Adding Students to Portal & App

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From the home screen of your portal account click on go to My Access:

SENTRAL	Home Vic Servine Masker	Portal Version 1
Home Logged in as Michael	To view your children's information, go to My Access to register your	
Messages	access key.	
Newsletters	There are no feed items to display	
Daily Notices		
 Interviews 		
School Resources		
\$ Payments		
My Details		
A, My Access		
? Help & Information		
Logout		

The following screen should now display:

- 5	SENTRAL	My Access Vic Switch Mander	Portal Version 1
0	Home Logged in as John	+ Add New Access Kiry	
	Messages		
88	Newsletters		
	Daily Notices		
0	Interviews		
5	School Resources		
\$	Payments		
4	My Details		
a,	My Access		
?	Help & Information		
	Logout		

Step 2 - Click on the blue +Add New Access Key button at the top of the screen.



The following screen should now appear:

SENTRAL	My Access Ve Seehal Master	Postal Version 1 Kessagan Hostication
Home Logged in as John	+ Add New Access Key	Register Your Access Key
Messages		Please enter your access key below exactly as it appears in the communications you received from the school. Access keys are
Newsletters		case sensitive and must be typed exactly as they appear.
Daily Notices		If you have not received an access key, please contact Vic Sentral Master to request one.
⊘ Interviews		
School Resources		Family/Student Key
\$ Payments		
My Details		ADD Key
a, My Access		Treat access keys as confidentiality the same as you would a pir password. If you suspect someone else may have obtained your access key, notity Vic Sontral Master as soon as possible to hav access using it blocked.
? Help & Information		
Logout		

Step 3 – Fill out your Family/Student Key and then click on the green **Add Key** button. Your family/Student key can be found in the letter or email sent to you by your school:

To see information from the school and to link to a specific child, please enter the access key provided.

The access key for Stephania BALSILLIE
Rana BALSILLIE
Beverlee BALSILLIE is: FaV6iY2i8S

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/email.

Family/Student Key		
FaV6jY2j8S		
Add Key		
Treat access keys as confidentiality the same as you would a pin or password. If you suspect someone else may have obtained your access key, notify Vic Sentral Master as soon as possible to have access using it blocked.		

After doing this, a green box will appear in the top right corner with the text **Access key linked**, the centre panel will display the key (and the date it was issued) and the on the left-hand side menu, a list of the student/s connected to the key will now appear.

SENTRAL	My Access sentral thema	Portal Version 1
Home Logget in ass Chang CHALLINOR Sentral Demo, Year 7 Messages Absences Newsletters Daily Notices School Resources School Forms	Family Access Key Issued 3/2/2014 • Chang CHALLINOR • Somer CHALLINOR • Add New Access Key	Register Your Access Key Access key linked. 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 Sentral Demo to request one. Family/Student Key Add Koy Treat access keys as confidentiality the same as you would a pin or password. If you suppert someone else may have obtained your access key, notify Sentral Demo as soon as possible to have access using it blocked.
\$ Payments		Access Key Accepted
My Details		Your access key has been accepted. Your Portal account is now associated with the following students:
4, My Access		Chang CHALLINOR Somer CHALLINOR

Step 4 - Click on the red 'Click to Configure App Access' button in the middle panel next to the key.

Family Access Key Issued 22/2/2018	Click	to Configure App Access
l	+ Add New Access Key	

The screen will change to display the following:

5 SENTRAL	My Access Vic Constant Mandaer	Portal Version 1
Home Logged in as Nichael	Family Access Key Click to Configure App Access Issued 22/2/2018	Family access key
Wc Sentral Master, Year 7	+ Add New Access Key	Issued 22/2/2018
Vic Sentral Master, Year 5		Ronald ARSCOTT
Wichal ARSCOTT Vic Sentral Master, Year 3		Diedra ARSCOTT Michal ARSCOTT
Hal ARSCOTT Vic Sentral Master, Year 1		Hal ARSCOTT
Messages		
Newsletters Daily Notices		Setup App Access
 Interviews 		
School Resources		
\$ Payments		
My Details		
Help & Information		

Step 5 - Click on the blue 'Setup App Access' button.



The panel will change to display the following:



Note: you registered for the app at the start of the process.

Step 6 - Type in your APP password and then click on the blue 'I already have an App Account'.



The following screens will appear confirming that your student's access has been connected to the app.

Student Access Key Issued 22/2/2018	App Linked	App credentials were successfully authenticated. This Portal access key is now linked to the App.
+ Add New Access Key		
		4

Step 7 - Repeat these steps for any keys the school have given you.