## **Connecting your Sentral Portal to the Portal App**

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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:

SENTRAL	My Details     Via Santa Vanta		Portal Version 1
Home Logged in as Micha	el My Details		
Messages	Name	Mr.Michael Smith	
Newsletters	Email	m.smith@gmail.com	
Daily Notices			
Interviews	My Access		
School Resource	es App account	Not Linked % Link Account	
\$ Payments			
My Details			
4. My Access			
9 Help & Informat	ion		
Logout			

Step 2 - Click on the blue 'Link Account' button.

My Access	
App account	Not Linked & Link Account

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

<b>SENTRAL</b>	My Dotails     Via Sector Master	Portal Version 1
Home Logged in as Michael	My Details	Since you do not have an App account linked for this Portal account.
Messages	Name Mr Michael Smith	Please enter your credentials below and select from the two options
EE Newsletters	Email m.smith@gmail.com	Email m smith@gmail.com
Daily Notices	the bornes	Password
<ul> <li>Interviews</li> </ul>	my nocess	_
School Resources	App account Not Linked S Link Account	Q I already have an App Account
\$ Payments		
My Details		Ar I meed a new App Account
A, My Access		
9 Help & Information		
Logout		

Step 3 - click I need a new App Account:

🚑 I need a new Ap	op Account		
4	5		
Home Logged in as Michael	My Details		This Portal account has now been sucessfully li the App. Please follow the instructions sent to
Messages	Name	Mr Michael Smith	michael verbatim.smith@gmail.com to complete
& Absences	Email	m.smith@gmail.com	active, you can start using the Sentral for Paren
Newsletters			and link your access keys.
Daily Notices	My Access		
School Resources	App account	Linked 🖌 View Details	
My Details			
a, My Access			
? Help & Information			
% Links	>		
Looped			

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.

Primary	🟦 Social	Promotions	+	
🔲 🏫 Sentral Education	Your new Sentpal Communications Ac	count is ready - Hi Michael, Your new account	unt for Sentral Communications is ready. Click th	9:54 am

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	<b>7</b> - The screen will ask you to type in a new password. Do so and click on the green 'Save Password'.
	Indata Dagaward

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.