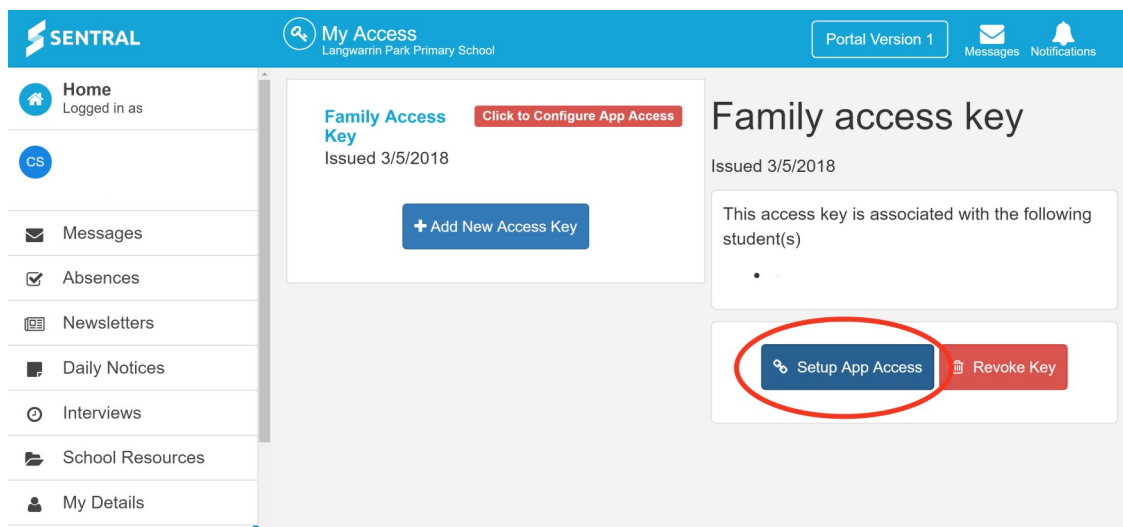
A Green box should appear telling you were successful and that a confirmation email has been sent. Click on the verify link in this email to verify your account. It will open an internet page confirming you have verified.

12. Return to your Portal Screen tab and refresh the page.

13. Go to the My Access tab on the left of the screen and click it. It should open a link showing your access key is issued with a red button that says **“Click to Configure App Access”**. Click it.



14. Click the **“Setup Access”** button in the right hand box.



15. Re enter your password to confirm the link. Click “I already have an App Account”

The screenshot shows the Sentral Parent Portal for Langwarrin Park Primary School. The top navigation bar includes the Sentral logo, 'My Access' with the school name, 'Portal Version 1', and links for Messages and Notifications. The left sidebar contains a 'Home' section with 'Logged in as' and a 'CS' icon, followed by a list of menu items: Messages, Absences, Newsletters, Daily Notices, Interviews, School Resources, and My Details. The main content area is divided into two sections. The left section, titled 'Family Access Key', shows 'Issued 3/5/2018' and a '+ Add New Access Key' button, with a 'Click to Configure App Access' link. The right section prompts the user to 'Please login with your App account credentials to authenticate your access.' It includes a 'Password' field and a button labeled 'I already have an App Account', which is highlighted with a red circle.

Congratulations! Your Portal should now be fully set up. You may now go to the the App Store/Google Play Store and download the **Sentral For Parents** App. Ignore the register button, simply login using your email and the password that you have created. You will pass through a series of three information screens, make sure you select push notifications on the way through.

You will get a drop down menu, click on Langwarrin Park Primary School and you will be taken to the Parent Portal login screen where you will be required to login again with the same details to begin using the app. Your children’s student accounts should appear under the dropdown menu under the second login as well your personal home screen.

You can also use the Parent Portal directly from the internet without the App. Go to <https://sentral.langwarrinparkps.vic.edu.au/portal/login> to log into the portal directly.

**For Assistance and Queries regarding the use of the Parent Portal, please contact Mr. Richard Barren, Assistant Principal on 9775 7533.**