Sentral Setup
90-Day Journey Admin Guide

November 2023

Contents

Overview

90-day journey

Welcome to Sentral. Your school's implementation phase is complete. This means that you have the information you need to log into your school's Sentral URL. You are ready to begin your 90-day journey if you have completed the preparation steps outlined in the second email from your Sentral Implementation Manager.
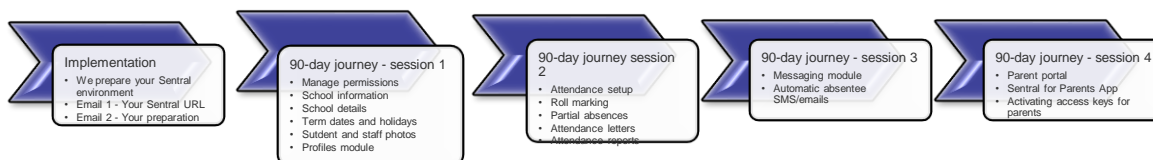
Your role as Sentral Administrator

The Setup module covers your role as Sentral Administrator so that you can share that knowledge within your school. It allows you to ensure accuracy and relevance of imported data, set permissions for staff, add photos, define term dates and other areas that impact Sentral modules. It provides an efficient, effective, and clear end-to-end student management solution.

You can configure the module to suit your school's processes and get access to the technical setup for your school's networks and infrastructure.

Onboarding sessions

The 90-day Journey includes four sessions. The aim of these sessions is to help you with general setup of Sentral. They also focus on how you can roll out three of our core modules at no extra cost to your school. The table below shows the focus areas of each session.

	Focus	Demonstrations
Session 1	Your school's requirements for Sentral General navigation My User Profile Dashboard	Setup icon ⚙ Dashboard
Session 2	Attendance module	Attendance Setup How to mark a roll Partial absences Attendance letters Attendance reports
Session 3	Messaging module Setup of automatic absentee SMS/emails	Messaging Setup Messaging – absences Messaging – Email/SMS
Session 4	Parent Portal	Portal Console - Setup Sentral for Parents App Activating access keys for parents

Who should be involved in the 90-day journey?

Your Sentral Administrator and IT technical staff for the first session, and Administration staff for Attendance, Messaging and Portal.

We recommend for each online session that you have no more than three staff members who are going to be involved as Sentral Administrators.

Product versions

Your school may have either the Sentral Cloud (ST) or Sentral Enterprise version of our product. Some differences exist between product versions. These differences are described at a feature level in this guide.

Feature availability

	Sentral Cloud (ST)	Sentral Enterprise (MT)
My User Profile	■	■

Disclaimer

This document is a guide only, and Sentral accepts no liability for your configuration of the software.

Permissions

The Setup area is only accessible by Sentral Administrators. This is to ensure that staff accounts are accurate and kept up to date, and that handling of permissions and school details is restricted.

Access

To access Setup from the Sentral home screen, select ⚙ Setup and choose Setup.

Sentral's YouTube channel

▶ **Video:** *Visit our YouTube channel to view videos about modules referred to in this guide. For example, Attendance and Kiosk.*

Sentral login

Overview

There are two ways to sign on to Sentral:
- single sign on (SSO)
- manually.

School	Sign on method	Next steps
Department of Education (DoE) schools (new to Sentral) New South Wales (NSW), Victoria (Vic), and South Australia (SA).	If your DoE school is new to Sentral, then you're automatically an SSO school. If DoE SSO has been enabled, it means you will be able to access Sentral without logging in, as long as you have already logged in to the DoE Portal on the same website browser.	Sentral sets up your school's URL. Your nominated Sentral Administrator receives an email with the URL. Your nominated Sentral Administrator logs in for the first time with their DoE credentials. This lets them start setting up Sentral – noting that only the nominated Sentral Administrator

		will be granted Admin access at this stage. Other users at your school use the URL to complete the first login. This does two things: ● It creates an account for the user – but gives no access ● It makes the user visible to the Sentral Administrator who then sets their access.
Government schools in other Australian states and territories	Not Applicable. Sentral is not serviced in states other than NSW, Vic, and SA at a DoE level.	Not Applicable. Sentral is not serviced in states other than NSW, Vic, and SA at a DoE level.
Independent/Non-Government schools	If your school is an independent school using the ST version of our product, then one of two options are available: 1. Local accounts may be created and managed through Sentral 2. Sentral can configure your system to have a third party SAML provider authenticate user log-ins.	

Single sign on

Sentral Administrator – first time login

1. Log into the Department of Education Portal with your department credentials.

2. In the same website browser, open a new tab.

3. Do one of the following;
   a. Copy the URL provided in your 90-day journey welcome email. Paste this into the new browser tab.
   b. Open a web browser and go to the address of your Sentral Server.
      Example
      https://schoolname.sentral.com.au

4. Enter the initial username and password specified in your 90-day journey welcome email.
   You're in as an administrator. You can go in and start setting up the system.

Other users – first time login

1. Log into the Department of Education Portal with your department credentials.

2. In the same website browser, open a new tab.

3. Go to the address of your Sentral Server.
   Example
   https://schoolname.sentral.com.au

4. Log in with department credentials:
   a. In Username, enter DoE username.
      This is exactly the same as DoE credentials 'firstname.lastname'
   a. In Password, enter DoE password.

5. Select Sign In.
   A Sentral account is created – but the account is created with no access.

SENTRAL

Access is not granted until the Sentral Administrator changes your access level. Once updated, you'll be able to log in.

See To set default access for individual users

> ⓘ **Note:** *When your users log in for the first time, their accounts are created but they won't have access until you (as Sentral Administrator) change each user's access level via Sentral Setup ⚙ | Manage Users.*

Manual sign on

1. Open a web browser and go to the address of your Sentral Server.
   Example
   https://schoolname.sentral.com.au

2. Do one of the following:
   a. For first time login:
      i. Enter the username and password specified in your 90-day journey welcome email.
      ii. Update this generic admin login to a unique password.
         For audit purposes, once the initial setup is complete, log in with a personalised user account.
   b. For subsequent logins, enter your own username and password.

3. Select checkboxes:
   — Remember my username
   — Hide sensitive data – if appropriate.

4. Select Sign In.
   If this is the first-time logging into your personalised Sentral account, your Profile screen displays.
   For details, see the User Profile guide.
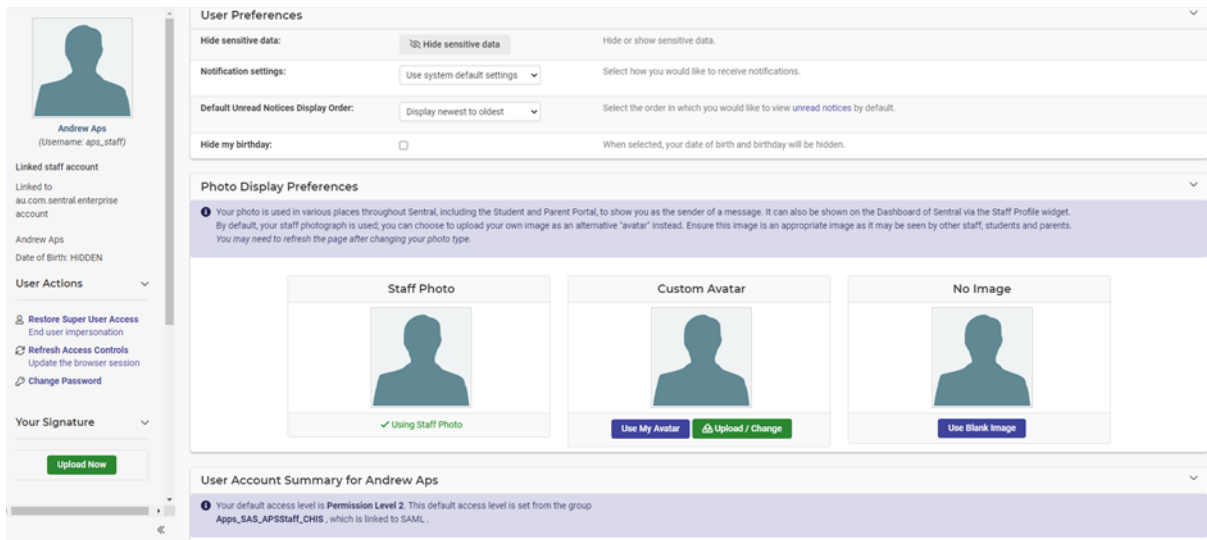
5. (Optional) Do any of the following:
   a. Under Email Settings & Notifications, change your email settings.
   b. Under Photo Display Preferences, add your own photo.
   c. Under User Actions in the left menu, select Two-Step Authentication and follow the instructions to enable two-step authentication.
   d. Under User Account Summary, view information about your access level to Sentral.

      For details, see the User Profile guide.
   e. Select the school name on the menu bar.

      The school dashboard displays.

⚠️ **Warning:** *Do not store your login password on your browser. Treat your Sentral password in the same way as you would for your personal bank account passwords/access. If you save your password in the browser anyone (students and staff) can log in as you and affect changes to your personal records and classes.*

90-day journey – before session 1

Overview

Your Sentral Implementation Manager sent you an email that outlined steps to complete in preparation for your first 90-day journey session with our Sentral Onboarding team.

Use the information in this section to work your way through the setup topics.

Prerequisite

You have logged in with the Admin credentials sent by your Sentral Implementation Manager.

See: Sentral login

Configure school information

Use this section to enter information that flows through to different areas within Sentral and is used in automated fields and templates.

1. Select ⚙ Setup on the menu bar and choose School Details.
    The School Information screen displays.

2. Enter school details such as:
    — school name
    — school principal
    — school contact person
    — school address details
    — school billing address details
    — (Optional school SED and ABN).
3. Select Save.

Configure school logos and branding

Use the information in this section to customise your school branding.

1. To upload a school logo image, do one of the following:
   — Select ⚙ Setup on the menu bar and choose School Logo.
   — If Sentral Setup is already open, select School Information in the left menu, and choose School Logos.

   The School Logo screen displays.

2. Select Browse and locate the image you wish to use.

   The image is automatically resized to a suitable size, so ensure it is as large and high quality as you can obtain (maximum 2MB). Ideally your logo should have a transparent or white background and be at least 300 pixels but not over 1000 pixels in each dimension.

3. Select Upload New Logo.

4. Select School Branding in the left menu.

   The School Branding screen displays.

5. Select a colour for the banner on-screen and select Save.

Configure school login page

Use the information in this section to add a background image for the initial login page of Sentral for your school.

1. Select ⚙ Setup on the menu bar and choose School Details.

   The School Information screen displays.

2. Under School Information in the left menu, select School Login Page.
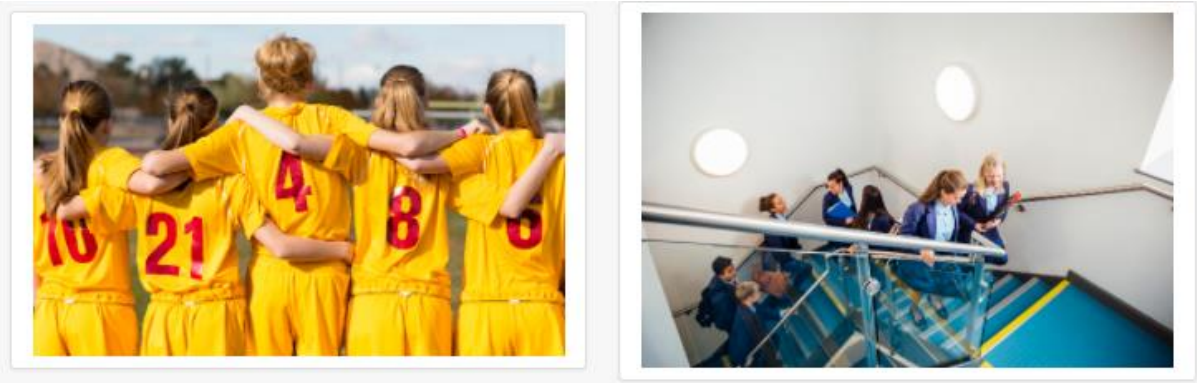
3. Do one of the following:
   — Select Choose File in the bottom section of the screen. Select an image file, and then select Upload.
   — Select a previously uploaded image in the top section of the screen, and then select Save.

Configure term dates and holidays

> **Video:** *Watch this video on our YouTube channel to learn about term dates and holidays.*
>
> *Attendance Setup | Set your school's term and holiday dates*

Overview

Use the information in this section to ensure that the term start and end dates are correct and any public holidays and staff development days are populated in the calendar.

The Calendar is the reference database that the Attendance modules use to display school holidays, public holidays, and special events. These recorded holidays and special events are registered in the Attendance records as non-teaching days.

Permissions required

Your Administrator permissions allow you to modify these settings and add both recurring and one-off holidays to the system. Once a holiday is entered, the corresponding day on the Attendance roll system is then disabled (greyed out).

> **Warning:** *If left incomplete, Attendance records that you import back to your government system will be incorrect and teachers may mark rolls for non-teaching days.*

> **Warning:** *If you are planning to import this year's previous Attendance data into Sentral, you will need to set the Term Dates and Holidays for this year to match your previous system.*

To edit term dates

1. Select ⚙ Setup on the menu bar and choose Term Dates and Holidays.
   The Term Dates and Holidays for the current year display. The calendar must be updated every year for accuracy.

2. Select Edit Term Dates.

3. In Edit Term Dates, select the dates from the calendar fields and select Save.

To add a holiday, pupil free day, or special event

1. Select ⚙ Setup on the menu bar and choose Term Dates and Holidays.
   The Term Dates and Holidays for the current year display.

2. Select a specific date.

3. In Edit Non Teaching Day:
   a. Enter a name for the non-teaching day.
   b. Specify other options.
   c. Select Save.

Manage student photos

Overview

> ℹ **Note:** *This topic is not covered during your 90-day journey, however you do need to complete this task – preferably before you go live with Sentral.*

Use the information in this section to upload or import pictures of students into your Sentral server and display them in the relevant Sentral modules such as Reports, Attendance, and Wellbeing.

Student photographs are used extensively in Sentral to allow easy visual identification of students in various screens, reports, and hovers.

Most school photographers will provide digital copies of your school photos in JPEG format, named according to the student ID format used by your school. This is the preferred format for use with Sentral because it guarantees a unique match to each student.

To upload photos

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
    The Upload Student Photos screen displays.

2. Review the on-screen instructions.

3. Under Student Photos in the left menu, select Add photos.
    The Add Student Photos screen displays with the Upload tab selected.

4. Drag and drop images onto the screen. Alternatively, click the screen and select a file to upload.
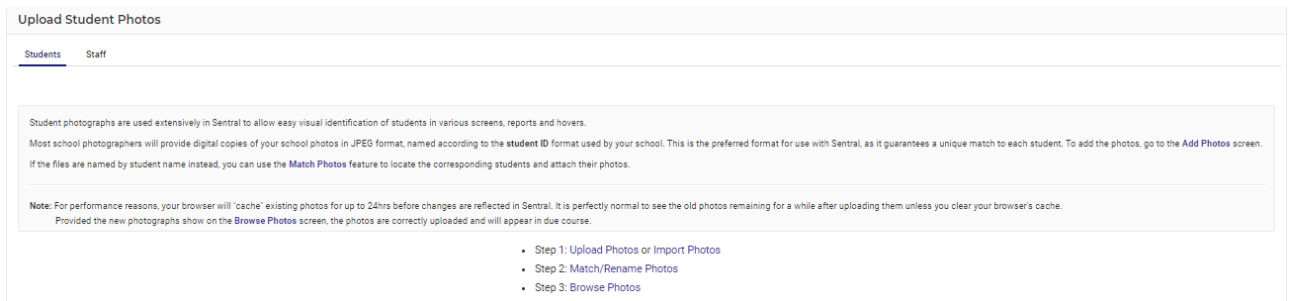
To import photos (advancedlife Photography)

Use the information in this section to configure advancedlife Photography to connect to Sentral.

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
    The Upload Student Photos screen displays.

2. Under Photography in the left menu, select advancedlife Photography.

3. Select Yes to enable auto integration.

4. Select Save.

5. Copy the school based URL into your advancedaccess account. This allows advancedlife to access your student and staff data automatically.

To match or rename photos

Use the information in this section if the photo files are named by student name instead of the student ID format used by your school. You can use the Match Photos feature to locate the corresponding students and attach their photos.

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
    The Upload Student Photos screen displays.

2. Under Photography in the left menu, select Match Photos.
    The Match Students Photos Screen displays with the Unlinked Photos tab selected.

3. View the list of unlinked photos – images that are uploaded but not currently attached to a particular person.
    This usually indicates the image is not named by Student/Staff ID, or that student/staff member does not exist.

4. Select Change Students Link next to a photo file name.

5. Enter part of the student's name to search and select the student to link.

6. Repeat for each unlinked photo.

7. Select Save.

> **Note:** *For performance reasons, your browser will "cache" existing photos for up to 24hrs before changes are reflected in Sentral. It is perfectly normal to see the old photos remaining for a while after uploading them unless you clear your browser's cache. Provided the new photographs show on the Browse Photos screen, the photos are correctly uploaded and will appear in due course.*

Manage staff photos

Overview

> **Note:** *This topic is not covered during your 90-day journey, however you do need to complete this task – preferably before you go live with Sentral.*

Use the information in this section to manage staff photographs that are used in some areas of Sentral to identify a staff member (for example, as their profile image in a Dashboard message or on the Timetable display).

To upload staff photos

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
   The Upload Student Photos screen displays.
2. Select the Staff tab. Alternatively, under Staff Photos in the left menu, choose Add photos.
3. Drag and drop images onto the screen. Alternatively, click the screen and select a file to upload.

To match unlinked photos

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
   The Upload Student Photos screen displays.
2. Select Match Photos in the left menu to manually match files to staff members.
3. Select Change Staff Link. Search for and select the staff member.
4. Repeat for unmatched staff members.
5. Select Save.

To find staff with or without photos

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
   The Upload Student Photos screen displays.
2. Select Browse Photos in the left menu.
3. Do any of the following:
   — Search for a specific staff member.
   — Select Find all staff without photos.
   — Select all staff with photos.
4. View results.

To delete staff photos

1. Select ⚙ Setup on the menu bar and choose Student and Staff Photos.
   The Upload Student Photos screen displays.
2. Select Delete Photos in the left menu.

3. Do any of the following:

   a. View Unlinked photos.

      Select one or more files and choose Delete Select. Alternatively, select one or more files and choose Delete all Unlinked.

   b. View photos linked to student leavers.

      Select Show next to photos linked to student leavers. Select one or more files and choose Delete Selected or Delete All Inactive.

   c. View photos linked to active students.

      Select Show next to photos linked to active students. Select one or more files and choose Delete Selected or Delete All Active.
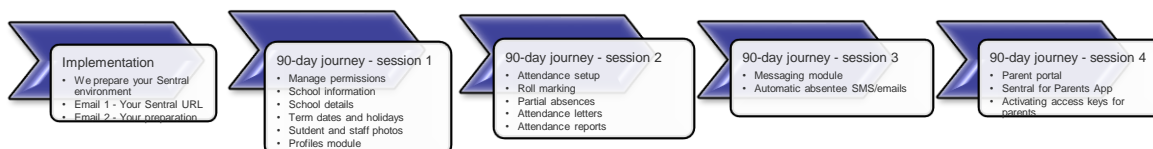
90-day journey – during session 1

Overview

Your Sentral Implementation Manager sent you an email that outlined steps to complete in preparation for your first 90-day journey session with our Onboarding team.

● If you have already completed the preparation steps, then you're all set to participate in your first 90-day journey session.

● If you haven't yet completed the preparation steps, work your way through the topics in the previous section.

Implementation	90-day journey - session 1	90-day journey - session 2	90-day journey - session 3	90-day journey - session 4
• We prepare your Sentral environment • Email 1 - Your Sentral URL • Email 2 - Your preparation	• Manage permissions • School information • School details • Term dates and holidays • Student and staff photos • Profiles module	• Attendance setup • Roll marking • Partial absences • Attendance letters • Attendance reports	• Messaging module • Automatic absentee SMS/emails	• Parent portal • Sentral for Parents App • Activating access keys for parents

Manage permissions

Use the information in this section to manage the default (global) permissions or access control levels (ACLs) that Sentral provides for each user type:

● Viewer

● Teacher

● Coordinator

● Executive.

For information about Group access levels, see [System logic for permissions](#).

To view or edit permissions (ACLs)

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.

2. Under User Accounts in the left menu, select Manage Permissions.
   The Manage User Permissions screen displays.

3. Next to 'Modify Access Levels for', select a module from the list.

4. Review the settings for each user type and capability listed.

5. Update settings.

6. Select Save.

Manage users

To set default access for individual users

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.

2. Under User Accounts in the left menu, select Manager Users.

3. View the list of users.

   If your school is using SSO or Active Directory, you won't see staff on this list until they have signed in for the first time. You may need to revisit this screen regularly to check and update access.

4. Check the default access for each user.

   Default access is one of the following:

   — **Administrator**

   Has access to all Sentral including Sentral Setup ⚙, School Dashboard, and setup for each module. Access to Sentral Setup ⚙ gives Administrator access to set up the Student & Parent Portal.

   — **Executive**
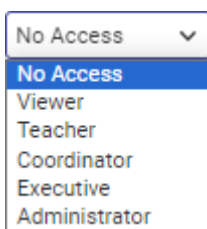
   Has the same access as an Administrator but does not have access to Sentral Setup ⚙.

   — **Coordinator**: Can see and change data but not access Setup.

   — **Teacher**: Can see and change data relevant to their own classes. Viewer - Can see data but not change anything.

   — **No Access**: No access to Sentral or data.

5. Set a default access level for each user. Select an option in the Access Level column.

6. Select Save Levels.

To increase a user's access level for one or more modules:

1. Select Access ⦿ Access next to the user's name.

2. Select an access level from the list next to the module.

3. Select Save.

   A red asterisk displays in the Access Level column for the user to indicate that individual access level has been given, and the Access button changes to red.

   > 💡 **Tip:** Use groups instead of assigning permissions directly to users. This simplifies tracking of privileges. If you go with groups, this overrides individual access but ensures there is no conflict.

Access Rights

Default Access Level is *Executive*

Academic Reports	(use default)	Meetings	(use default)
Activities	(use default)	Messaging	(use default)
Analysis	(use default)	Network Diagnostics	(use default)
Api	(use default)	Payments	(use default)
Asset Manager	(use default)	Plans	(use default)
Attendance	(use default)	Portal Console	(use default)
Calendars	(use default)	Profiles	(use default)
Class Builder	(use default)	Profiles	(use default)
Conferences	(use default)	Purchase Orders	(use default)
Continuous Assessment	(use default)	PxP	(use default)
Continuum Tracker	(use default)	Report Writer	(use default)
Dashboard	(use default)	Resource Booking	(use default)
Documents	(use default)	Rosters	(use default)
Enrolments	(use default)	RPC Services	(use default)
Health	(use default)	School Forms	(use default)
House Points	(use default)	Sentral Setup	(use default)
Insights	(use default)	Staff Absences	(use default)
Integrations	(use default)	Strategic Planning	(use default)

Save   Cancel

To edit user details

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.

2. Under User Accounts in the left menu, select Manager Users.

3. View the list of active users.

   If your school is using SSO or Active Directory, you won't see staff on this list until they have signed in for the first time. You may need to revisit this screen regularly to check and update access.

4. Select Edit next to user.

5. In User Details, do any of the following:
   a. Set the title to be used (optional)
   b. Specify whether the user needs to update their username on login.
      You might choose to select the checkbox if there are two users with the same or very similar names
   c. Update all uppercase surnames to be Title case.
      For example, change ALLPORT to Allport.
      Teachers' names be the same for consistency as this is how display in Sentral modules.
   d. Update the default access level.
   e. Add or update the email address
   f. Link the user to their external staff ID.
   g. Select Save.

⚠️ **Warning:** *We do not recommend removing users as staff are integrated into Sentral and your data layer source should reflect updates.*

To remove a user

⚠️ **Warning:** *We do not recommend removing users as staff are integrated into Sentral and your data layer source should reflect updates.*

To change user passwords

A user may forget their password and request an administrator to create a new one.
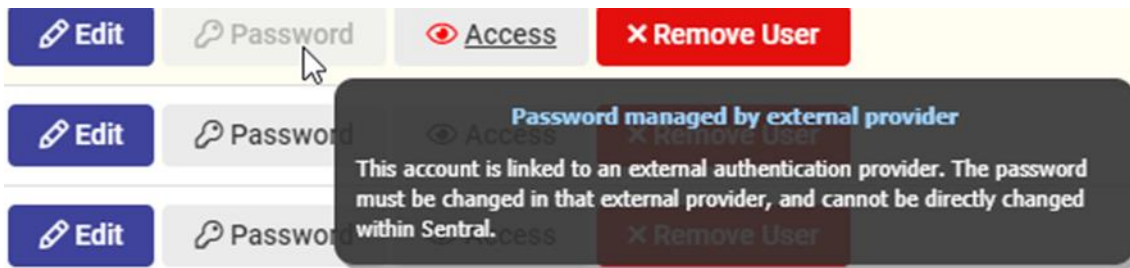
1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select Manager Users.
3. View the list of active users.
   — If Password is greyed out (disabled), the accounts are linked to an external authentication provider and cannot be changed within Sentral.
   — If Password is enabled, select Password.

4. In Change Password:
   a. Enter a new password that is at least 8 characters.
   b. Select the box for the user to change their password on login.
   c. Select Save.

Manage roles

Use the information in this section to create roles and add staff to those roles.

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select Manage Roles.
   The Manage Roles screen displays.

Manage Roles		New Role
Role	**Users**	**Options**
Subject Coordinator		Edit
Year Group Coordinator		Edit

3. Select New Role.

4. In Add New Role:
   a. Enter a name for the role.
   b. Select users from the list.
   c. Select Save.

Sentral dashboard

The Onboarding team covers the Dashboard at a high level during the first session in your 90-day journey.

Customising the Sentral Dashboard for your school is covered in detail in two separate guides:

● Dashboard Admin Guide

The Dashboard can be as basic or as detailed as you like to communicate general school information and updates to staff.

The guide covers:

— navigation

— using the Dashboard to communicate with staff at your school

— tracking on notices, notifications, portal messages and broadcasts

— recent messages feature and widgets that provide relevant information about modules with notifications for staff to alert them about messages and broadcasts

— integration with other modules such as Issue Tracker, Attendance, Staff Absences, Calendar, Wellbeing, Messaging, Meetings and Profiles modules.

● Dashboard User Guide

You also have access to My Own Dashboard where you can customise the Dashboard to suit your preferences.

> *Note: For details on managing your user profile, see User Profile Guide in the Help Centre.*

90-day journey – during session 2
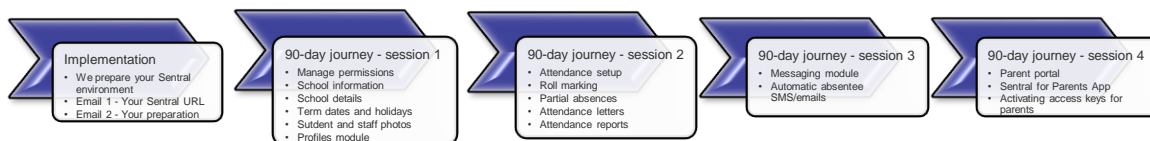
Overview

Keeping track of your students' attendance records can be a difficult and time-consuming task without the right tools in place. This is where our Attendance module excels, both for small and large schools. It is the heart of Sentral and a module that we recommend using as soon as you can.

The Onboarding team covers the Attendance module during session 2.

Resources

The Attendance module is covered separately. For details, see the Attendance section of the Help Centre.

> **Video:** *You'll find links to Sentral's YouTube channel in the Help Centre. If you want to go straight to the playlist for Attendance, then follow this link.*
>
> *Attendance | Attendance Setup*
>
> *Attendance | For Teachers and Office Staff*
>
> *Attendance | Setup for Administrators*
>
> *Attendance | Setup | General Settings - totally New*

School start and end times

Action

Set the 'official' school start and end time within Attendance Setup | School Times to match the times that your school will be reporting against.

Reason

Certain schools are required to export their attendance data to the government for auditing purposes. Therefore, the start and end time on Sentral must match whatever system you are importing back into. If you set the start time to 8:30am on Sentral, but the government assumes that you start at 9am, then the absences exported back will fail because it cannot accept attendance data prior to 9am.

Resources

For details, see the School Times section of the Attendance Admin Guide

> **Video:** *Visit our YouTube channel to learn more about school times in Attendance.*
>
> *Attendance Setup - School Times*

Attendance data in SCOUT (NSW DoE schools)

This topic is covered in the Attendance Admin Guide. For details, see the NSW Department of Education schools section (page 7).

Previous attendance data from EBS4

It is possible to import previous EBS4 attendance data into Sentral's attendance data. The first step though is to export attendance data from EBS4.

For details, see Appendix B: Export attendance data from EBS4 in this guide. Alternatively, refer to instructions provided by EBS.

Import absences into Sentral

This topic is covered in the Attendance Admin Guide.

For details, see the Import absences section (page 18).

First day of use

This setting is covered in the Attendance Admin Guide.

For details, see the General settings section (page 11).

In Attendance Setup | General Settings, scroll down to the last option called First Day of Use. Set this to the first date when rolls may be formally marked and submitted within Sentral.

Mobile device roll marking

This topic is covered in the Attendance User Guide.

For details, see the section called To complete mobile roll marking (page 27).

> **ⓘ** **Note:** *(Coming soon) You will also have the option to download the Sentral for Teachers App from either the Google Play Store or the Apple App Store.*

Health

> **ⓘ** **Note:** *For details, see the Health under Student Admin in the Help Centre.*

90-day journey – during session 3
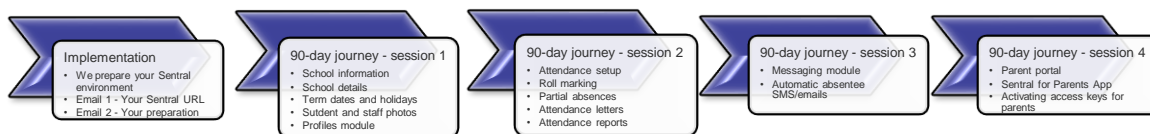
Overview

With a 98%* open rate, Sentral's integrated SMS service puts you in control of your school communication.

The Onboarding team covers the Messaging module and attendance SMS communication during session 3.

Attendance SMS

The Messaging module caters for both email and SMS notifications in relation to absences. You'll find information about SMS communication, including how to top up your balance in the Messaging guides.

Resources

This topic is covered in the Messaging module. For details, see:

Messaging guides

- Messaging Admin Guide
- Messaging User Guide

YouTube

- Messaging – Sentral SMS – YouTube channel playlist
- Messaging | SMS Top-Up
- Sentral SMS – YouTube channel short promos
- The Messaging Home Page – Getting Started.

Attendance responses

The Notifications | Responses section of the Attendance module is where you can organise your school's inbound messages and change their status from Direct Message to Response as required.

This topic is covered in the Attendance module. For details, see: To access responses in the Attendance User Guide (page 20).
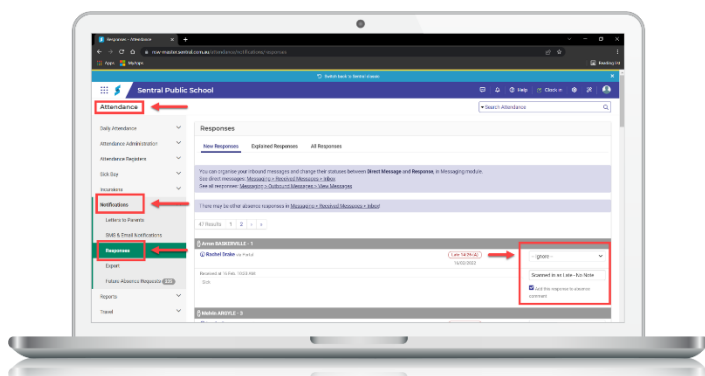
Resources

Attendance guides

- [Attendance Admin Guide](#)
- [Attendance User Guide](#)

90-day journey – during session 4
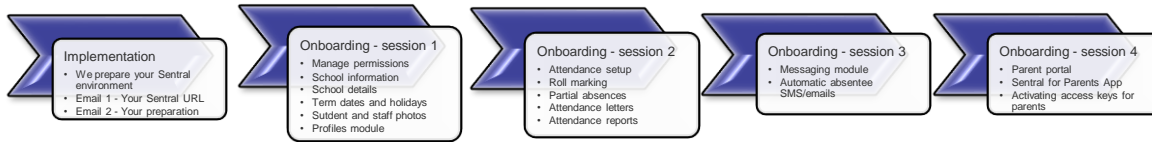
Overview

Communicating with your parent community in a variety of ways helps keep them informed and engaged. The Sentral for Parents Portal and App provide a user-friendly place for teachers to communicate directly with parents by sending messages and notifications about the school and their child's education and development.

The Onboarding team covers the Parent Portal and Sentral for Parents App during session 4. This includes information about activating access keys for parents and carers.

Resources

This topic is covered in the Portal Console module. For details, see:

Portal Console guides
- [Sentral Help Centre – Portal Console](#)

YouTube
- [Sentral Portal Console](#)

Parent community information
- [Discover all the benefits the Sentral for Parents Portal & App](#)
- [Sentral Parents Portal & App](#)

Additional onboarding tasks

Overview

Use the information in this section to understand the tasks our Implementation team completes for you using information collected from your school's nominated Sentral Administrator. This means that whilst you can make changes, you don't need to as part of the initial setup.

> **ⓘ** **Note:** The Onboarding team does not cover these menu options and associated tasks.

Manage service accounts

Overview

Use the information in this section to create a service account for each kiosk that you want to set up. Each kiosk profile needs a service account.

Service accounts are a special type of user account designed to be used for specific designated functions. The most common example would be for a dedicated student attendance kiosk, which requires a user account for logging on to Sentral and audit logging purposes but should not have any access to other parts of the system.

> **▶** **Video:** Watch this video on our YouTube channel to learn about setting up a user account.
>
> *Attendance Setup | Kiosk configurations*

> **ⓘ** **Note:** For details on Kiosks and Slip Printing, see the *Kiosk Admin Guide* in the Help Centre.

To create a service account for a kiosk

1. Select ⚙ Setup and choose Manage Service User Accounts.

Manage Service Accounts screen example – ST version

2. Select New Service Account.

3. In Service Account Details, use common words that staff will understand such as front office, sick bay to complete the fields.
   a. Enter a username.
      For example, 'LibKiosk'.
   b. Select a title.
      For example, 'The'.
   c. Enter a first name.
      'Library' in the example.
   d. Select Attendance Kiosk from the list.
   e. Select Save.

Manage notification settings

Overview

There is no setup action for you to complete in this section unless you want to change the default settings.

You can set up notifications to go to a user's dashboard or to their email. The notifications are flagged student issues from modules such as Wellbeing and Attendance.

Default Notification Settings

ℹ These settings will be applied for any users that have not specifically set any sending methods.

Dashboard Alerts	**Yes** No	Whether alerts should be sent to the dashboard
Email Alerts	Yes **No**	Whether alerts should be sent to email
Notices Default Public Reply	**Yes** No	Whether Notice replies are public or private by default (this is a global setting)

Save

User Notification Settings

ℹ Users can change their notification settings in the dashboard.

User	Notification Settings
Andrew Aps	Using default settings
Not Kiosk Attendance	Using default settings
Sean Bannister	Using default settings
Jayden Blackburn	Using default settings
Charles Brazier	Using default settings
Aiden Bunker	Using default settings

To edit default notification settings

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select User Accounts and choose Notification Settings.
3. Update any of the settings.
4. Select Save:

To view notification settings for a user

Users define their own settings via their User Profile page. The information on this screen is read only.

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select User Accounts and choose Notification Settings.
3. Under User Notification Settings, find the user in the list and view their notification settings.
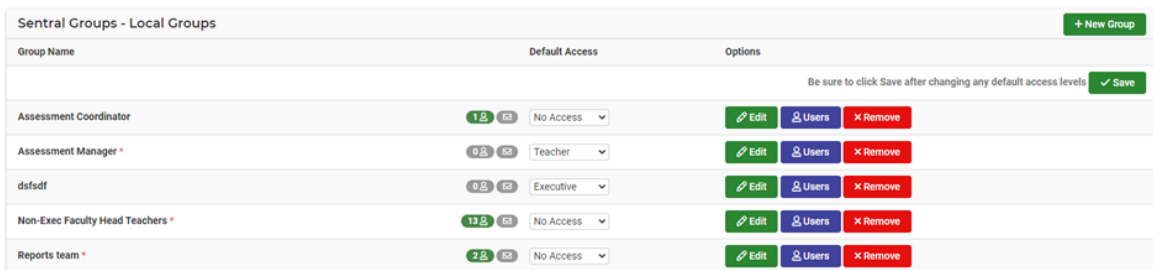
Manage group access

System logic for permissions

When a user has both user and group level permissions, the system logic works like this:

- The permissions layer starts by combining all permissions (both user and group) for each module, selecting the highest ranked permissions for each module from any specified for that module.
- The permission layer does the same thing for the default access level across both user and all groups, again selecting the highest ranked permission for all available default access levels.
- It will then evaluate from the resolved list, is there a module-level permission set at all? If so, this always trumps the default access level (because it is more specific).
- If none of the user/groups set a permission for the module, then the highest awarded default access level is granted.
- The order is Viewer < Teacher < Coordinator < Executive < Administrator.

To assign permissions to groups

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select Groups.
3. Do one of the following:
    a. Sync Groups can be synced across from Active Directory
    b. Select Local Groups.

4. Select New Group.
5. In Group Details:
    a. Enter a name for the group.
    b. Set the default access level for group members.
    c. select Save.

6. Add Users to the Group:

   a. Select Users ([&Users]) next to the group.

   b. In Assign/Unassign Users, select one or more available users, and then select the forward arrow
   [»] .

   c. Select Save.

> **Tip:** *ensure there are no access level clashes between a group account and those of an individual.*
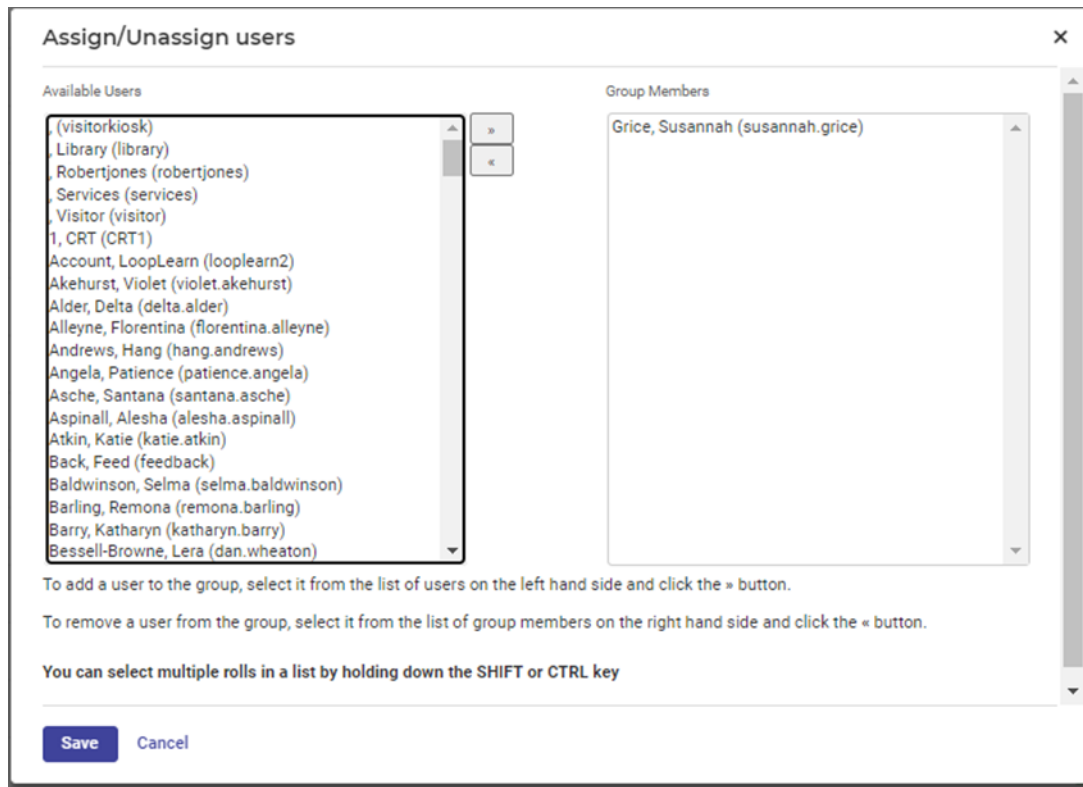
Manage providers

Integrating authentication with your existing school-based systems is an implementation task completed when you first onboard with Sentral.

To edit provider settings

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.

2. Under User Accounts in the left menu, select Manage Providers.
    The Manage Providers screen displays.

3. View the authentication providers listed.
    Local Global Administrators and Local Users are enabled by default.

⚠ **Warning:** *If you are unsure about any of the settings or options here, contact the Sentral Helpdesk before making changes. Incorrect configuration may leave your users unable to log in or allow students to access the system.*

Configure school houses (optional)

Overview

Not all schools use this function.
- If you don't use this function, you'll see a message to indicate that no school houses have been created.
- If you do use this function, the school houses are listed. They have been pulled in (synced) from your school management system (e.g. 3PI) or the Enrolments module.

To configure school houses

1. Select ⚙ Setup on the menu bar and choose School Details.
   The School Information screen displays.

2. Under School Information in the left menu, select School Houses.
   The School Houses screen displays.

3. Do any of the following:
   a. To create a new house:
      i. Select Create New House.
      ii. Enter a name and short name.
      iii. Enter a house colour and upload an image for the house logo.
      iv. Select Save.
   b. To Edit an existing house:
      i. Select Edit next to a house.
      ii. Update details and select Save.
   c. To enable a house that is currently disabled:
      i. Under Inactive Houses, select Enable next to the house.
      ii. In Activate House, select Confirm.
   d. To or disable an active house:
      i. Select Disable next to the house.
      ii. In Remove House, select Confirm.

Security

Overview

Applying settings for all non-service account users is an implementation task completed when you first onboard with Sentral.

To edit security settings

Use the information in this section to set the password expiry and idle session timeout period.

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.

2. Under User Accounts in the left menu, select Security and choose Users Settings.

3. In Users Settings:
   a. Specify a Password expiry option.
   b. Specify the number of minutes for 'Idle session timeout after'.
      This ensures that staff laptops are not left open and idle but require a sign in after a certain number of minutes.
   c. Select Save.

General

Overview

Use the information in this section to specify global settings that will be applied throughout Sentral.

To manage search settings

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select General and choose Search Settings.
3. In Search Settings:
   a. Nominate the maximum search results that should be displayed.
   b. Select Save.

To manage student details display settings

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under User Accounts in the left menu, select General and choose Student Details Display Settings.
3. In Student Details Display Settings:
   a. Specify whether to show all student family contacts.
      The default is No. If you set this to Yes, then all the student family contacts will display on profiles summary and student information dialog.
   b. Select Save.

Integrations

Overview

Integrations with other systems is a discussion our Implementation team has with your Sentral Administrator when you first onboard with Sentral. This means that whilst you can make changes over time, you shouldn't need to as part of the initial setup.

> **Tip:** *In IT, systems integration is the process of linking together different computing systems and software applications physically or functionally, to act as a coordinated whole.*

The table below lists the types of integrations available:

Integration examples

Category	Software application
Activities	School Bytes
Classroom Apps	My eDiary
Electronic Payments	Stripe, Westpac Payway*
Financial	Xero, Dynamics, SentralPay
Learning Management System	Canvas, Hapara
Photography	advancedlife, Arthur Reed Photos, SchoolPix, The School Photographer
Printing, Scanning	Toshiba
Timetabling	Edval, SchoolEdge

To view integrations

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts.
2. Under Integrations in the left menu, select Overview.
   The Data Synchronisation: Integrations screen displays.
3. Select Category and choose an option from the list.
4. Do any of the following:
   — View an application's summary information.
   — Visit an application's website for more detailed information.
   — Select Configure to configure an application.
   — Xero, Dynamic and Sentral Pay may not be applicable to all schools.

Data sources

Overview

Use the information in this section to understand how the Sentral Data Layer allows Sentral applications to automatically import information from one or more sources using a suitable connector. Data Source defines those sources. This means that whilst you can make changes over time, you shouldn't need to as part of the initial setup.

Sources of truth

The source of truth for government schools is the department's student management system.

- In New South Wales, this is NSW 3Pi.
- In Victoria, this is Cases21.
- In South Australia, this is EdSAS.

For non-government single tenant (ST) schools, your source of truth is the Sentral Enrolment module.

NSW 3Pi

Victorian Eduhub view

Victorian Cases21 view (Eduhub is preferred)

South Australia (Edsas)

Non-government ST schools (Sentral Enrolments module)

Automatic synchronisation

Standard within Sentral, data synchronisation happens automatically once a day at 5:00am.

Manual synchronisation

To manually synchronise data:

1. Do one of the following:
   — From the Sentral home screen, select ⚙ Setup and choose Data Synchronisation.
   — Within Sentral Setup, under Data Sources in the left menu, select Administration Data and choose Data Source.
2. View your school's data source information.
3. Select Synchronise Now.

Manage students

Overview
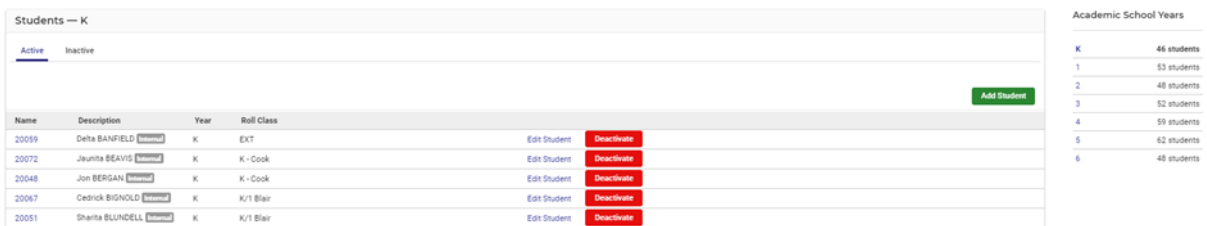
Use the information in this section to view the current active and inactive list of students by year groups and associated roll classes. Whilst this function is available to you, there are not tasks for you to complete during the initial setup.

To view current active and inactive students

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts or Data Synchronisation.

2. Within Sentral Setup, under Data Sources in the left menu, select Manage Students.

   The Students screen displays with the Active tab selected. This defaults to the first year group (for example, Kindergarten). The student numbers per academic year group are listed under Academic School Years in the right pane.

3. Do any of the following:
   a. Select Toggle between the Active and Inactive tabs.
   b. Find a student using the Description column and select their student ID link in the Name column.

      More information about the student displays.

Edit Student

Field	Value
Family Id: *	567
Non Residential Family Id: *	0
Barcode: *	B000020058
System Student Id: *	417818635
Exam Id: *	
Campus Id: *	0
Surname: *	Dyer
Given Names: *	Delila
First Name: *	Delila
Pref Name: *	Delila
Gender: *	F
School Year: *	K
Std School Year: *	K
Roll Class: *	2020 - K - Cook
Pastoral Care Group: *	
House: *	0
Dob: *	26/01/2015
Enrol Date: *	30/01/2020
First Enrol Date: *	30/01/2020
Enrol Previous School: *	St Mary's Sch
Enrol Previous School Code: *	7341
Enrol Destination School: *	
Enrol Destination School Code: *	
Mobile Phone: *	
Email: *	delila.dyer@st
Username: *	delila.dyer
Country Of Birth: *	Australia
Residence Status: *	Australian Citi;
Residence Arrival Date: *	30/11/1999
Religion: *	Catholic
Home Language: *	English
Other Language 1: *	Unknown/Not
Other Language 2: *	Unknown/Not
International: *	○ Yes ● No
Atsi: *	
Esl Support Needed: *	
Esl Date Assessed: *	30/11/1999
Esl Receives Support: *	○ Yes ● No
Med Has Allergies: *	○ Yes ● No
Med Allergies: *	
Med Has Conditions: *	○ Yes ● No
Med Conditions: *	
Medicare Number: *	
Medicare Reference: *	
Medicare Expiry Date: *	30/11/1999
Medicare Valid: *	○ Yes ● No
Duplicate Reports: *	0
Include For Census: *	● Yes ○ No
Photograph Privacy: *	
Photograph Privacy Concerns: *	○ Yes ● No
Preenrolled: *	○ Yes ● No
Intended Start Date: *	
Cached: *	0
Visa Type: *	
Visa Sub Class: *	
Visa Expiry: *	
Photo Filename: *	20058.jpg
Timetable Code: *	

Caution: *'Add student' allows you to add students but we recommend that you add students to your department system and then sync across or add them to Enrolments module.*

Manage classes

Overview

Use the information in this section to view the current active and inactive list of academic classes

Whilst this function is available to you, there are not tasks for you to complete during the initial setup. The information is read only. In a high school, this information usually comes from a timetable source and cannot be edited.

Note: *The Onboarding team does not cover this function in your 90-day journey.*

To add classes

Use the information in this section to add academic classes that may not be timetabled but are required in Academic Reports.

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts or Data Synchronisation.

2. Within Sentral Setup, under Data Sources in the left menu, select Manage Classes.

   The Academic Classes screen displays with the Active tab selected. This defaults to the first year group (for example, Kindergarten). The class numbers per academic year group are listed under Academic Class Years in the right pane.

3. Select Add Class.

4. Enter class details and select Save.

Timetable data (high schools only)

Overview

Use the information in this section to view the timetable source, settings, and data in the Timetable module.

Whilst this function is available to you, there are not tasks for you to complete during the initial setup.

> **(i)** **Note:** *The Onboarding team does not cover this function in your 90-day journey.*

To view timetable data

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts or Data Synchronisation.

2. Within Sentral Setup, under Data Sources in the left menu, select Timetable Data.
   The Timetable Synchronisation Settings screen displays.

3. View the following information:
   — Timetable source
   — Current settings for the timetable source
   — Data in the Timetable module.

4. (Optional) Lodge a support case with the Sentral Help Centre to change settings.

Timetable Synchronisation Settings

Timetable Source
LISS

LISS Settings
Last Sync Call:
  publishDailyData
Last User Agent: web.edval
Reset Week On Term Start: Yes
Start Week: 1
Start Week2016Term2: 1
Start Week2016Term3: 1
Start Week2016Term4: 1

Flexible Timetabling
Allowed Flexible Arrivals Years:
Allowed Flexible Leavers Years:
Allow Flexible Arrivals: No
Allow Flexible Leavers: No
Ignore Classes:
Ignore Class Types:
Ignore Period Types:
Include Period Types:

Instructions

Academic settings

Overview

Our Implementation team discusses Academic Settings with your Sentral Administrator when you first onboard with Sentral. For most schools, this will already be configured as part of the initial setup. This means that whilst you can make changes over time, you shouldn't need to as part of the initial setup.

> **(i)** **Note:** *The Onboarding team does not cover this function in your 90-day journey.*

To create and manage academic periods

Use the information in this section to create and manage academic periods for student target grades.

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts or Data Synchronisation.

2. Within Sentral Setup, under Data Sources in the left menu, select Academic Settings and choose Academic Periods.

    The Academic Periods screen displays.

Name	Start Date	End Date	School Years	Options
Semester 1	08/01/2018	22/06/2018	1, 2, 3, 4, 5, 6	Edit / Deactivate
Semester 2	08/01/2018	08/01/2018	1, 2, 3, 4, 5, 6	Edit / Deactivate

3. Do any of the following:
    — Edit details for the academic period.
    — Deactivate an academic period.
    — Create a new academic period.

To enable and disable academic classes (high schools)

If your high school uses a timetable package, use the information in this section to disable classes that you don't want to display in other parts of Sentral. For example, you might decide to disable study periods.

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts or Data Synchronisation.

2. Within Sentral Setup, under Data Sources in the left menu, select Academic Settings and choose Academic Classes.

    The Academic Classes screen displays. All classes are academic classes by default. They'll display as selected ✓ Class 2023

3. Deselect a class to make it non-academic.

4. Select Save.

To manage grading scales

Use the information in this section to set up scales in Sentral Setup so that they are available for import from within Academic Reports Setup and Markbook Setup.

Manage Staff

Overview

Use the information in this section to view active and inactive staff.

Whilst menu options are available for you to add staff and deactivate staff, this is not best practice. Instead, enter staff via the Enrolments module (Independent ST schools) or as a sync via your department source (government schools).

1. From the Sentral home screen, select ⚙ Setup and choose Manage User Accounts or Data Synchronisation.
2. Within Sentral Setup, under Data Sources in the left menu, select Manage Staff.
   The Staff screen displays with the Active tab selected.
3. Do any of the following:
   — Edit staff details.
   — Deactivate a staff member
   — add a new staff member.

Manage roll classes

Overview

Use the information in this section to view roll classes with linked students.

Whilst this function is available to you, there are not tasks for you to complete during the initial setup.

> **Tip:** *Your roll classes may be home groups, pastoral care classes or tutor groups. Academic classes come from your timetable software.*

> **Note:** *The Onboarding team does not cover this function in your 90-day journey.*

To change the name of a class for reports

1. Within Sentral Setup, under Data Sources in the left menu, select Manage Roll Classes.
   The Roll Classes screen for the current year displays with the Active tab selected.

2. Do any of the following:
   — Select View Details.
   — Select Set Overrides next to a class. In Roll Class Overrides, enter a name for the class and select Save.
     This changes the name of a class for reports purposes. Any overrides that you set will only take effect after a Data Synchronisation.
   — Select Sync Roll Classes if you want the changes to take immediate effect in Sentral.
     Otherwise, data synchronisation will happen overnight.
   — Select Clear Overrides to remove overrides already set.

> **Video:** *Watch this video on our YouTube channel to learn about managing roll classes.*
> *Sentral Attendance | For Teachers and Office Staff*

Appendix A: SSO readiness checklist

Overview

The readiness checklist exists to help your school confirm that it is ready to enable NSW Department of Education (the department) Single Sign On (SSO) as your authentication method.

This means that users logged into the department Portal will not need to enter a username and password to access Sentral. Instead, they will be automatically authenticated via the department Portal.
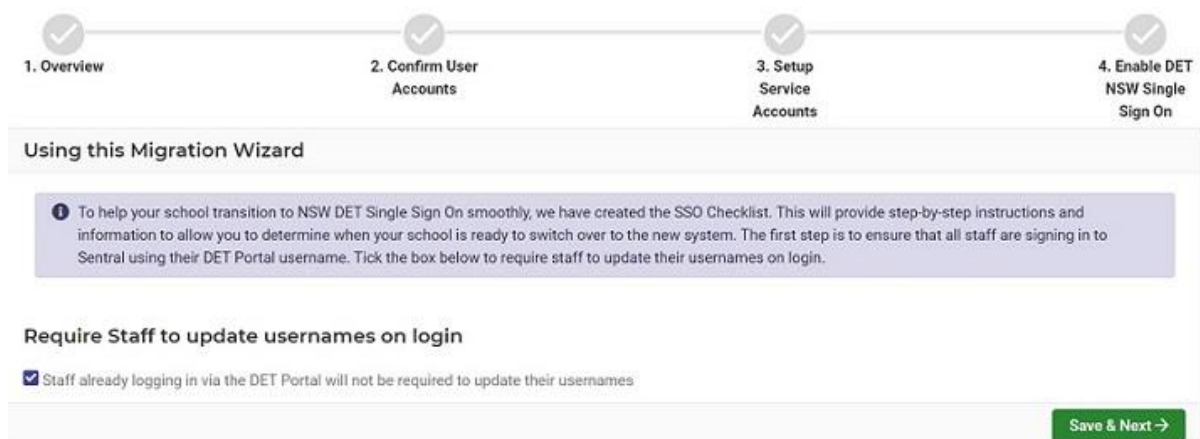
Requirements for SSO

- Accounts for Sentral must have the same username as the account used to access the department Portal.
- Service Accounts must be created for use with the Kiosk.
- Service Accounts must be created for publishing timetables via LISS.
- The department SSO service provider must be enabled. Once enabled, groups must be managed via the department SSO group function.

Access the SSO readiness checklist

1. Select ⚙ Sentral Setup and choose Manage User Accounts.

2. Select DETNSW SSO Readiness Checklist.

    This allows you to check if you meet the Criteria for enabling SSO, and to migrate across to the new system if you are ready.
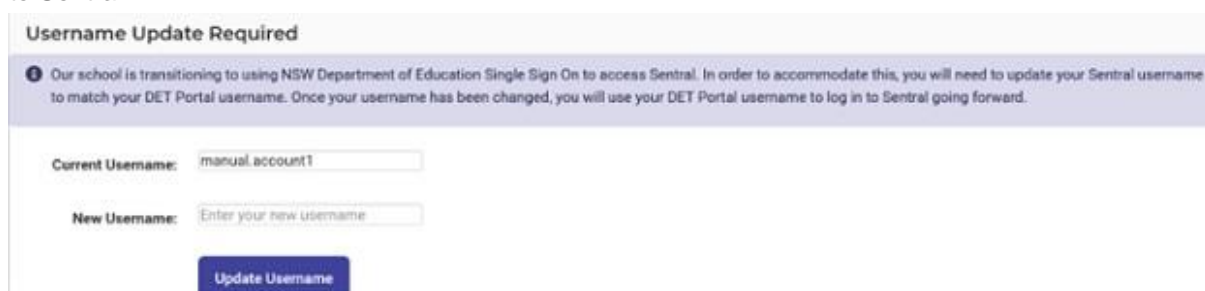
3. Select Save and Next.

4. Require existing users to update their usernames.

    This first step sends out a mass request to current Sentral users, requiring them to update their username to match their login for the department Portal. It prevents the creation of duplicate or broken accounts when you switch to SSO.

    When this step is completed, users will see a request to update their usernames the next time they log in to Sentral.

Note: Sentral Users can confirm they are already logging in with the department Portal credentials. This is anyone who is logging in via DET Portal Cloud and will not be asked to update their usernames.

Confirm user accounts

5. User the Confirm User Accounts screen to confirm which users have successfully updated their user name.

   Validated accounts are shaded green and marked with a tick. Pending accounts are marked with a question mark.

6. Select Show Unconfirmed Accounts to display accounts that have not been updated.

   If you still have existing accounts belonging to former staff members, it is recommended you deactivate these users before proceeding.

7. Select Next.

Set up service accounts

8. Determine if you need to create service accounts.

   You need to do this if you use:

   — Sentral Kiosk for either student or visitor sign-in
   — LISS to publish your timetables to Sentral (e.g. Edval).

   a. If Yes, select New Service Account.
   b. Enter service account details and select Save.
   c. Select Next.

Enable SSO

Once the above screens have been completed, you are ready to enable SSO.

1. Prepare your staff for this change before you enable SSO.

   Staff will no longer log into Sentral. Instead, they will access automatically via the department Portal authentication.

2. Select Enable NSW DET SSO to complete the process.

3. (Optional) Customise the message that displays for users when they update their usernames.
   a. Select ⚙ Sentral Setup and choose Manage Users
   b. In the left menu, select Login Settings.
   c. Scroll down to the bottom of the screen to see existing message details.

Username Update Message

Customise the message displayed when staff are asked to update their username on login

Our school is transitioning to using NSW Department of Education Single Sign On to access Sentral. In order to accommodate this, you will need to update your Sentral username to match your DET Portal username. Once your username has been changed, you will use your DET Portal username to log in to Sentral going forward.

4. (Optional) Ask a specific user to update their username.
   a. Select ⚙ Sentral Setup and choose Manage User Accounts.
   b. Select Edit next to the user.

User Details   ×

Username: Susan Le Noury

Susan Le Noury must update username on   ☑
login:

Title: Ms   ⌄

First Name: Susan

Surname: Le Noury

Default Access Level: Administrator ⌄

Email Address: susan.lenoury@sentral.com.au

The user is linked to the following staff member in your school administration system (SentralEnrolment) :

External ID: SLN
❌ Remove Staff Link

Save   Cancel

   c. Select the option [Username] must update username on login.
   d. Select Save.

SENTRAL

Appendix B: Export attendance data from EBS4

Use the information in this section to import previous EBS4 attendance data (i.e. before you move to Sentral/SCOUT) into Sentral Attendance.

1. Go to EBS4 | EBS4 Reports.
2. In EBS4 Reports, select Absent Detailed Report.
3. Export the Absent Detailed Report as a .csv file.
   If you don't select a date range, all the data in the uploaded CSV file will be imported.
   If you select a start and end date, only those records within that date range will be imported.
   The uploaded CSV file is expected to have the following columns in the order:
   Student Name
   SRN
   Roll Class
   Year
   Sex
   ATSI
   Absence Date
   Type
   Code
   Time for Partial Absences
   Partial/Late Time Value
   Day
   Explanation Received
   The following is a list of mandatory columns. Any missing values in those columns will result in the absence not being imported. Values may be left blank in other columns.
   SRN
   Absence Date
   Type
   Code
   Time for Partial Absences.

Appendix C: Checklists

Session 1 Setup Checklist

Task	Completed
Manage User Accounts	
Manage Permissions	
School Information/School Details	
Configure School Logo and Branding	
Configure Term Dates and Holidays	
Student and Staff Photos	
Customise Dashboard	
Start and Finish Times	
Get all staff to login via Single Sign On (SSO)	
My User Profile - staff to upload their signatures	
Check student and contacts details are up to date	
Manage Student Flags - Automatic and Manual	

Session 2 Attendance Checklist

Task	Completed
Update Roll Class Teachers in School Management System	
Update Roll Assignments	
Export Absences from previous system. See note below.	
Import Absences See note below.	
Set First Day of Use See note below.	
Letter Templates for Attendance See note below.	
Advise EdConnect and SCOUT that you are now using Sentral for attendance. See note below.	

> **Note:** *Due to the unique requirements of each school, this content is not covered in your 90-day journey. For assistance with these processes, please lodge a support case via the Help icon on your platform.*

Session 3 Messaging Checklist

Task	Completed
Check all student contact details are up to date	
SMS/Email Templates for Attendance	
Automatic Absence Notifications	

Session 4 Portal Checklist

Task	Completed
Review Family Keys	
Review Contact Keys	
Update Letter/Email Template to include Sentral for Parents App	
Send Letters/Email to Parent and Carers	
Advertise in School Newsletter – Sentral for Parents App	