

Accessing student information the Parent Portal

1. Go to the following web address: <https://sentral.sjchsdow.catholic.edu.au/portal/login>

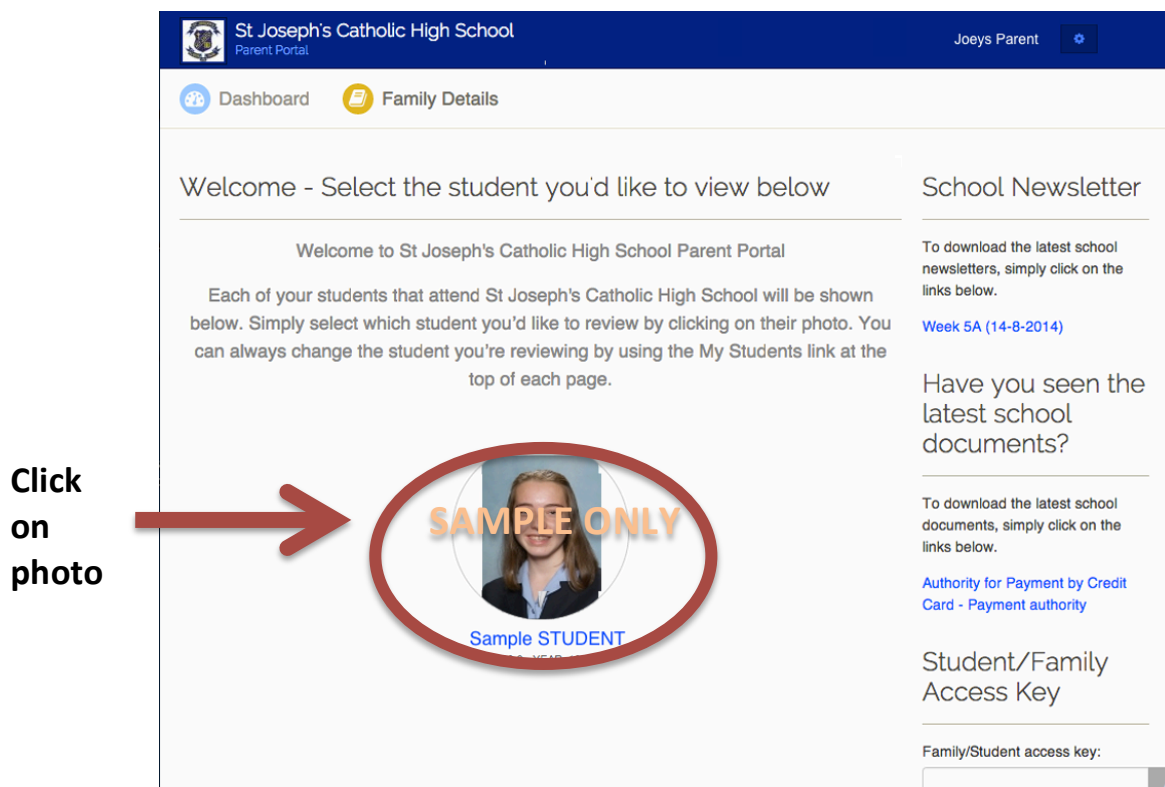
OR

Go to the school website for a link to the Parent portal login page (found under the **Parent Links** link) <http://www.sjchsdow.catholic.edu.au/index.html>

2. In the window that appears (see right), type in your username and password that you created when you registered for access.



3. The first screen you will see will show the students for whom you have access. You need to click on the photo of the student you wish to view information about.



NOTE: There is an option to the right of the page to add any additional access by typing the appropriate *Family* or *individual Student* access key in the space provided and then clicking **Add Key**.

See your personalised letter for your access key. If you have lost the letter you will need to request another to be sent from the school.

Student/Family Access Key

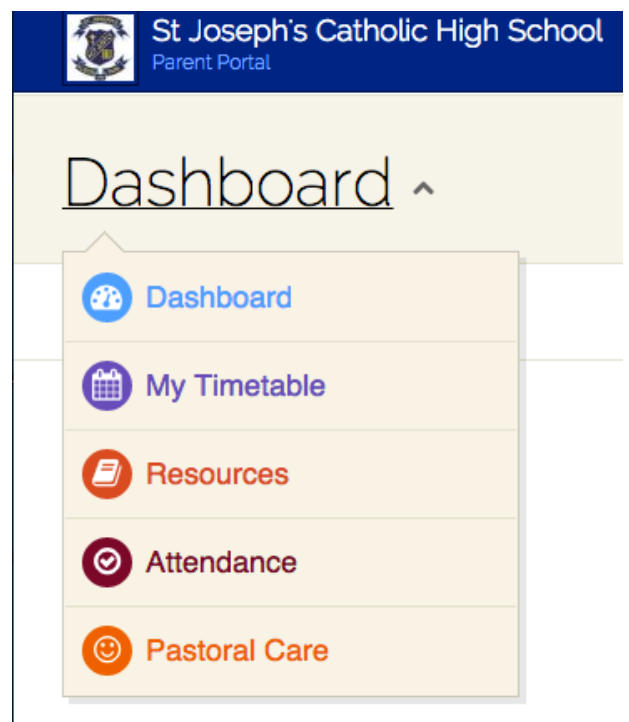
Family/Student access key:

 Add Key

IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE.

Seeing Student Progress

4. In the top right of the page you will see an icon named **Dashboard**. This will give you a dropdown menu to select information you wish to view about your child.
5. The dashboard menu selections (printable):
 - **My Timetable** – see your child’s timetable
 - **Resources** – School documents
 - **Attendance** – display of attendance by Term (mouse over the days to see more information)
 - **Pastoral Care** – details of your child’s merit / demerit tallies and uniform infringements.



** Click on one of these options to find the details of the selected student.

6. To get back to the main **Home** page of your child click the **cog icon** next to your name.
7. To **logout**, simply click the **arrow icon** beside the cog.

