



Welcome to the Sentral Parent Portal!

We're excited to share the launch of the Sentral Parent Portal. Please follow the steps below to register. As part of the registration process you will be asked to enter your 'Access Key'. Your key is unique to you and links you to your child(ren) in the portal. The key is case sensitive. Keys have been generated based on the information we currently have on file.

If you have any questions or concerns regarding the process or keys generated for your family, please call the Admin team at your respective campus.

Your keys are:

| Parent/Carer Name | Unique Access Key (case sensitive) |
|-------------------|------------------------------------|
| | |
| | |

Step One: Choose how you will access the portal

The alternatives are:

1. Via App - Search for the 'Sentral Parent Portal' in the Apple App or Google Play Store (see below for picture of App). Download and install.
2. Via any internet browser using the below address:
<https://sentral.minaret.vic.edu.au/auth/portal?action=register>

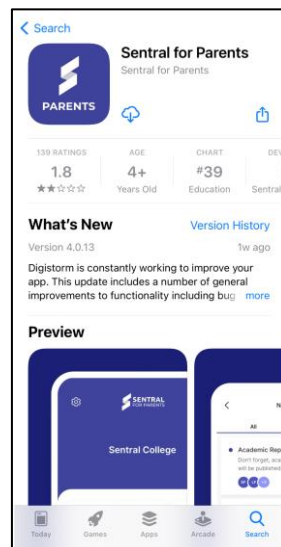


Figure 1 Sentral Portal App

Step Two:

To create an account (via the app)

1. Go to the app installed on your phone.
2. In the school name field type 'Minaret College' and select your child's campus. Select 'next'.
3. Select 'Register here' to create a new Sentral account.
4. Enter your details and choose a personal password (minimum 8 characters). Please enter a valid email address - a verification email will be sent as part of the setup process.
5. Select 'Create account' and check your email to validate the account.

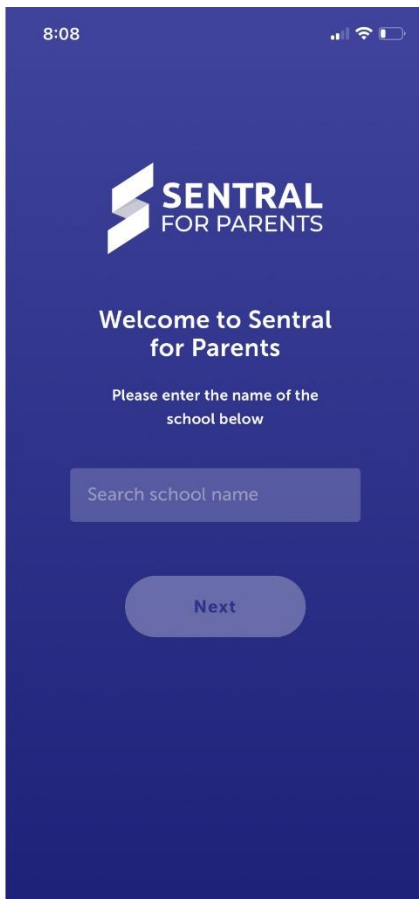


Figure 1 Open Sentral App

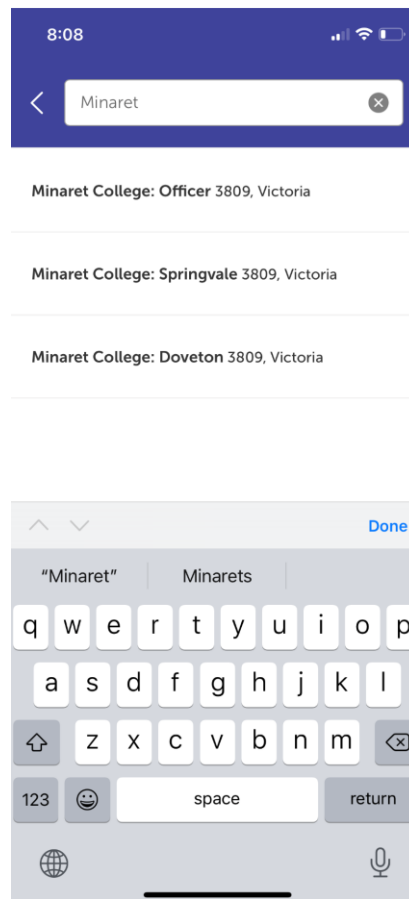


Figure 3 Search for 'Minaret College'

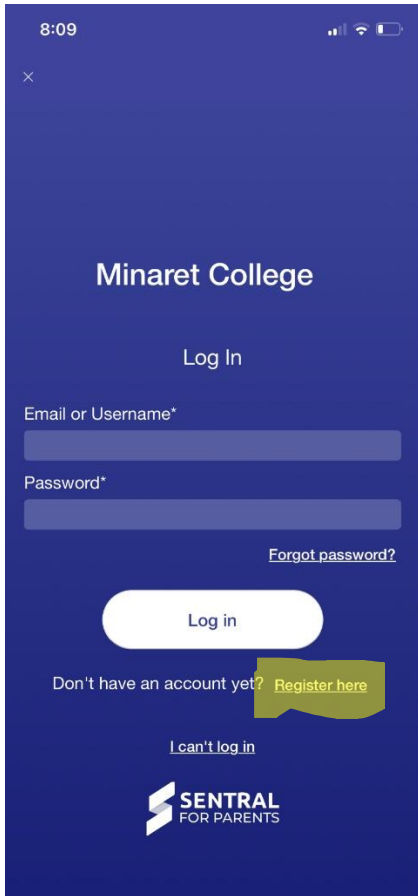


Figure 4 Select 'Register here'

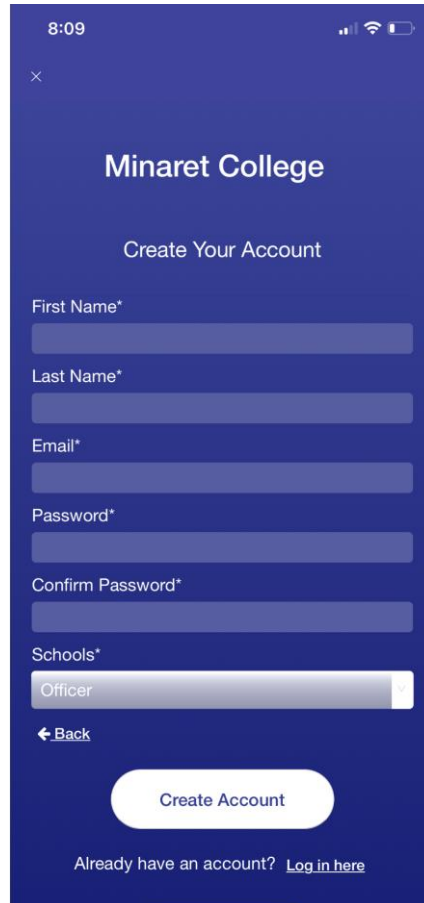


Figure 5 Enter your details and 'Create Account'

To create an account (via the web)

1. Enter your details and choose a personal password (minimum 8 characters). Please enter a valid email address as a verification email will be sent as part of the setup process.
2. Select 'Create Account' and check your email to validate the account.

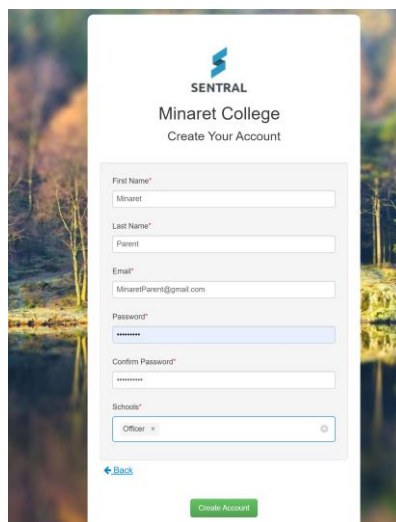


Figure 6 Enter your details and 'Create account'

Step Three: Login to your account and link to your children

Login Via App

1. After validating your account, return to the app and use your email and password to login
2. When prompted, add your unique access key (shown at the start of this guide). Once entered, this will link you to your child(ren) and their name(s) will be displayed.
3. Progress through the preferences setup. When prompted, ALLOW NOTIFICATIONS. This will allow us to send you a pop up message when you have the app running in the background
4. Once successfully installed, you will be taken to your 'newsfeed'. Congratulations! You've successfully installed the portal and are ready to take a look around!

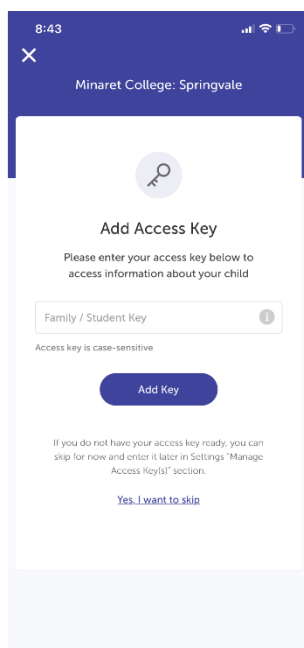


Figure 7 Enter your Access Key

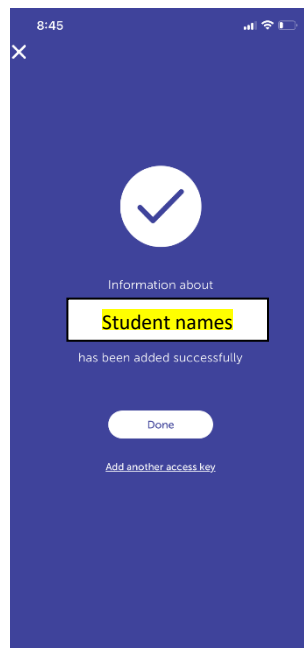


Figure 8 Link successful!

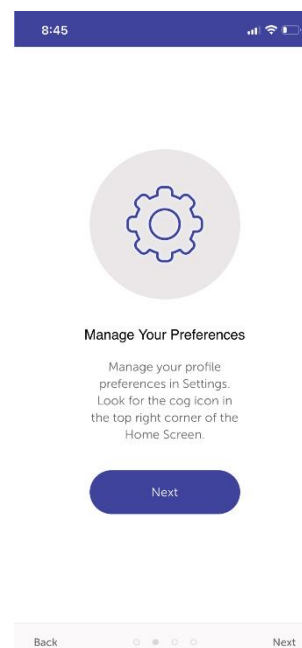


Figure 9 Select 'Next'

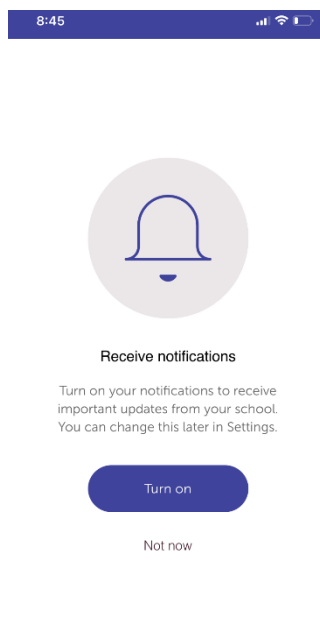


Figure 10 Turn Notifications ON

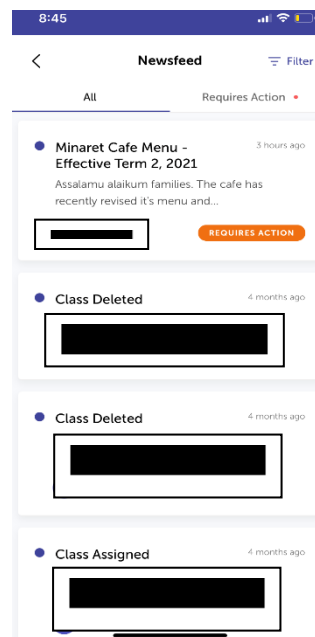


Figure 11 Welcome to your portal!

Login via Web

1. After validating your account, go to <https://sentral.minaret.vic.edu.au/auth/portal>. Use your email and password to login
2. Click on 'My Access' on left menu
3. Click on 'Add New Access Key' and add your unique access key (shown at the start of this guide). Once entered, this will link you to your child(ren) and their name(s) will be displayed.
4. Congratulations! You're ready to browse the portal!

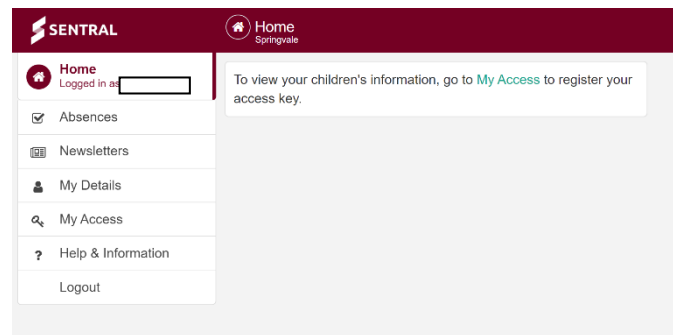


Figure 12 Click on 'My Access'

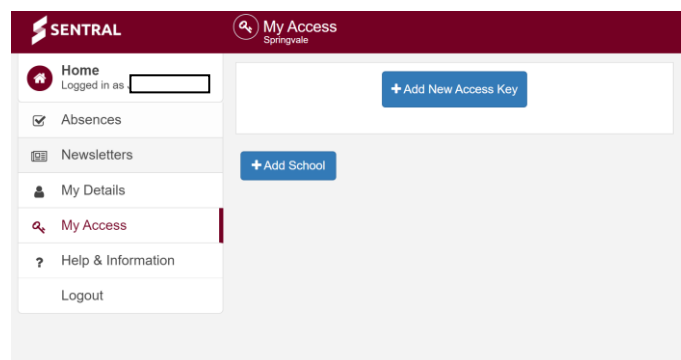


Figure 12 Click on 'Add New Access Key'

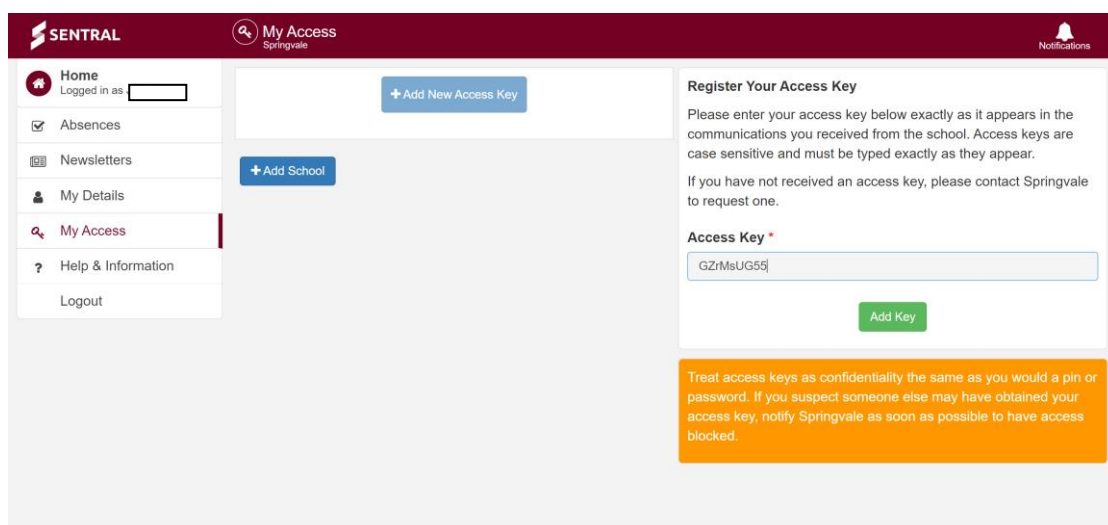


Figure 13 Enter the Key and click 'Add Key'