



Signing-up to the Student and Parent Portal

A 'How To' Guide



SENTRAL

The Student and Parent Portal

Welcome to the Sentral Parent Portal

Posted by Sentral Education

Wednesday, 26th April 2017



Staying in touch with your child's learning journey is easy with the Sentral Parent Portal. Receive secure news items on the web and through the companion mobile application, Sentral for Parents - with targeted news so you only see information relevant to your children. ^

The Sentral Parent Portal lets you:

- * Provide permission and make payments for school activities
- * Message your child's teachers
- * See what homework is to be done
- * Browse school documents and resources
- * Receive student report cards electronically
- * Book and manage parent/teacher night interviews
- * Notify of planned absences and respond to unexpected absences

We hope you find the portal a useful school resource.



How-To Register

Please follow each of these steps in the order they are presented.

**PLEASE DO NOT
SKIP ANY STEPS!!**

If you have a problem at any point please contact the school on **9718 1805** or email **canterburg-h.school@det.nsw.edu.au**.



This is the first email you will receive.

DO NOT DELETE IT.

This email contains your access key & you will need it much later in the registration process.

To begin the process, however, you will need to register at:

Parent & Student Portal Letter

ATTENTION:

Mrs [REDACTED]
[REDACTED]

STUDENT NAME: [REDACTED]

Dear [REDACTED]

Our school has undertaken a new initiative, the Student and Parent Portal, to provide both parents and students discreet information about each student's progress in our school.

Please log on to the Internet and register for access to our Parent Portal here: <https://web3.canterburg-h.schools.nsw.edu.au/portal/register>

You must use a valid email address to create your username.

Once successfully registered you will be prompted to enter your username (email address) and the password you created.

To see information from the school and to link to your enrolled children, enter the access key provided.

The access key for your parent portal is: R [REDACTED]

Please note that the access key is case sensitive so copy it into the box provided on screen, exactly as it appears in this letter.

The URL for continued access to the portal is: <https://web3.canterburg-h.schools.nsw.edu.au/portal/register>

<https://web3.canterburg-h.schools.nsw.edu.au/portal/register>

This will take you to the **'Create a Portal User Account'** page.

Your username **MUST** be the email address in which you have received the previous email asking you to register for the Student and Parent Portal. It cannot be an email address of your choosing – it **MUST** be the one in which you receive CGHS correspondence, such as the previous email from Sentral asking you to register.

Please then fill out the rest of the details and select 'Create your Account'.

Canterbury Girls High School
Create a Portal User Account

Username
MUST BE A VALID EMAIL ADDRESS

Title

Password
MUST BE AT LEAST 8 CHARACTERS

First Name
PLEASE PROVIDE YOUR FIRST NAME

Password (Confirm)
PLEASE CONFIRM PASSWORD

Surname
PLEASE PROVIDE YOUR SURNAME



Canterbury Girls High School
Student and Parent Portal

Registration request sent

We've sent a verification email to [redacted]@*****t.nsw.edu.au. Click the link in the email to verify your email address. x

Your portal registration request has been sent to your school and is now pending approval.

You will receive an email when your registration has been approved.

You will now have successfully sent a registration request to Sentral.

You will then need to head back to your email inbox.

Look for an email from noreply@sentral.com.au asking you to **verify** your email address.

Sentral for Parents: Verify your email address

← REPLY ←← REPLY ALL → FORWARD ***



noreply@sentral.com.au

Thu 4/06/2020 2:13 PM

Inbox

Mark as unread

To:



Action Items



Please verify your email address

Hello



Welcome to Sentral for Parents!

To complete your registration, please verify your email address by clicking the button below.

Verify

This link will expire in 24 hours. If you did not initiate this request, please ignore this email.

Regards,
Sentral

The verification email looks like this email!

Click on the blue **'Verify'** box.
This link expires in 24hours – so be quick to verify
your email.

NOTE: Please check your junk email box as many
of these emails end up there!!



Canterbury Girls High School

Student and Parent Portal

Log In

✔ Your email has been verified. Please log in with your new account.

Email or Username

Password

Remember username

[Forgot password?](#)

Log In

Don't have an account yet? [Register here](#)

You will be directed to this page.

Please re-enter your email address, password and press 'Log In'.

If this opens up to the Student and Parent Portal
– **skip to slide 12!**

If your browser remains on this page (e.g., the image to the left)
– **continue to slide 9.**



Canterbury Girls High School

Student and Parent Portal

Log In

✔ Your email has been verified. Please log in with your new account.

Email or Username

@det.nsw.edu.au

Password

.....

Remember username

Your account must be approved by your child's school before you can log in. If you do not receive confirmation of approval, please contact the school.

[Forgot password?](#)

Log In

Don't have an account yet? [Register here](#)

[I can't log in](#)

You will be directed to the page depicted in the image on the left.

Again, enter your email address and password – then simply press verify/ log in.

The below message should appear:

Your account must be approved by your child's school before you can log in. If you do not receive confirmation of approval, please contact the school.

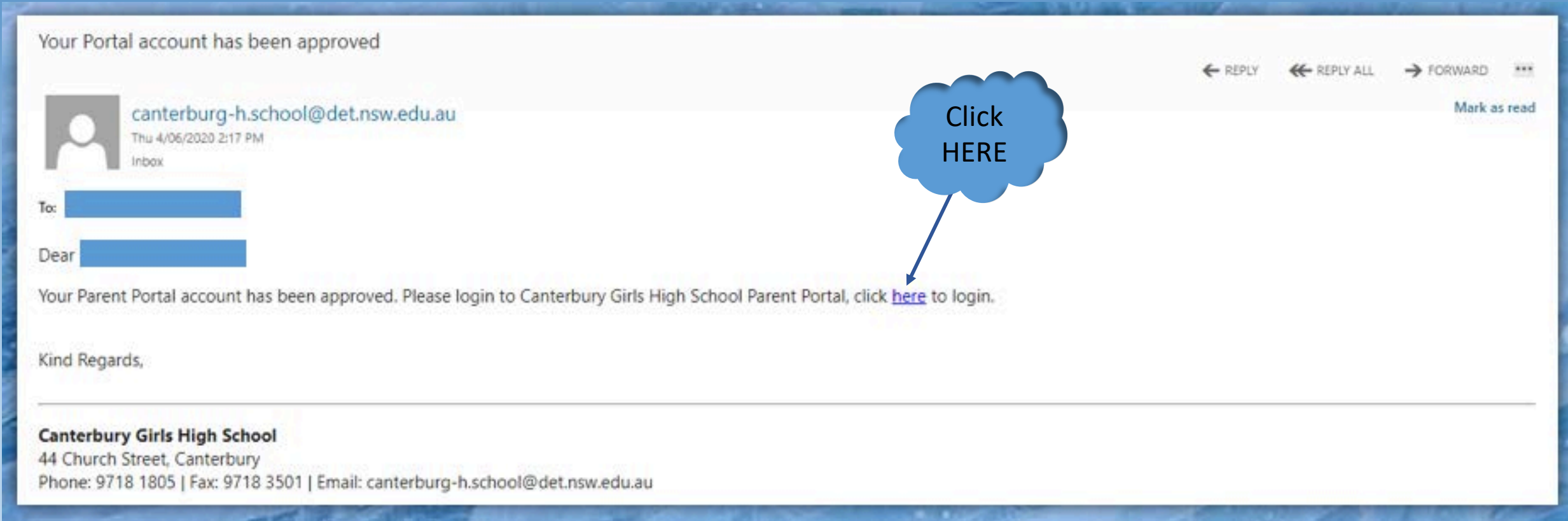
You will need to wait **24 to 48 hours** for CGHS administration staff to confirm and approve your email address. Please be patient.

Once staff have approved your email address, you will be notified via email.

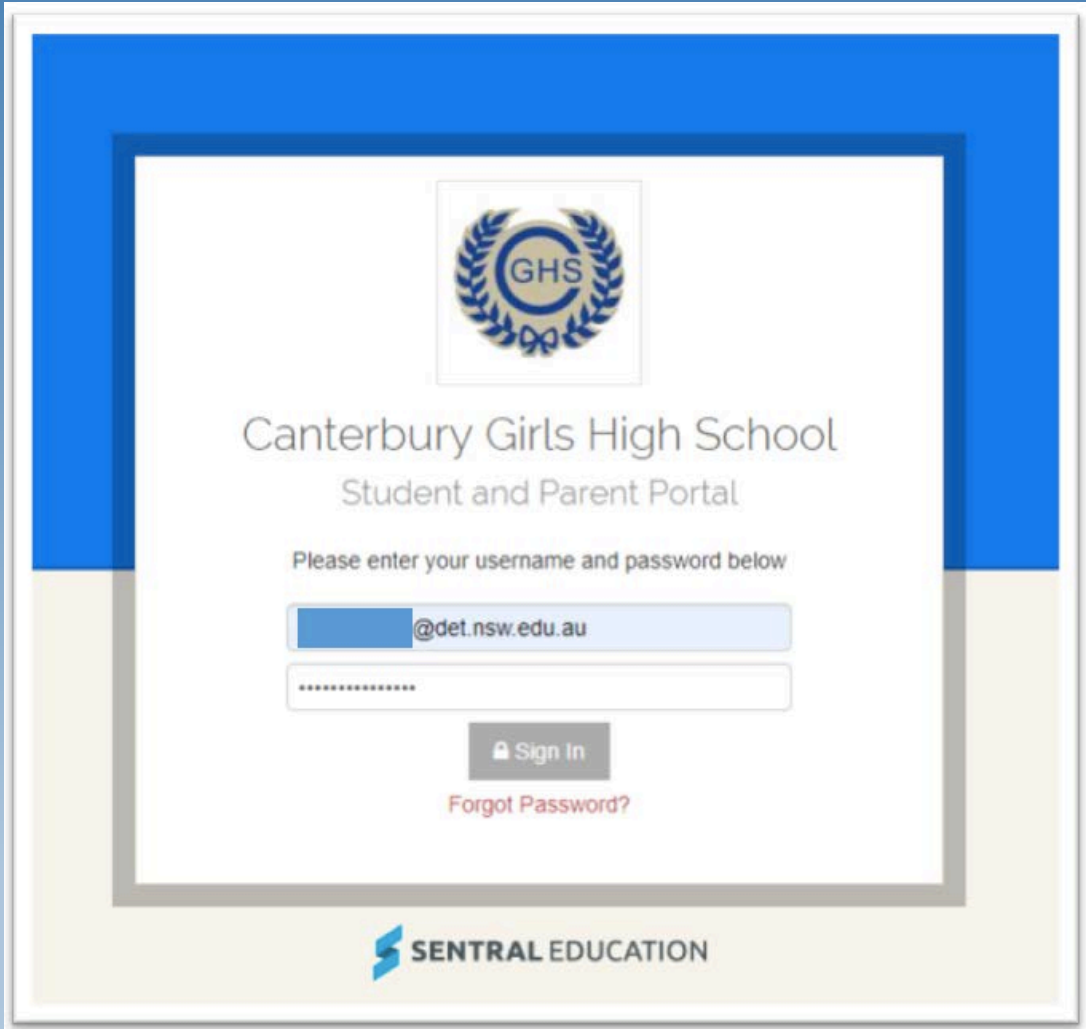
Keep checking that sneaky Junk Email folder!



Once approved by Canterbury Girls, you will receive this email (see picture below). Click on the hyperlink (e.g., the word 'here' in blue) in the email to login and begin the process of linking to your daughter's Sentral account in the Student and Parent Portal.



You will be redirected Canterbury Girls High School – Student and Parent Portal Page (see image on the left).



The image shows a login page for the Canterbury Girls High School Student and Parent Portal. At the top center is the GHS logo, which consists of a laurel wreath surrounding the letters 'GHS'. Below the logo, the text reads 'Canterbury Girls High School' and 'Student and Parent Portal'. A prompt asks the user to 'Please enter your username and password below'. There are two input fields: the first contains '@det.nsw.edu.au' and the second is filled with asterisks. Below the fields is a grey 'Sign In' button with a lock icon. A red link for 'Forgot Password?' is positioned below the button. At the bottom of the page is the 'SENTRAL EDUCATION' logo.

This page can be also accessed from the Canterbury Girls High School website. If you go to the CGHS website and scroll down the page, you will find the on the left-hand side (underneath the link to the School App) a link to the Student and Parent Portal.



<https://web3.canterburg-h.schools.nsw.edu.au/portal/login>

Enter your credentials and select 'Sign In'.

Pause Here: Please Read Over Slide!!

Depending on the web browser (e.g., Chrome, Internet Explorer) you are using, Sentral will open up the page in either Portal Version 1 or Portal Version 2.

So, if your web browser opens to a page that looks like **image A**, you are using Portal Version 2. Therefore, the following slides (e.g., slides 13 and 14) will help explain how to finalise the registration process.

If your web browser looks like **image B**, you are using Portal Version 1. Therefore, slides 15, 16 and 17 provide instructions on how to finalise the registration process.

Note: If you would like to work in a different Portal Version (e.g., you are in Portal Version 2 but would like to work in 1) simply click on the box that says 'Portal Version 1' etc.

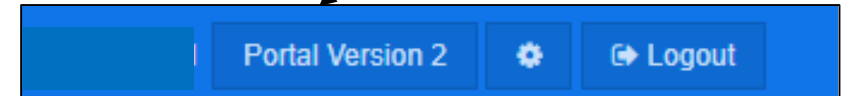
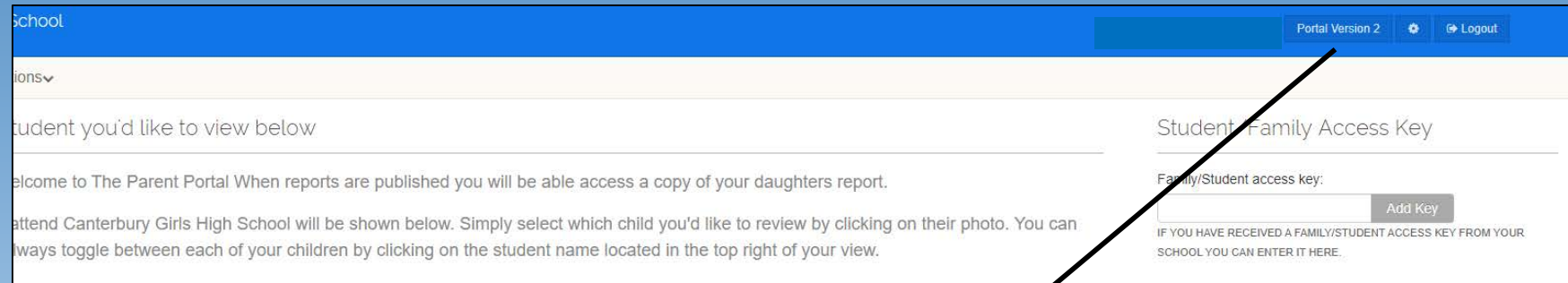


Image A

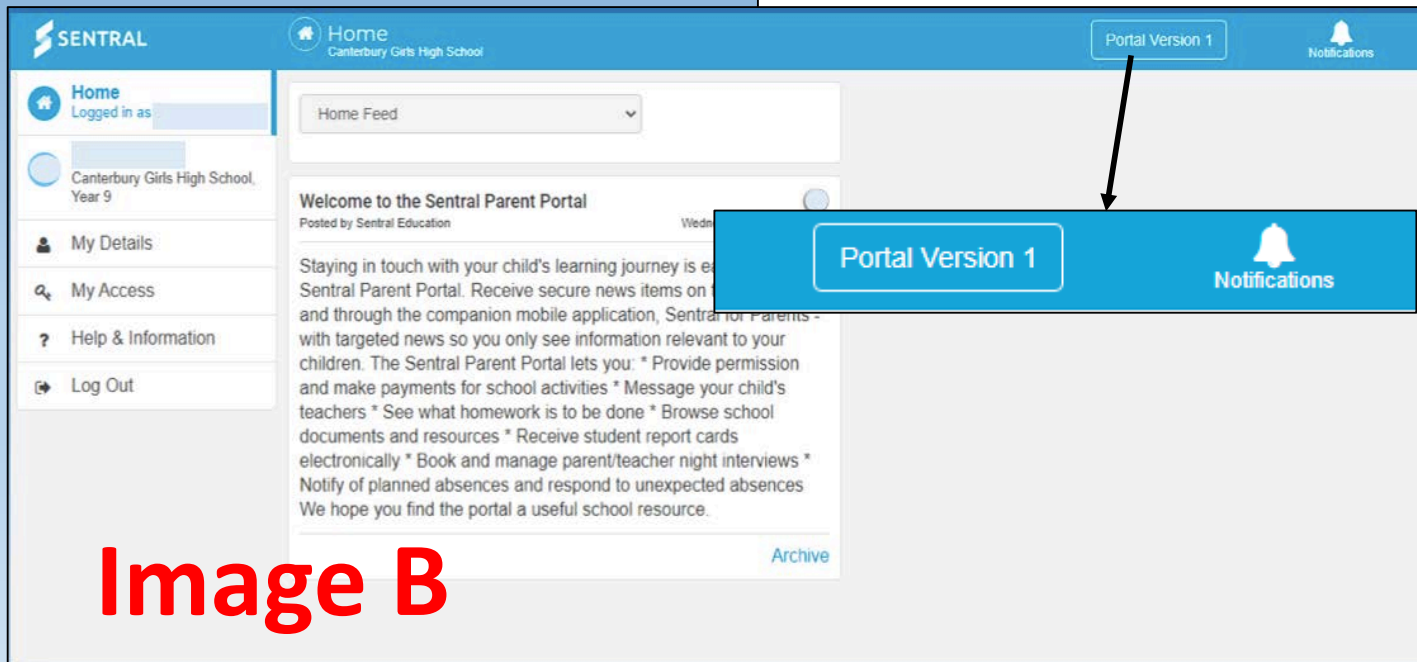
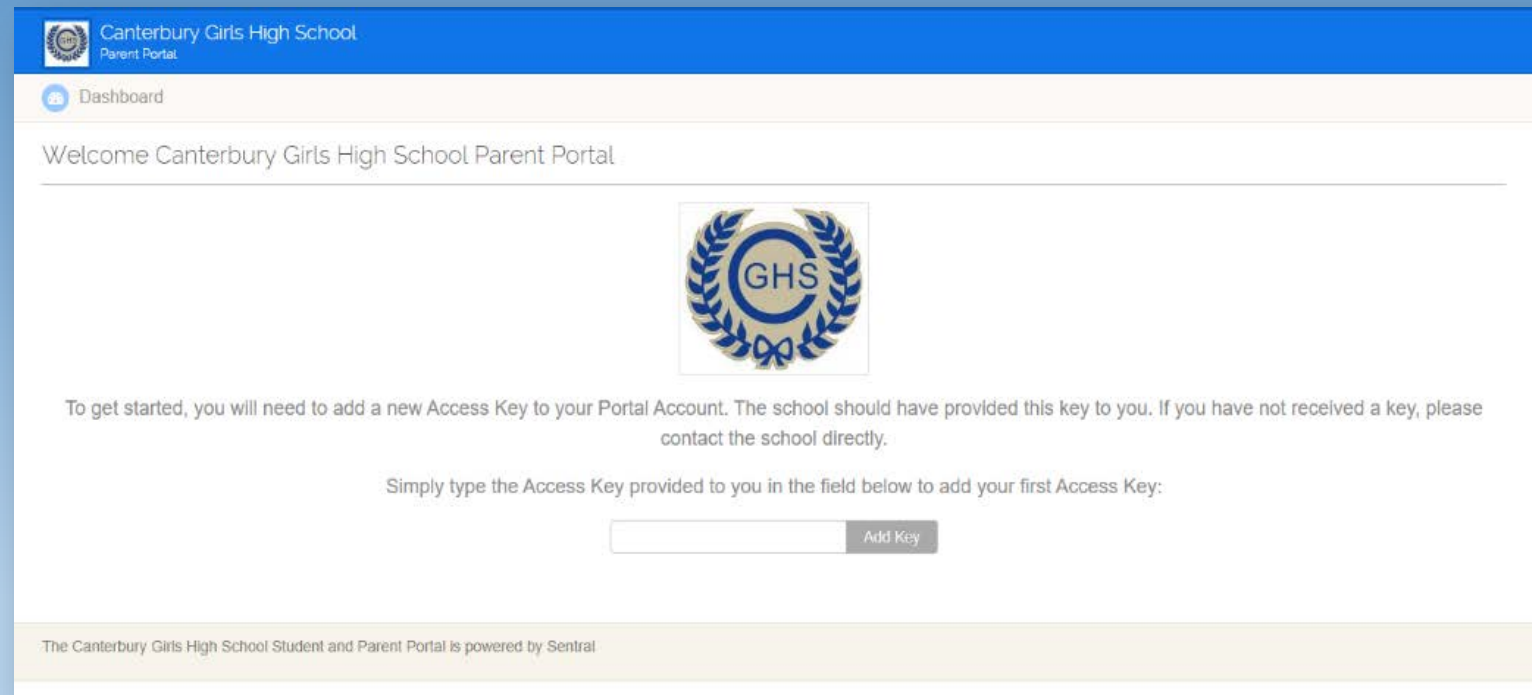


Image B

Once you have entered your login credentials, you will be asked to enter your **Access Key**. This key exists in the first email you received regarding the Student and Parent Portal in Sentral.



The above image is an excerpt from an Access Key email. Copy and paste this key into the webpage field and press 'Add Key'.



It is essential that you enter the correct **Access Key** as this is what will ultimately link your parent account to your daughter's student account.

You will then be asked to 'select the student you'd like to view'.
You do this by clicking on the image of your child (a redacted image is seen in the circle below).
This will both link you to your daughter's Sentral account and finalise the registration process.

Canterbury Girls High School
Parent Portal

Portal Version 2 Logout

Dashboard Applications

Welcome - Select the student you'd like to view below

Welcome to The Parent Portal When reports are published you will be able access a copy of your daughters report.

Each of your children that attend Canterbury Girls High School will be shown below. Simply select which child you'd like to review by clicking on their photo. You can always toggle between each of your children by clicking on the student name located in the top right of your view.

Select student image

903-880601 - YEAR: 9

Student/Family Access Key

Family/Student access key: Add Key

IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE

The Canterbury Girls High School Student and Parent Portal is powered by Sentral

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You have now successfully registered using the Student and Parent Portal.

- Home
Logged in as [redacted]
- Canterbury Girls High School,
Year 9
- My Details
- My Access
- Help & Information
- Log Out

Home Feed

Welcome to the Sentral Parent Portal
 Posted by Sentral Education Wednesday, 26th April 2017

Staying in touch with your child's learning journey is easy with the Sentral Parent Portal. Receive secure news items on the web and through the companion mobile application, Sentral for Parents - with targeted news so you only see information relevant to your children. The Sentral Parent Portal lets you: * Provide permission and make payments for school activities * Message your child's teachers * See what homework is to be done * Browse school documents and resources * Receive student report cards electronically * Book and manage parent/teacher night interviews * Notify of planned absences and respond to unexpected absences. We hope you find the portal a useful school resource.

[Archive](#)

You may find that you have been directed to a page that has a different layout than that of the previous two slides.

This is because Sentral has two Portal Page Versions (see arrow above) and depending on the web browser used, Sentral will automatically select either Version 1 or Version 2. The previous two slides discussed how to finalise the registration process in Portal Version 2.

This slide is a how-to using Portal Version 1. (Note: if you have completed the registration based on the previous two slides – you can end the slideshow here and ignore these slides).

To complete the registration process – go to the left-hand side of the screen and select 'My Access'.

- Home
Logged in as [redacted]
- [redacted]
Canterbury Girls High School,
- My Details
- My Access
- Help & Information
- Log Out

Student Access Key
Issued 04/06/2020

[Link to Existing App Account](#)

[+ Add New Access Key](#)

Here you will click on the button called:
+ Add New Access Key

Here you will copy and paste this key into the webpage field and press 'Add 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 Canterbury Girls High School to request one.

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 Canterbury Girls High School as soon as possible to have access using it blocked.

After you have successfully entered the family key in the box to the left, the below image should appear.

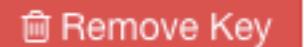
If the access key is successful, you will now have completed the registration process. Her name should appear below next to the bullet point:

- Jane Citizen

You have successfully signed up to the Student and Parent Portal.

Family Access Key

Issued 08/05/2020

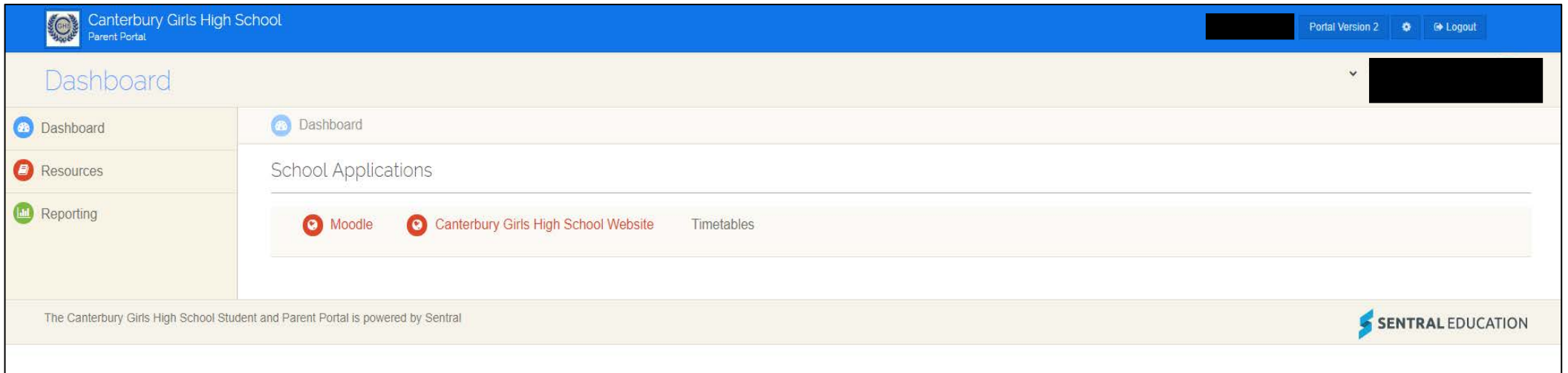
 Remove Key

- Jane Citizen

[Link to Existing App Account](#)

Retrieving Your Daughter's School Report

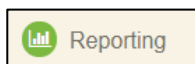
Portal Version 2



The screenshot shows the Canterbury Girls High School Parent Portal dashboard. The top navigation bar is blue and contains the school logo, the text "Canterbury Girls High School Parent Portal", a user profile icon, and buttons for "Portal Version 2", a settings gear, and "Logout". The main content area has a light beige background. On the left is a vertical sidebar with three menu items: "Dashboard" (blue icon), "Resources" (red icon), and "Reporting" (green icon). The main content area features a "Dashboard" heading, a "School Applications" section, and a row of three links: "Moodle" (red icon), "Canterbury Girls High School Website" (red icon), and "Timetables". At the bottom, a footer contains the text "The Canterbury Girls High School Student and Parent Portal is powered by Sentral" and the "SENTRAL EDUCATION" logo.

If opened to Portal Version 2, your home page will look like this.

Click on the following icon:



Canterbury Girls High School
Parent Portal

Portal Version 2 Logout

Reporting

Dashboard Resources Reporting

Academic Results Teacher Comments **Published Reports**

2020

Academic Results

Year 10 - Semester 2 - 2020


Subject	Course Results	Assessment
Child Studies	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Sound Achievement (S)
English	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Sound Achievement (S)
Geography	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Basic Achievement (B)
History	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Sound Achievement (S)
Mathematics	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Sound Achievement (S)
Personal Development, Health and Physical Education	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Sound Achievement (S)
Physical Activity and Sport Studies	<ul style="list-style-type: none"> Semester 2 Mark: [REDACTED] Semester 2 Rank: [REDACTED] 	Sound Achievement (S)
Science	<ul style="list-style-type: none"> Course Mark: [REDACTED] Course Rank: [REDACTED] 	Basic Achievement (B)

About Your Results

Your results for each semester for the year are shown on the left. For more information on these grades, please consult the appropriate teacher.

Next, click on the  Published Reports following icon.

Please note that if you need to change the calendar year (e.g., if you wanted to see your daughter's 2021 academic report) – click on the arrows to go back and forwards.

Click on this icon . If only one calendar year is offered as an option (e.g., 2020), this means that the 2021 report is not available yet.

Canterbury Girls High School
Parent Portal

Portal Version 2 [Settings] [Logout]

Reporting

Dashboard Academic Results Teacher Comments Published Reports

Resources

Reporting

Published reports

Reporting Period Name		Print Date
Year 10 Semester 2 - 2020		14/12/2020 08:30
Year 10 Semester 1 - 2020		03/07/2020 11:20

The Canterbury Girls High School Student and Parent Portal is powered by Sentral

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Finally, the [blue hyperlinks](#) are PDF attachments.
Thus, click on a [blue hyperlink](#) icon to open your daughter's PDF report:

Reporting Period Name
Year 10 - Semester 2 - 2020
Year 10 - Semester 1 - 2020

Portal Version 1

SENTRAL Home Canterbury Girls High School Portal Version 1 Notifications

Home Logged in as [redacted]

SR [redacted] Canterbury Girls High School, Year [redacted]

School Resources

School Forms

My Details

My Access

Help & Information

Log Out

Home Feed

Welcome to the Sentral Parent Portal
Posted by Sentral Education Wednesday, 26th April 2017

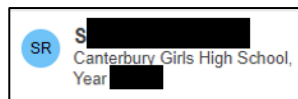
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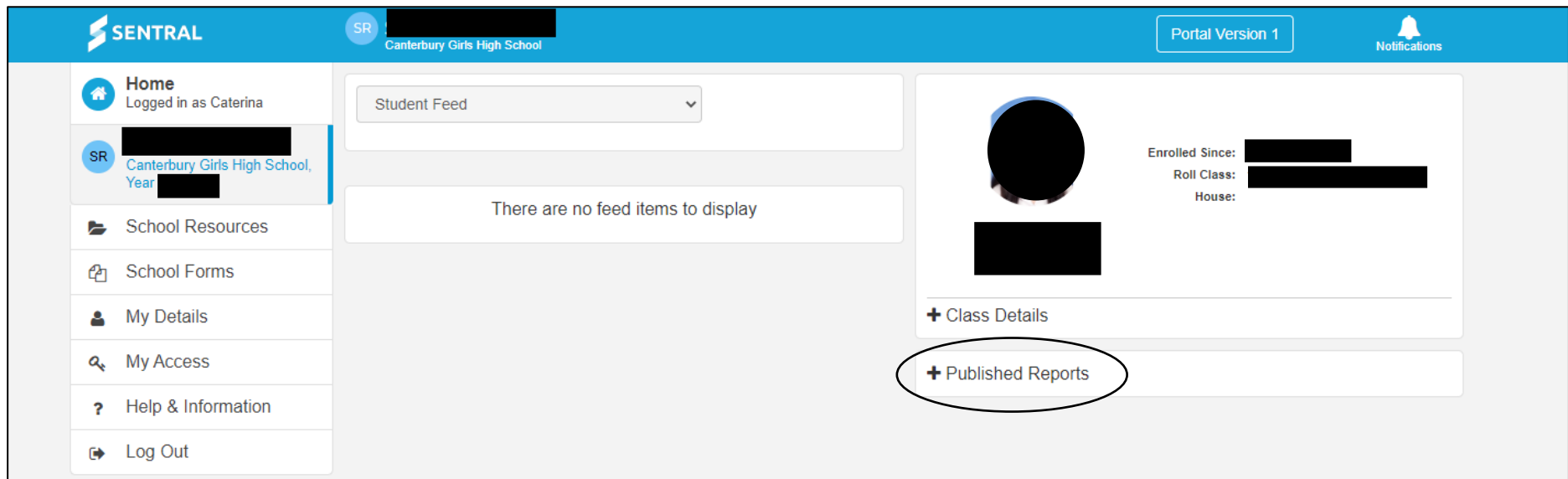
We hope you find the portal a useful school resource.

[Archive](#)

If opened to Portal Version 1, your home page will look like this.

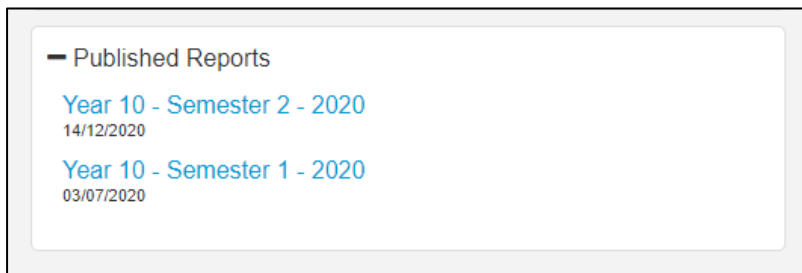
Click on the following icon:





Once you have opened the last link, the page will look like this.

Click on the circled icon titled 'Publish Reports':



This will open up blue hyperlinks. Click on either hyperlink to bring up your daughter's PDF report attachment.