



# Guide to Access Sentral Parent Portal

## Step 1: Instructions for setting up your Parent Portal

1. Please read the attached personalised letter for all your required details to successfully setup an account.
2. Using a web browser navigate to: 

<http://web1.miranda-p.schools.nsw.edu.au/portal/register>

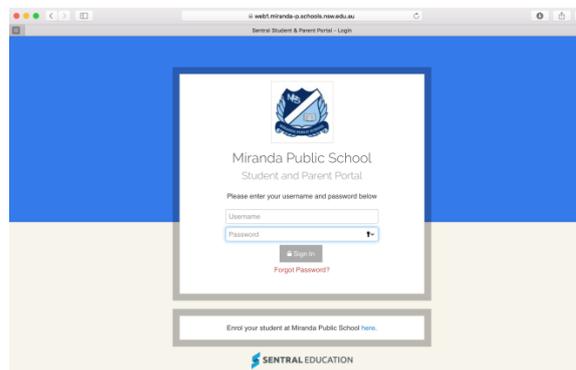
**It is recommended** to use Google Chrome as your browser. Avoid using Firefox. The parent portal is optimised for Google Chrome and parts of the portal may not work with other browsers.

3. Next you need to enter the following details:  
**Username:** Enter your personal email address this will be used as your username.  
**Password:** Pick a password that has at least 4 characters and confirm it again.  
**Title:** Select your title from the drop down menu (Mr, Mrs, etc)  
**First Name:** Your First name.  
**Surname:** Your Surname name.
4. Click 'Create your Account' once you have filled out your details.



The screenshot shows a registration form for Miranda Public School. At the top is the school's crest and the text 'Miranda Public School Create a Portal User Account'. The form has several input fields: 'Username' (with a note 'MUST BE A VALID EMAIL ADDRESS'), 'Password' (with a note 'MUST BE AT LEAST 4 CHARACTERS'), 'Password (Confirm)' (with a note 'PLEASE CONFIRM PASSWORD'), 'Title' (a dropdown menu), 'First Name' (with a note 'PLEASE PROVIDE YOUR FIRST NAME'), and 'Surname' (with a note 'PLEASE PROVIDE YOUR SURNAME'). A 'Create your Account' button is at the bottom.

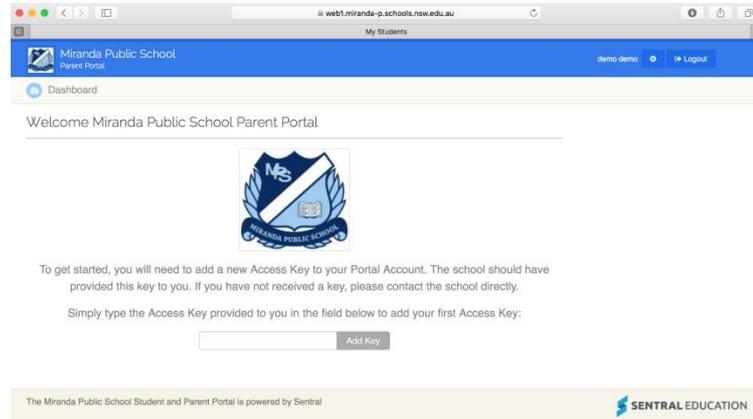
If you are successful, you will be directed back to the login page for the Parent Portal.



The screenshot shows the login page for the Miranda Public School Student and Parent Portal. It features the school's crest and the text 'Miranda Public School Student and Parent Portal'. Below this, it says 'Please enter your username and password below'. There are input fields for 'Username' and 'Password', a 'Sign In' button, and a 'Forgot Password?' link. At the bottom, there is a link for 'Error your student at Miranda Public School here.' and the 'SENTRAL EDUCATION' logo.

5. Login with the details you provided before  
(Username: your email and Password: the one you set up in the registration process)

You will be greeted with a ‘Welcome Miranda Public School Parent Portal’



6. Before your child (or children) will appear in your portal, you will need to enter your **Parent Portal Access Key** provided on the attached personalised letter. After you have entered the key, press ‘Add Key’ (The access keys are case SeNSiTvE )

Your child/children should appear in front of you in circles like below.





# Guide to Book Parent Teacher Interviews

## Step 2: Parent Teacher Interview Instructions

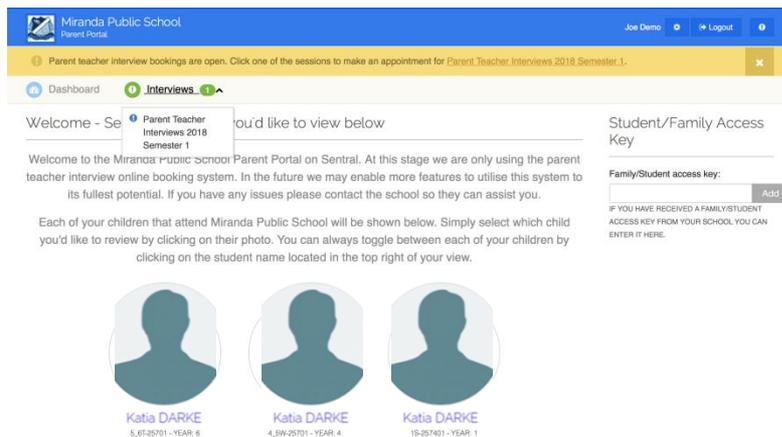
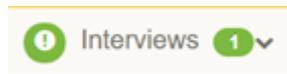
1. Go to the following URL and log into the Parent Portal:

<http://web1.miranda-p.schools.nsw.edu.au/portal>

If there are **Parent Interview Sessions** available, you will see the following on your Portal Dashboard.

**This will ONLY appear when our registration period is open on 26<sup>th</sup> March at 6pm and will remain open until 1<sup>st</sup> April 6pm.**

2. Click on the Interviews icon.



3. Click on the **Session name link- Parent Teacher Interviews 2018 Semester 1**



4. Scrolling down the page you will see a list of all the Students you have linked to your **Parent Portal account.**

Class	Teacher	Appointment Time
5_6T-25701	Mrs Townsend	<a href="#">Select Timeslot</a>
4_5W-25701	Mr Williams	<a href="#">Select Timeslot</a>
1S-257401	Mr Sarkis	<a href="#">Select Timeslot</a>

[Confirm Appointments](#)

5. Click on the **Select Timeslot** button to make a booking with the appropriate Class Teacher.

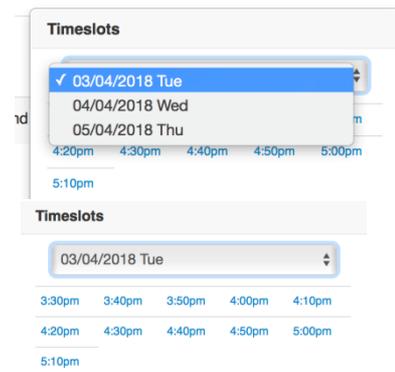


6. Use the drop down menu to set your preferred date.

7. Click on an **available time that suits you**. **Blue times are available**, grey times are unavailable.

8. Repeat the above process for each of your children's teachers.

9. Having selected a time for your interview, you should see it shown on the screen similar to the image below.



Class	Teacher	Appointment Time
5_6T-25701	Mrs Townsend	Tue 3:40pm
4_5W-25701	Mr Williams	Tue 4:00pm

10. Click the **Confirm Appointments**



11. An **Interview Summary** will then appear confirming your Parent Teacher interview times.

12. Log out