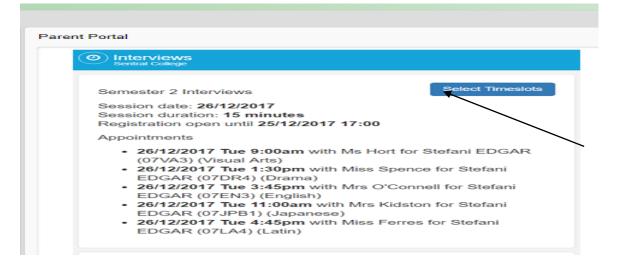
SENTRAL Parent Portal Instructions for booking Parent Teacher Interviews

Using the NEW Parent Portal the screens below show the process for making interview bookings.

SENTRAL	Home Sentral College		Portal Version 1 Messages Notifications
Home Logged in as Attila	Activity Permission Slip & Payment Request Posted by Sentral College	2 months ago	Homework
AFINE EDGAR Sentral College, Year 9	Year 7 Taronga Zoo		Stefani EDGAR
SE Stefani EDGAR Sentral College, Year 7	★ Requires Action	View Details	SE 07EN3 - English Homework
Delcie EDGAR Sentral College, Year 4	Activity Permission Slip & Payment Request Posted by Sentral College	2 months ago	O7MA2 - Chapter 8 Algebra Homework tooccote & OverRoue O7EN3 - English Homework tooccote & OverRoue
Lakeshia EDGAR Sentral College, Year 1	Running with the School		SE Year 7 PDHPE - Unit 7.4 Assessment Task
	★ Requires Action	View Details	Arlyne EDGAR
Messages		5 months ago	09PDH2 - Complete Onenote page about anxiety and arousa
Newsletters	Activity Permission Slip & Payment Request Posted by Parent Portal College	o monuts ago	- PDHPE no due date @ TODO
Daily Notices	Dance Fever		AE 09EN3 - Chapter 1 Questions - Divergent
⊘ Interviews ²	★ Requires Action	View Details	AE 09SC1 - Reading TEXT

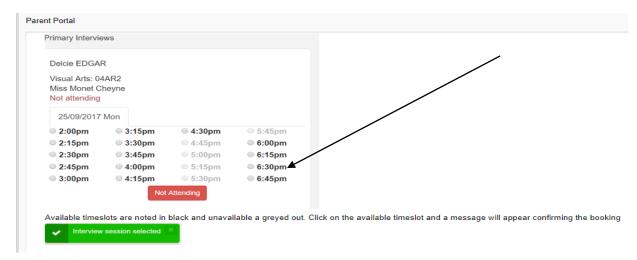
Click on the Interview Icon

The screen will display the current interviews available to the parent for their child/ren.

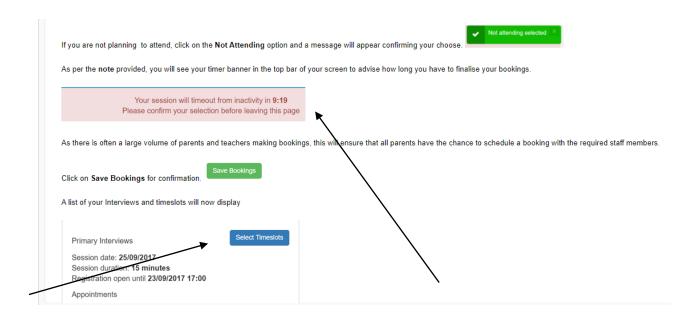


Click on Timeslots

Available timeslots are noted in black and unavailable a greyed out. Click on the available timeslot and a message will appear confirming the booking



If you are not planning to attend, click on the **Not Attending** option and a message will appear confirming your choose.



As per the **note** provided, you will see your timer banner in the top bar of your screen to advise how long you have to finalise your bookings.

As there is often a large volume of parents and teachers making bookings, this will ensure that all parents have the chance to schedule a booking with the required staff members.

Click on **Save Bookings** for confirmation.

A list of your Interviews and timeslots will now display

An alternative to the digital Sentral bookings is the paper booking sheet. Students may obtain one of these from their Year Adviser. The sheet must be signed by a parent or carer before any bookings can be made. Students then need to take the sheet to their teachers and teachers will make the bookings for them. Please contact the school if you need assistance.