

How to guide

Book a Parent Teacher Meeting in the Sentral Parent Portal – Garden Suburb Public School

Summary

Use this quick reference guide to:

- Log into the Sentral Parent Portal
- Book a Parent Teacher Meeting

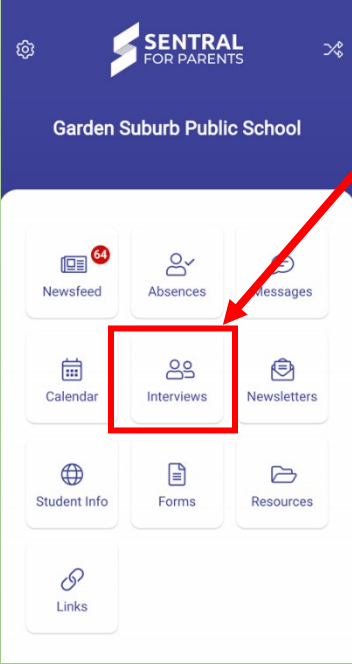
Instructions – Log into the Sentral Parent Portal

The diagram illustrates the process of logging into the Sentral Parent Portal. It consists of three main components:

- Left Panel:** A screenshot of the 'Welcome to Sentral for Parents' page. It features the 'SENTRAL FOR PARENTS' logo and a search bar with the placeholder text 'Search school name'. A red box highlights the search bar, and a red arrow points from the instruction box to it.
- Central Panel:** A white box containing the following text:

Open the Sentral Parent Portal via the app or click this web address
<https://gardensub-p.sentral.com.au/portal2>
Enter '**Garden Suburb Public School**' in the search field.
Then add Username and Password, select Log-in.
- Right Panel:** A screenshot of the 'Garden Suburb Public School' login page. It includes the school logo, the text 'Log In', input fields for 'Email or Username' and 'Password', a 'Forgot password?' link, a 'Log In' button, a 'Don't have an account yet? Register here' link, and a 'I can't log in' link. A red arrow points from the instruction box to the 'Log In' button.

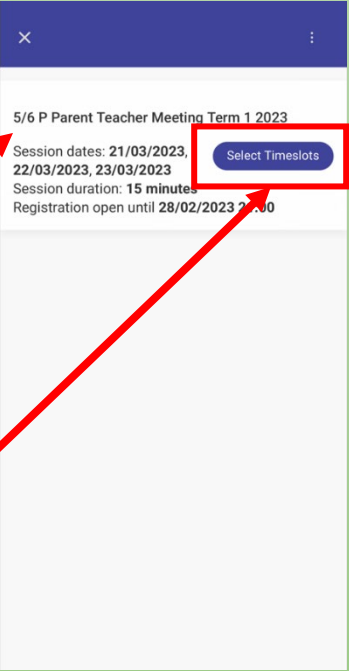
Instructions – Book a Parent Teacher Meeting



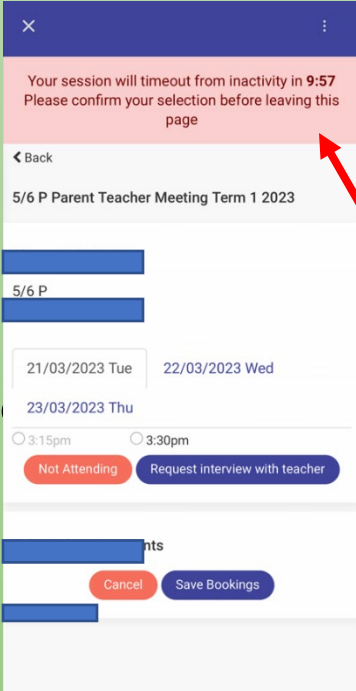
Once logged in select the 'Interviews' icon.

If there are **Parent Interview Sessions** available, you will see the following on your Portal Dashboard, listing the name of any **Interview Sessions** applicable to your enrolled students.

Click on '**Select Timeslots**'



5/6 P Parent Teacher Meeting Term 1 2023
Session dates: 21/03/2023, 22/03/2023, 23/03/2023
Session duration: 15 minutes
Registration open until 28/02/2023 23:00



Your session will timeout from inactivity in 9:57
Please confirm your selection before leaving this page

5/6 P Parent Teacher Meeting Term 1 2023

5/6 P

21/03/2023 Tue 22/03/2023 Wed
23/03/2023 Thu

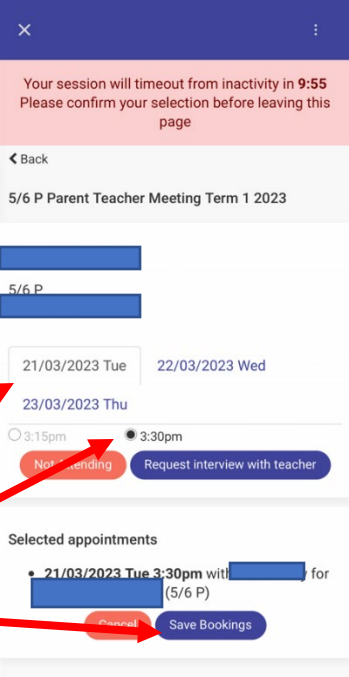
3:15pm 3:30pm
Not Attending Request interview with teacher

Cancel Save Bookings

Once you have clicked this link, you will be directed to the Parent Interviews summary screen.

You will see your timer banner in the top bar of your screen to advise how long you have to finalise your bookings.

Select the date and then select the timeslot that suits you. Then select '**Save Bookings**'.



Your session will timeout from inactivity in 9:55
Please confirm your selection before leaving this page

5/6 P Parent Teacher Meeting Term 1 2023

5/6 P

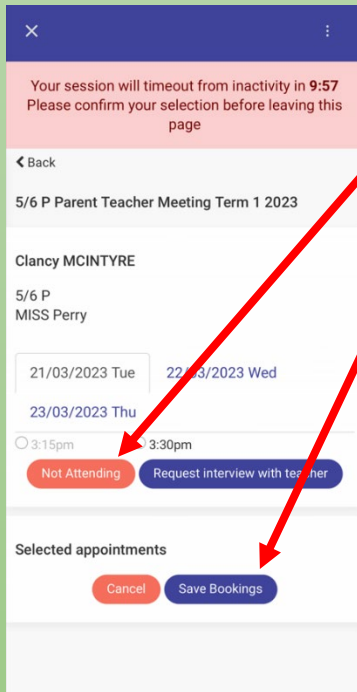
21/03/2023 Tue 22/03/2023 Wed
23/03/2023 Thu

3:15pm 3:30pm
Not Attending Request interview with teacher

Selected appointments

- 21/03/2023 Tue 3:30pm with [redacted] for [redacted] (5/6 P)

Cancel Save Bookings



If you do not wish to book an interview, click on the red **Not Attending** link then select '**Save Bookings**'. Students that have PLSP or PLP meetings do not need to book a Parent teacher Meeting as well.

You will receive an email with an Interview summary for your reference.