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| **Sentral e-resource** Example of Access Key Letter for App Registration |

Please copy the below information into the Letter Template / Email Template areas inside Sentral Portal Console - Portal Console Setup – General – Letter Setup / Email Setup

This {parent email} is a mail merge field so therefore Sentral should automatically add this information from the database

This </b> is coding, which makes words or sentences **bold**, *italic* or underlined.  Once the template is inside Sentral please highlight the parts of the template you want to have this feature and pick the feature.

Introducing the Sentral for Parents App and Portal

Notification of the "{parent\_surname}" Family Access Key

This notice is for the parent attached to email address - {parent\_email}

C/O: {students\_full\_names}

Dear {parent\_title} {parent\_surname},

XXXXXXX School is beginning to roll out the use of the Sentral for Parents app to regularly communicate in real time with parents and families.

The Sentral for Parents app will allow connected family members to:

\* receive real-time notifications and messages from the school or your child's classroom teacher.

\* explain past and upcoming student absences

\* view your child/ren academic reports

\* message your child's classroom teacher

\* book parent/teacher interviews

\* give permission for school activities

\* receive sick bay notifications

\* view school newsletters

\* view calendar events

\* view links to URL's provided by the school

\* view school documents

Accessing the Sentral for Parent App is easy, just follow the instructions below.

1. Download the 'Sentral for Parents' app from the App Store or Google Play store.

2. Search for XXXXXXX School.

3. Click Register Here to register for a new account. You will receive a verification email which MUST be verified to continue.

4. Once verified, log into the app with your credentials.

5. Enter the following access key to connect to your child/children:

{access\_key}

A set of screenshots is attached to this letter to help with these instructions.

We require all families to register for the Sentral for Parents app as over time we plan to make the Sentral for Parents app a one stop shop for all communications.

You can also access the same information about your child/ren from a computer or laptop using a browser.

Just use this link:

{portal\_base\_url}

Please be patient with the school staff as we work through any teething problems and adjust to the new system.

If you have questions about using the app, or need some extra help then please browse the list of FAQs at

https://info.sentral.com.au/new-app-getting-started or contact the school office.

Kind regards,

{school\_principal}

Principal