

Connecting your Sentral Portal to the Portal App

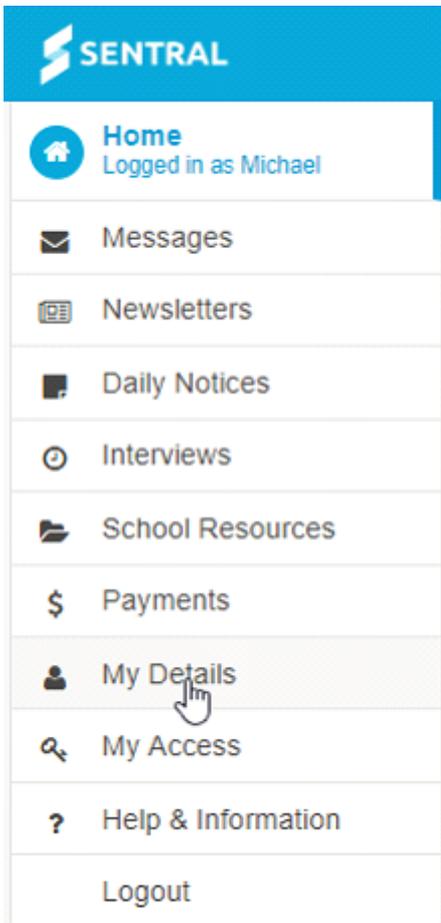
Created: 18.02.2018

Updated: 23.04.2018

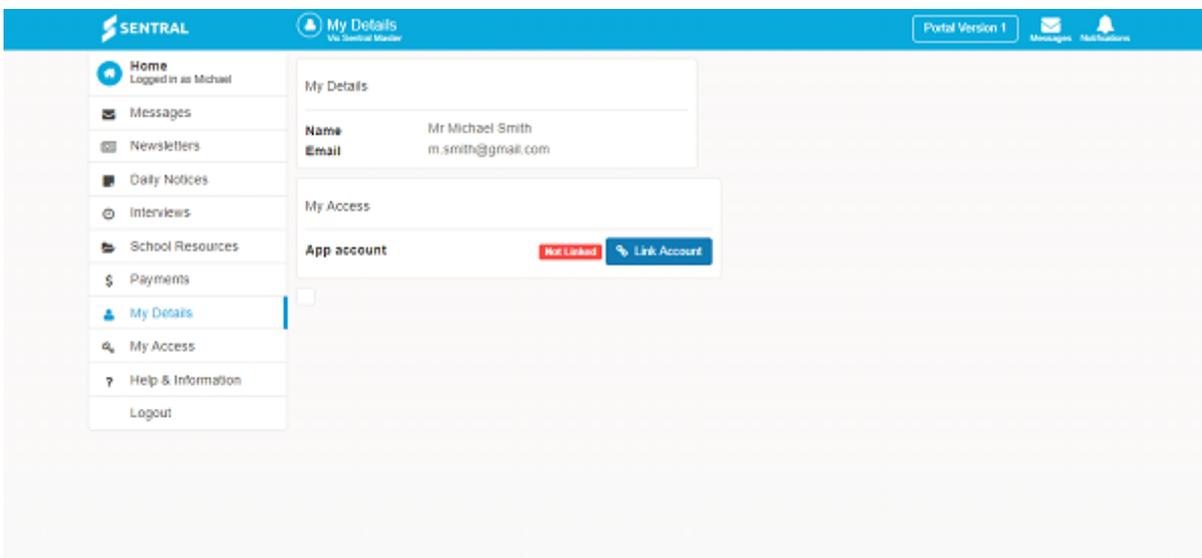
These steps assist parents who have been using the Parent Portal but not connected the app yet.

Stage 1 – Creating an App Account

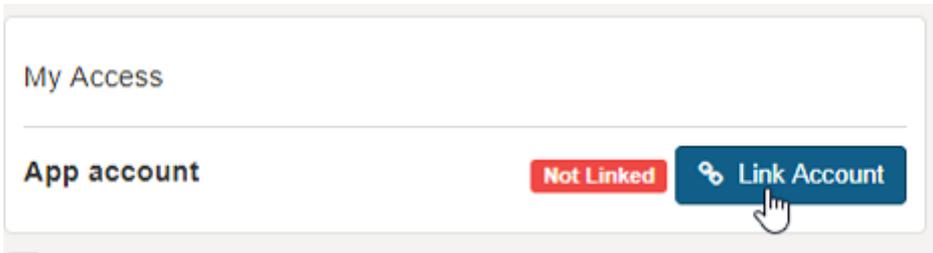
Step 1 - Login to your Portal account and from the portal home screen, from the left hand side menu, select the **'My Details'** option.



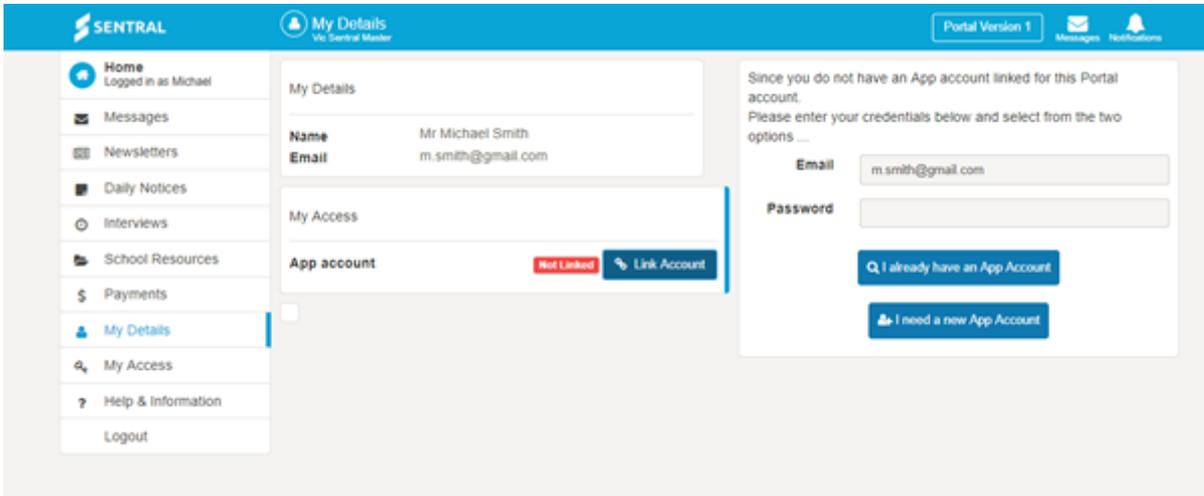
The following screen will display:



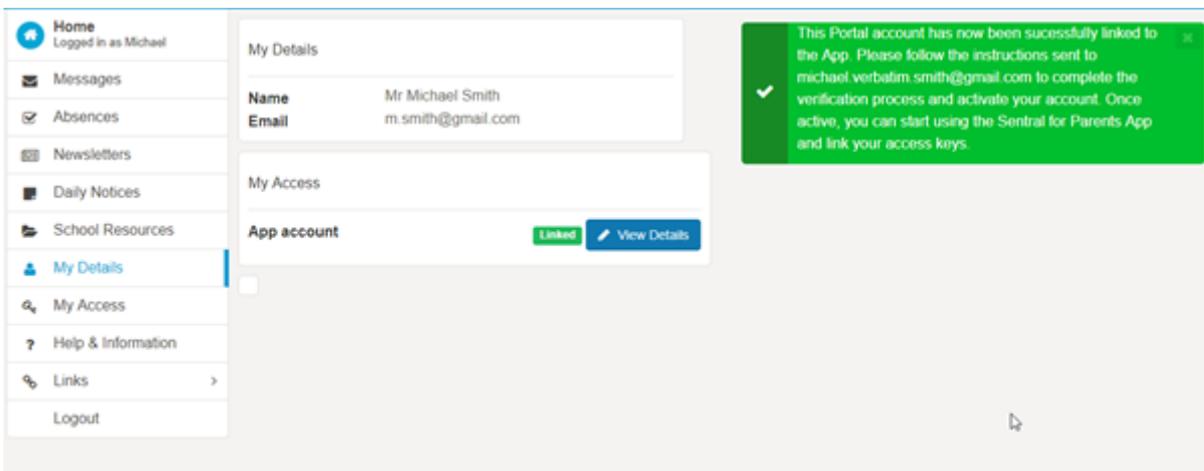
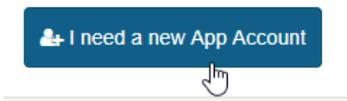
Step 2 – Click on the blue **'Link Account'** button.



The following screen will display and enter in an email address and a password.



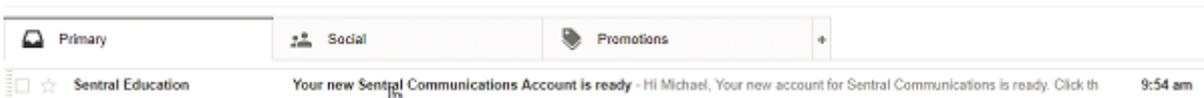
Step 3 - click I need a new App Account:



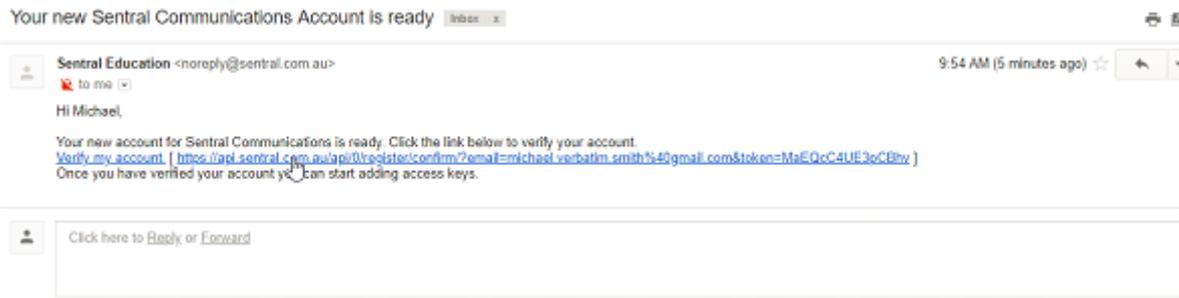
As the green makes reference to, before your app account will activate, you will need to go into your email account and click on the link in an email sent to you. This is to confirm that you are the owner of that email account – so that if you forget your password in the future, you can reset your own app password without having to contact your school.

Please note: Depending on your email provider, this email may take up to fifteen minutes to appear in your inbox.

Step 4 - Go to your email and open up the email from Sentral Education.



Step 5 - Click on the link inside the email.



Step 6 - The following screen will appear. Click on the green '**Set Password**'.

Registration Confirmation

First Name: Michael
Last Name: Smith
Email: michael.verbatim.smith@gmail.com

SET PASSWORD

Step 7 - The screen will ask you to type in a new password. Do so and click on the green '**Save Password**'.

Update Password

Updating password for: **Michael Smith**

Password: Confirm Password:

Save Password

You will receive confirmation that your app account is now fully registered.

Registration Complete

Registration successful, your account is now ready to use. You may download the Sentral App from the App Store or Google Play store.