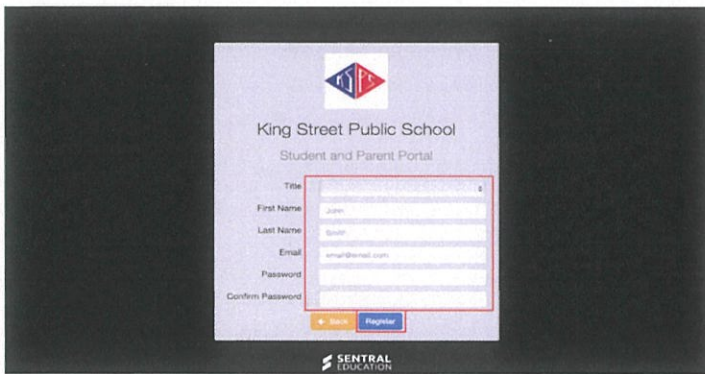


How To Sign Up To Sentral Parent Portal



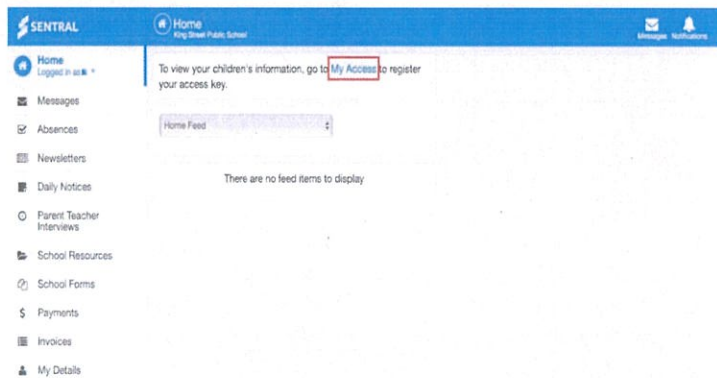
The screenshot shows the registration page for the King Street Public School Student and Parent Portal. The page has a white background with a blue header. The school logo is at the top left. The title is "King Street Public School Student and Parent Portal". Below the title is a registration form with the following fields: Title, First Name (with "John" entered), Last Name (with "Smith" entered), Email (with "john@sentral.com" entered), Password, and Confirm Password. There are "Back" and "Register" buttons at the bottom of the form. The Sentral Education logo is at the bottom right of the page.

1

Follow the URL in the letter that was sent home to the KSPS Parent Portal. Register and complete the on screen instructions.

If you have a child at Singleton High School and have signed up to their Sentral portal please use the same email address as you have used previously as this will link up.

(you could also do this on a mobile web browser)

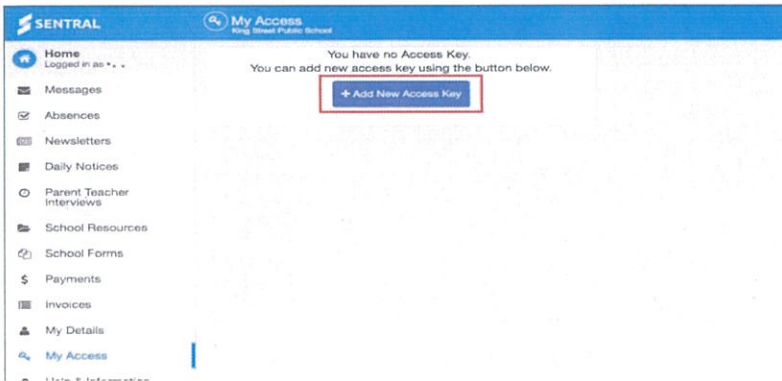


The screenshot shows the home page of the Sentral Parent Portal. The header is blue with the Sentral logo and "Home King Street Public School". There are icons for Messages and Notifications. The main content area has a blue box with the text: "To view your children's information, go to **My Access** to register your access key." Below this is a "Home Feed" section with a dropdown menu and the text "There are no feed items to display". A sidebar on the left contains a list of menu items: Home, Messages, Absences, Newsletters, Daily Notices, Parent Teacher Interviews, School Resources, School Forms, Payments, Invoices, and My Details.

2

Once registered you will be brought to this screen. Click on "My Access"

How To Sign Up To Sentral Parent Portal



3

Then click on "Add new access key"

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 King Street Public School to request one.

4

Family/Student Key

Add Key

Access keys should never be shared with other people. If you suspect someone else may have obtained your access key, notify King Street Public School as soon as possible to have access using it blocked.

In the letter sent home you will have received a unique Family or Student key. Enter this key in the box provided and click "Add Key"

How To Sign Up To Sentral Parent Portal

Family Access Key
Issued 25/6/2019

- [Redacted]

[Click to Configure App Access](#)

[+ Add New Access Key](#)

This screenshot shows a user interface for managing access keys. It features a title 'Family Access Key' and a subtitle 'Issued 25/6/2019'. Below this is a list with one redacted item. A red-bordered button labeled 'Click to Configure App Access' is positioned to the right of the list. At the bottom, there is a blue button with a plus sign and the text '+ Add New Access Key'.

5

After the key is added you will need to configure App access to use the Parent App.
Click on the configure App access.

Issued Invalid date

This access key is associated with the following student:

- [Redacted]

[Setup App Access](#) [Revoke Key](#)

This screenshot shows a section titled 'Issued Invalid date' followed by the text 'This access key is associated with the following student:'. Below this is a list with one redacted item. At the bottom, there are two buttons: a blue button with a gear icon and the text 'Setup App Access', and a red button with a trash icon and the text 'Revoke Key'. The 'Setup App Access' button is highlighted with a red border.

6

Then click "Setup App Access"

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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

[Q I already have an App Account](#)

[+ I need a new App Account](#)

7

In the box provided please enter the password you created when making the parent portal account at the start. Then hit enter

Family Access Key

Issued 25/6/2019

-

App Linked

[+ Add New Access Key](#)

8

You will then be linked to the App
The App is called 'Sentral for Parents'
You can download the App from the Apple Store on your Device or the Android Store.