

# Eastwood Heights Public School

Lincoln Street  
Eastwood 2122  
Phone: 9876 4732  
Fax: 9876 8945

Email: [eastwoodht-p.school@det.nsw.edu.au](mailto:eastwoodht-p.school@det.nsw.edu.au)  
Web: [www.eastwoodht-p.schools.nsw.edu.au](http://www.eastwoodht-p.schools.nsw.edu.au)

## PARENT PORTAL

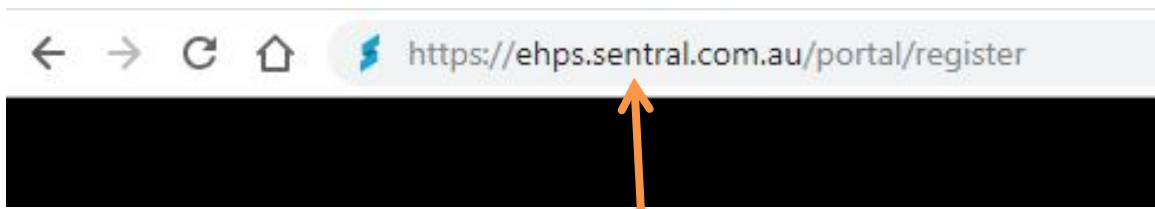
Dear Parents/Carers,

Eastwood Heights Public School uses SENTRAL (Sentral is Australia's most comprehensive cloud-based school management platform trusted by more than 3,000 Schools) internally to check attendance, complete student reports and record awards. We are now expanding our use of SENTRAL and introducing the Parent Portal has an interface to disseminate information and schedule Parent/Teacher meetings later in Term 1.

Detailed instructions are below, but you will need to have your **access key** with you (Provided by the school on another sheet) in order to access the Parent Portal. Whilst, this is a school-based initiative your username (Valid e-mail address) and password are yours, the school has no control over these.

### Step 1

Type in the address bar – <https://ehps.sentral.com.au/portal/register>



Address bar

### Step 2

This screen should appear. Fill out the details. You use your e-mail address and YOU create your own password.

Eastwood Heights Public School  
Student and Parent Portal

Title

First Name

Last Name

Email

Password

Confirm Password

Your personal details

Valid E-Mail Address. This is important, as you will receive e-mails from time to time. Eg – To verify Parent/Teacher interview times etc.

Your personal password. You create your own password.

### Step 3

Example below. Press Register, once you are satisfied it has been filled in correctly.

The screenshot shows the registration form for the Eastwood Heights Public School Student and Parent Portal. The form includes fields for Title (Mr), First Name (Michael), Last Name (Kammerer), Email (Theprincipal@yahoo.com), Password, and Confirm Password. A 'Back' button and a 'Register' button are at the bottom. Callouts with arrows point to the Email field, the Password field, the Confirm Password field, and the Register button.

The e-mail address you entered. This will become your username.

Your personal password

Press Register, once you are satisfied it has been filled in correctly.

### Step 4

This screen should appear. Press skip, you can register the App later.

The screenshot shows the confirmation screen for the Eastwood Heights Public School Student and Parent Portal. It states: "You have successfully registered to the Web Portal. You can also register to the mobile app 'Sentral for Parents' which can be downloaded on your mobile device." Below this text are two buttons: "Register App" and "Skip". A callout with an arrow points to the "Skip" button.

Press Skip

### Step 5

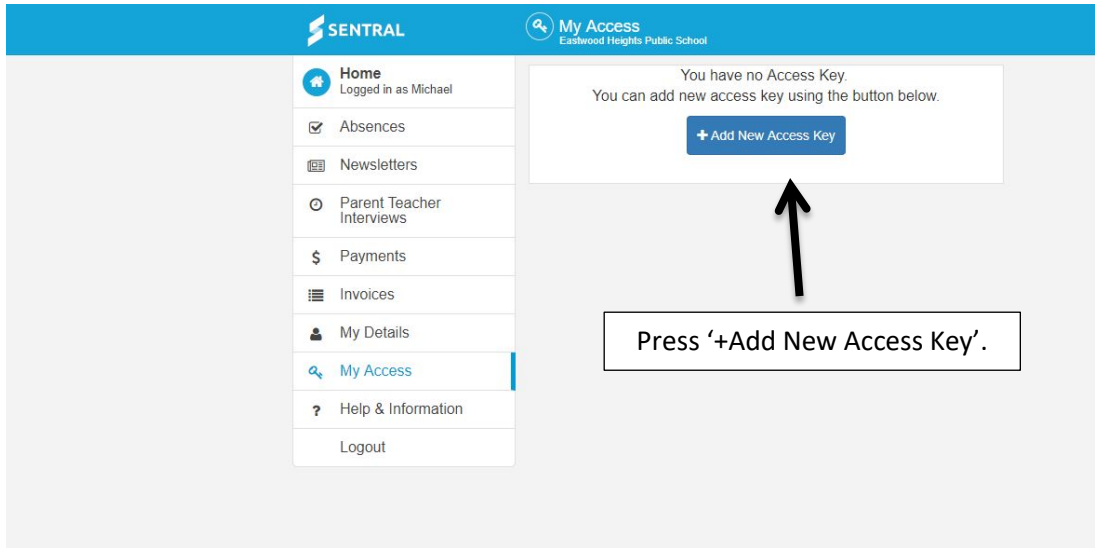
This Screen should appear. Press My Access.

The screenshot shows the home page of the SENTRAL web portal. The page has a blue header with the SENTRAL logo and a home icon. Below the header is a navigation menu with items: Home (Logged in as Michael), Absences, Newsletters, Parent Teacher Interviews, Payments, Invoices, My Details, My Access, Help & Information, and Logout. A callout with an arrow points to the "My Access" item in the menu.

Press 'My Access'.

## Step 6

This Screen should appear. Press '+ Add New Access Key.'

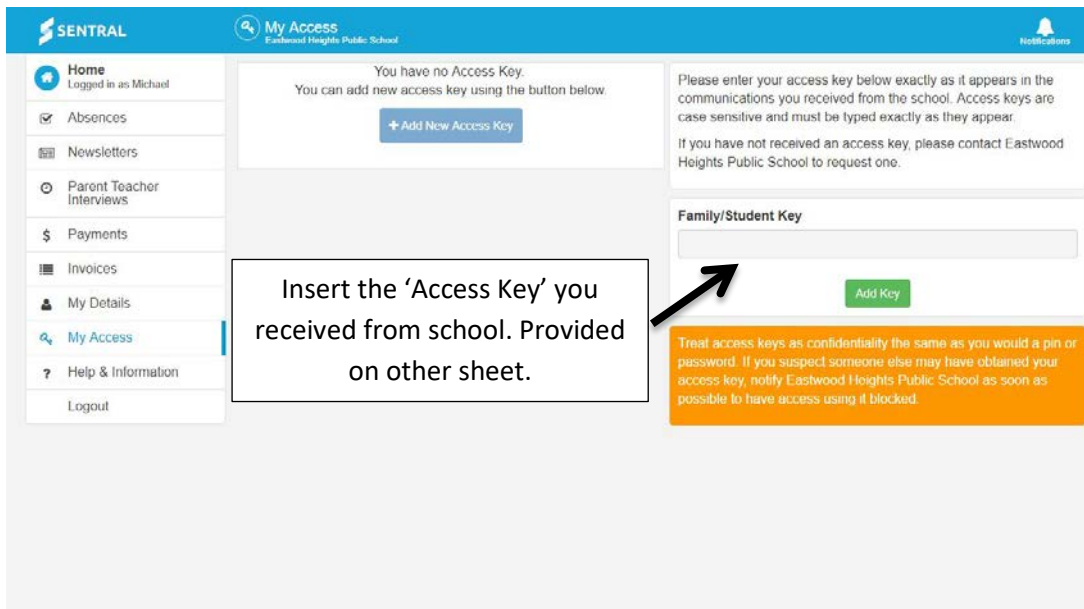


The screenshot shows the 'My Access' page for Eastwood Heights Public School. On the left is a navigation menu with options: Home (Logged in as Michael), Absences, Newsletters, Parent Teacher Interviews, Payments, Invoices, My Details, My Access (highlighted), Help & Information, and Logout. The main content area displays a message: 'You have no Access Key. You can add new access key using the button below.' Below this message is a blue button labeled '+ Add New Access Key'. An arrow points from a text box below to this button.

Press '+Add New Access Key'.

## Step 7

Insert the 'Access Key' you received from school. (Case Sensitive)



The screenshot shows the 'Add Key' form. The navigation menu is on the left. The main content area has a message: 'You have no Access Key. You can add new access key using the button below.' Below this is a blue button '+ Add New Access Key'. To the right is a text box: 'Please enter your access key below exactly as it appears in the 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 Eastwood Heights Public School to request one.' Below this is a form field labeled 'Family/Student Key' with an 'Add Key' button. An arrow points from a text box to this form field.

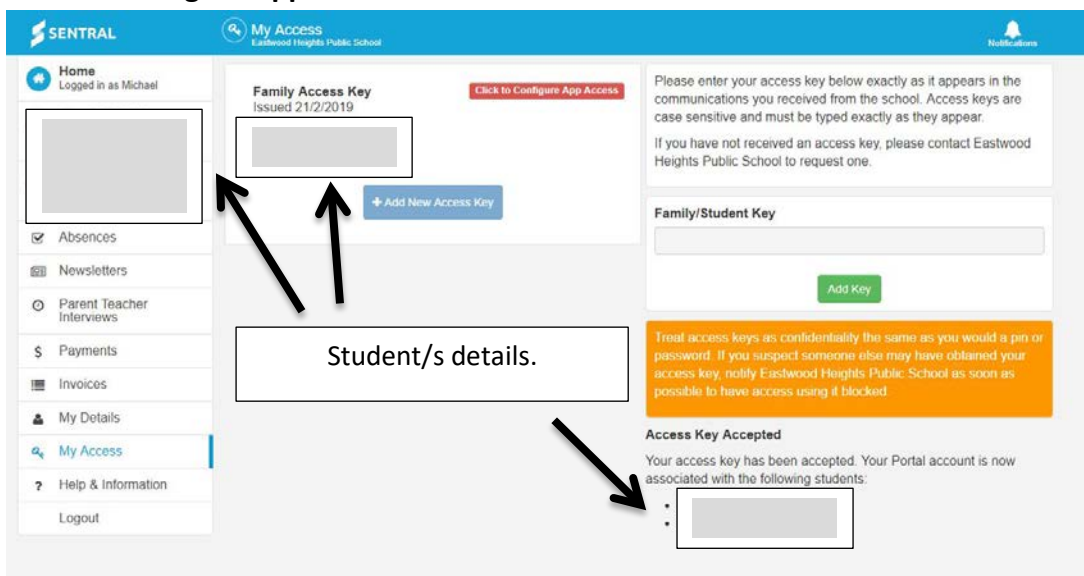
Insert the 'Access Key' you received from school. Provided on other sheet.

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 Eastwood Heights Public School as soon as possible to have access using it blocked.

## Step 8

This Screen should appear. Not all Menu options will be initially available.

You can configure App access from here.



The screenshot shows the 'Family Access Key' configuration screen. The navigation menu is on the left. The main content area has a message: 'Family Access Key Issued 21/2/2019'. Below this is a form field for the access key and an 'Add New Access Key' button. To the right is a text box: 'Please enter your access key below exactly as it appears in the 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 Eastwood Heights Public School to request one.' Below this is a form field labeled 'Family/Student Key' with an 'Add Key' button. An arrow points from a text box to this form field. Below the 'Add Key' button is a message: 'Access Key Accepted. Your access key has been accepted. Your Portal account is now associated with the following students:' followed by a list of student names in a form field.

Student/s details.

**You only need to REGISTER once.**

**Once you have registered, all you need to do is Login.**

**Step 9**

**Address - <https://ehps.sentral.com.au/portal/login>**

The screenshot shows the login page for Eastwood Heights Public School. At the top, the browser address bar displays <https://ehps.sentral.com.au/portal/login>. Below this, the school's crest is visible, followed by the text "Eastwood Heights Public School" and "Student and Parent Portal". The login form includes a "Login Name" field with the placeholder "Email or username", a "Password" field, a blue "Login" button, a blue "Register" button, and a blue link for "Forgot your password?".

Annotations on the screenshot include:

- An arrow pointing to the browser address bar with a box containing the text: "Browser Address" and <https://ehps.sentral.com.au/portal/login>.
- An arrow pointing to the "Login Name" field with a box containing the text: "Username - the E-mail account you used to create account".
- An arrow pointing to the "Password" field with a box containing the text: "Password - the password you created to access account".

Thank you.