

How to guide

Sentral Parent Portal Registration– Garden Suburb Public School

Summary

Use this quick reference guide to:

- Register for the Sentral Parent Portal
- Download the Sentral Parent Portal App
- Turn on Notifications

Instructions – Register for the Sentral Parent Portal

ATTENTION:
M [REDACTED]
Dear M [REDACTED]

The Sentral Parent Portal provides both parents 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://gardensub-p.sentral.com.au/portal/register/\(b\)/\(u\)](https://gardensub-p.sentral.com.au/portal/register/(b)/(u))

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: [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://gardensub-p.sentral.com.au/portal>

Should you experience difficulties please do not hesitate to contact me for assistance. I also look forward to hearing from you about your experience with our Parent Portal, and any feedback will be gratefully received with a view to adding further functionality and improvement.

Kind Regards

Mrs Victoria Sturman
Garden Suburb Public School
2b Prospect Road Garden Suburb, New South Wales, 2289
Phone: 4943 4898 | Fax: 4942 1552 | Email: gardensub-p.school@det.nsw.edu.au

At enrolment parents receive an email with instructions to register for Sentral.

Click on the link to access the Parent Portal.

The email also includes the parents access code.

Parents can request this email and additional access codes to be sent to them at any time.

gardensub-p.sentral.com.au

Garden Suburb Public School

Create Your Account

First Name

Last Name

Email

Password

Confirm Password

Back

Create Account

Complete your details and select 'Create Account'.
You will receive a notification to the email address you used to register.

gardensub-p.sentral.com.au

Garden Suburb Public School

Check your email

We've sent a verification email to jo*****@y*****o.com.au.

Click the link in the email to verify your email address.

[I didn't receive the email](#)

SENTRAL FOR PARENTS

Sentral for Parents: Verify your email address



Please verify your email address

Hello JenniferTest,

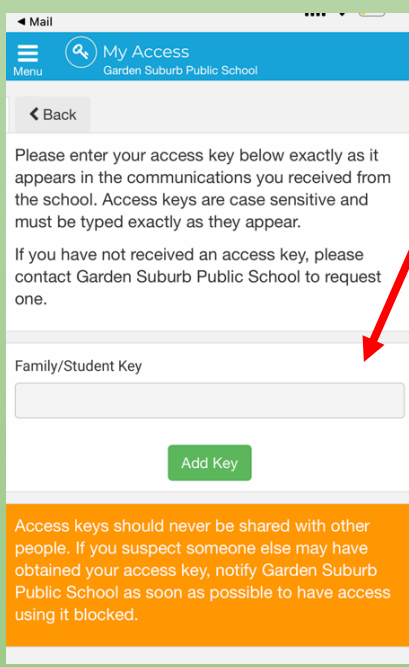
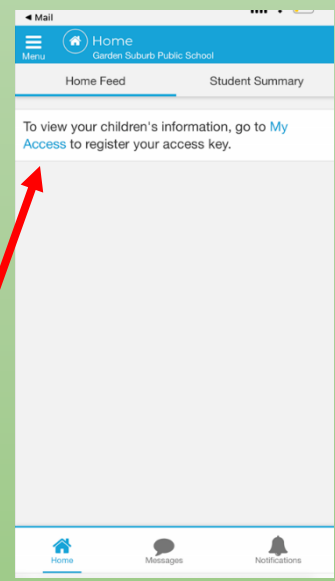
Welcome to Sentral for Parents!
To complete your registration, please verify your email address by clicking the button below.

Verify

Open the email from Sentral and click on **'Verify'** to complete registration.

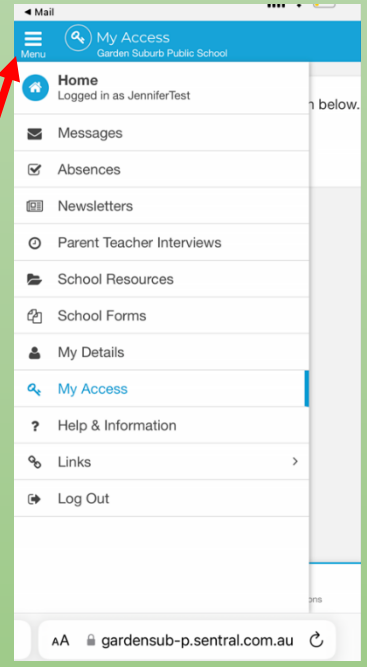
This will take you to the Sentral Parent Portal home page.

To link your account to your child/ren click on **'My Access'**.

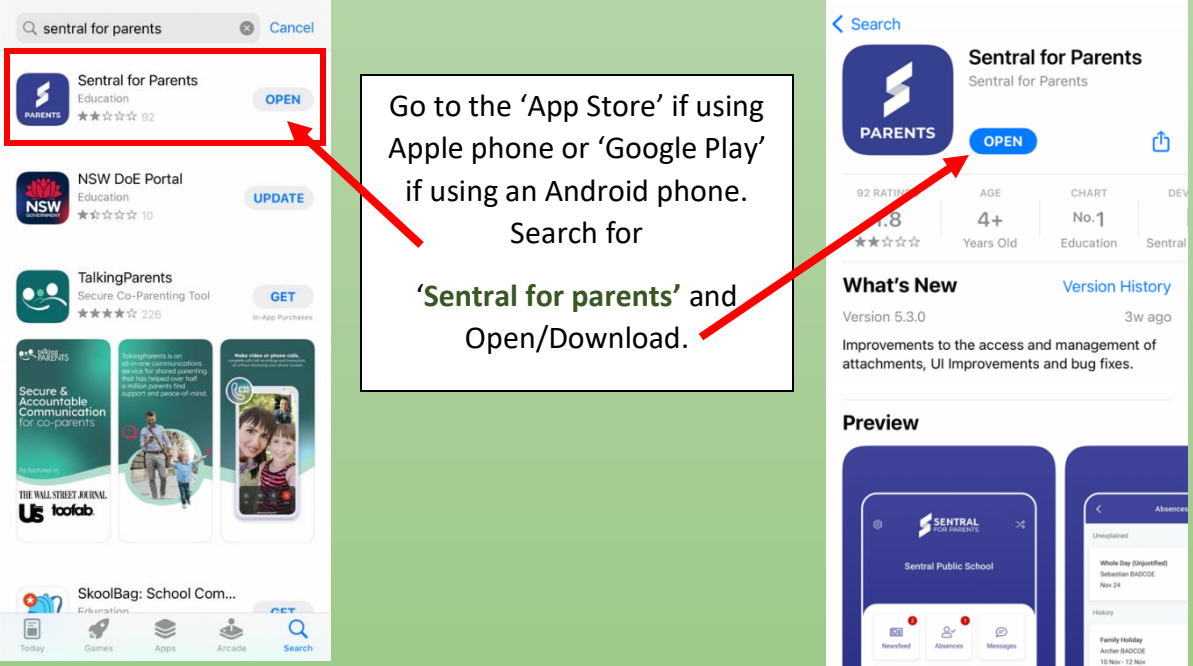


Add the Access Key from the original email and click on **'Add Key'**.

You can now click on the **'Menu'** in the top righthand corner to use the functions, including messaging the teacher **'Messages'**, advising of your child's absence **'Absences'**, etc.

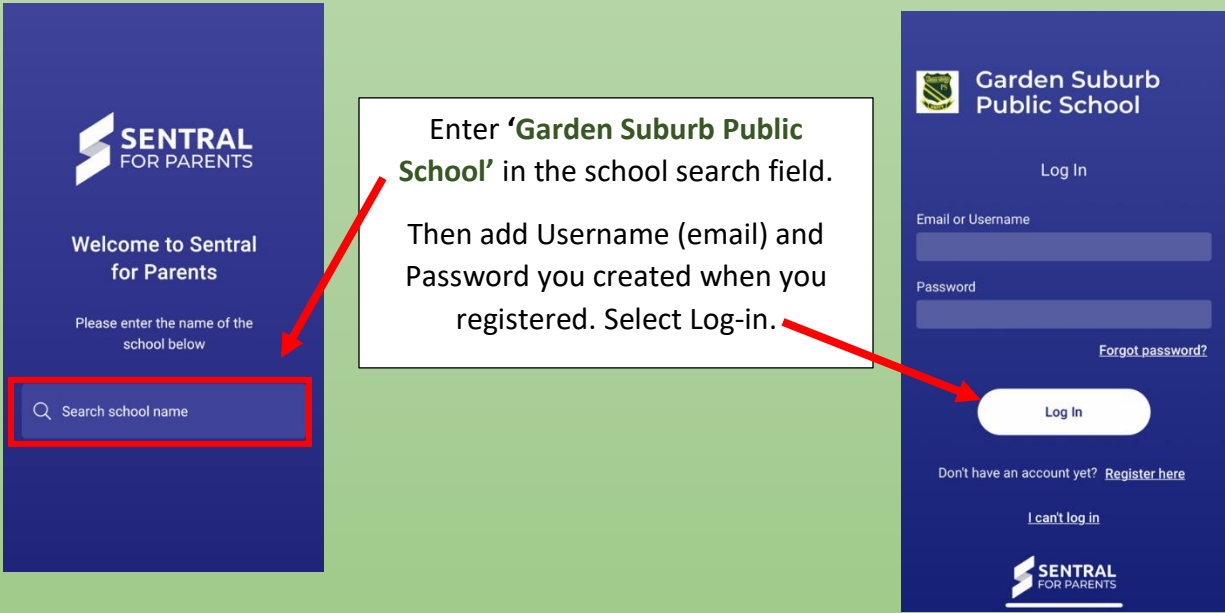


Instructions – Download the Sentral Parent Portal App



The image shows two screenshots from app stores. The left screenshot is from the App Store, showing search results for 'sentral for parents'. The 'Sentral for Parents' app is highlighted with a red box, and a red arrow points from it to a central text box. The right screenshot is from the Google Play Store, showing the app's page with an 'OPEN' button highlighted by a red arrow pointing from the central text box.

Go to the 'App Store' if using Apple phone or 'Google Play' if using an Android phone. Search for 'Sentral for parents' and Open/Download.



The image shows two screenshots from the Sentral for Parents app. The left screenshot is the welcome screen with a search field for school names highlighted by a red box. A red arrow points from this field to a central text box. The right screenshot is the login screen for Garden Suburb Public School, with the 'Log In' button highlighted by a red arrow pointing from the central text box.

Enter 'Garden Suburb Public School' in the school search field. Then add Username (email) and Password you created when you registered. Select Log-in.

Add Access Key

Please enter your access key below to access information about your child

Family / Student Key

Access key is case-sensitive

Add key

if you do not have your access key ready, you can skip for now and enter it later in Settings "Manage Access Key(s)" section

[Yes, I want to skip](#)

You will be prompted to add your Access Key. Add the Access Key from the original email and click on **'Add Key'**.

You will now be able to click on the icons to use the app's functions including messaging the teacher **'Messages'**, advising of your child's absence **'Absences'**, etc.

All school documents, permission notes and letters to parents are stored in the **'Resources'** icon.

SENTRAL FOR PARENTS

Garden Suburb Public School

Newsfeed (62) Absences Messages

Calendar Interviews Newsletters

Resources

Links

Instructions – Turn on Notifications

Settings

Account Details
Update email and password

Notifications
View and manage notifications

Manage Access Key(s)
Add more or manage current access key

Log Out
Log out of all schools

Device Security
Manage your fingerprint/face ID

FAQ
Read our frequently asked questions

App Version
App and device information

To make sure you receive any notices from the school check the **'Notifications'** is switched on.

Click on the cog icon on the top lefthand side on the app, select **'Notifications'**.

Slide the bar across until it shows green.

Notifications

App Notifications

Notifications for this device are enabled.

Latest 3 Months Notifications

Term 2 Week 10 Newsletter now available
Hi parents/carers, The Term 2 Week 10 Newsletter is now available on the Sentral app. 5 hours ago - Garden Suburb Public School

Semester 1 2022 Student Academic Reports now available
Dear Parents and Carers, Students Semester 1 reports have been published... 5 hours ago - Garden Suburb Public School

New Published Report
Semester 1, 2022 for [redacted] has been published on the Sentral app. 6 hours ago - Garden Suburb Public School

Reminder - PBL Rewards Day tomorrow
Hi parent/carers, Tomorrow is PBL Rewards Day. All students can come to school for their rewards. 8 days ago - Garden Suburb Public School