



Prospective Parents - User Guide

November 2024



Contents

For administrators	- 3 -
Activating and importing future student data	- 3 -
To activate this setting	- 3 -
For Sentral enrolment schools only.....	- 3 -
For staff members.....	- 4 -
Viewing future students in Sentral	- 4 -
To view future students.....	- 4 -
Managing parent portal access – Family/Student keys.....	- 5 -
To manage portal accounts for prospective parents	- 5 -
Managing parent portal access – Contact keys	- 6 -
To manage portal accounts for prospective parents	- 6 -
Grant access to the parent portal	- 6 -
To grant portal access for prospective parents – Family/Student Keys	- 6 -
To grant portal access for prospective parents – Contact keys.....	- 7 -
Communicating with prospective parents.....	- 7 -
To create a newsfeed for prospective parents	- 7 -
For parents.....	- 8 -
Adding a future student	- 8 -
Portal functions	- 8 -

For administrators

Activating and importing future student data



Note: Only the following schools are eligible for this feature:

1. NSW Department of Education (DoE) schools
2. Schools using Sentral Enrolment as their enrolment module.

The setting below will import future student data into Sentral Profiles. Once this setting is activated, please run a data sync for the changes to be effective. Otherwise, data sync will automatically run overnight.

Setup Enterprise

Future Students

Import future students

Currently only available to NSW DoE GOV schools and schools that use the Sentral Enrolments module, this new feature will allow schools to easily sync their future students into their Sentral platform, giving the school the opportunity to prepare for new students early and to primarily allow schools to grant access to the Sentral for Parents portal to families of future students before the start of the new school year.

Once this feature is activated, future students will be automatically imported during the next automatic data sync process. You can also manually run a data sync to import future students now.

To activate this setting

1. Navigate to Sentral setup and select Enterprise Setup.
2. From the left menu, select General and then select Future Students.
3. Select the Import Future Students checkbox and select Save.
4. Run a data sync to import future students.

For Sentral enrolment schools only

An additional option is available to define:

- Future student enrolment status: Defaulted to Enrolled – Active (Pending)
- Maximum start date (in months – defaulted to 12).

1. Navigate to Sentral setup and select Enterprise Setup.
2. From the left menu, select Enrolments, and choose Settings.
3. Update Maximum Start Date and Future Enrolment Type.
4. Select Save.

Future Students

Maximum Start Date (months)
The maximum start date of a future student that will be migrated out of Enrolments. You may select 0-36 months.

Future Enrolment Type
Future Students won't appear outside of Enrolments until after data sync.


12

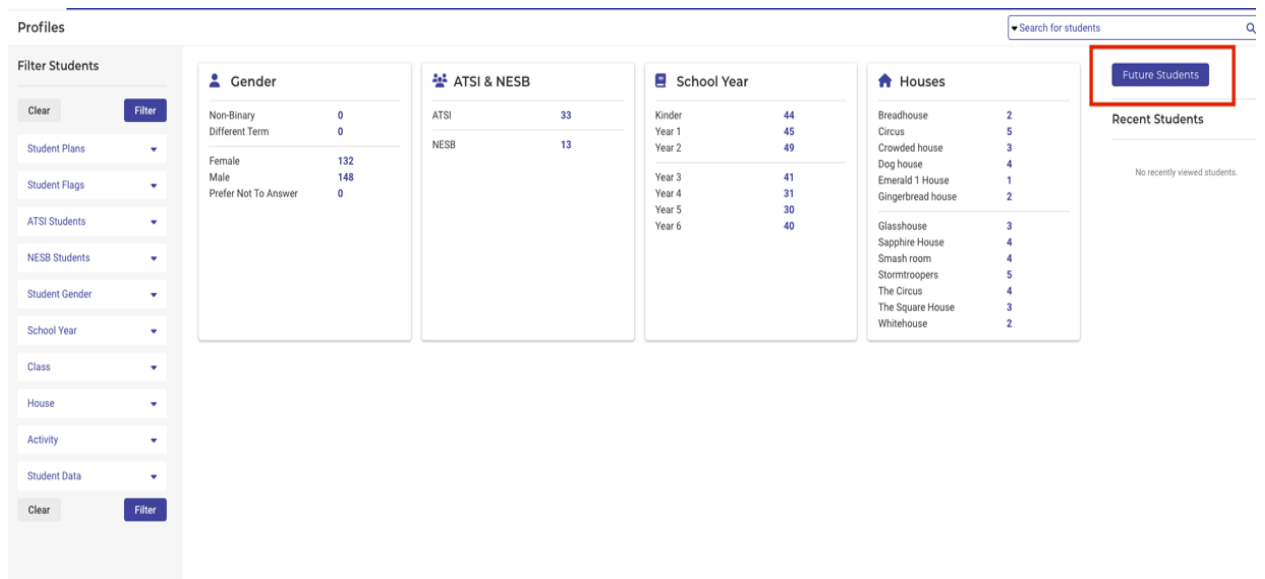
Enrolled - Active (Pending)
 Enrolled - Active
 External
 External - Pending
 Enquiry Received
 Applied
 Interview (Review)

For staff members

Viewing future students in Sentral

To view future students

1. Select the Sentral menu icon  and then under Insights, select Profiles. The Profiles home screen displays.
2. Future student data is available in the profile version 2 only. If you are in version 1, please select View Profile V2 button.
3. Select the Future Students button to view future students.



The screenshot shows the 'Profiles' page in Sentral. On the left is a 'Filter Students' sidebar with various dropdown menus and 'Clear' and 'Filter' buttons. The main content area displays four summary cards: 'Gender', 'ATSI & NESB', 'School Year', and 'Houses'. A search bar is at the top right, and a 'Future Students' button is highlighted with a red box on the right side of the page.

Gender	Count
Non-Binary	0
Different Term	0
Female	132
Male	148
Prefer Not To Answer	0



ATSI & NESB	Count
ATSI	33
NESB	13

School Year	Count
Kinder	44
Year 1	45
Year 2	49
Year 3	41
Year 4	31
Year 5	30
Year 6	40

Houses	Count
Breadhouse	2
Circus	5
Crowded house	3
Dog house	4
Emerald 1 House	1
Gingerbread house	2
Glasshouse	3
Sapphire House	4
Smash room	4
Stormtroopers	5
The Circus	4
The Square House	3
Whitehouse	2

Managing parent portal access – Family/Student keys

To manage portal accounts for prospective parents

1. Select the Sentral menu icon  and then under School Admin, select Portal Console. The Portal Console home screen displays.
2. Select  Setup and choose Portal Console Setup.
3. Under Parent Access in the left menu, choose family keys or student keys. The Manage Family/Student Keys screen displays.
4. Select filter dropdown in the top right menu and choose Student Enrolment Status. The second dropdown displays.
5. Choose **Contacts With Future Students** from the dropdown menu. A list of all parent contacts with at least one linked future students displays.

Portal Console Setup

[Back to Portal Console](#)

Manage Family Keys

Total Records: 49
Selected Records: 0

Student Enrolment Status: **Contacts With Future Students** (Selected)
Go

Select All Unselect All Action



Family Keys

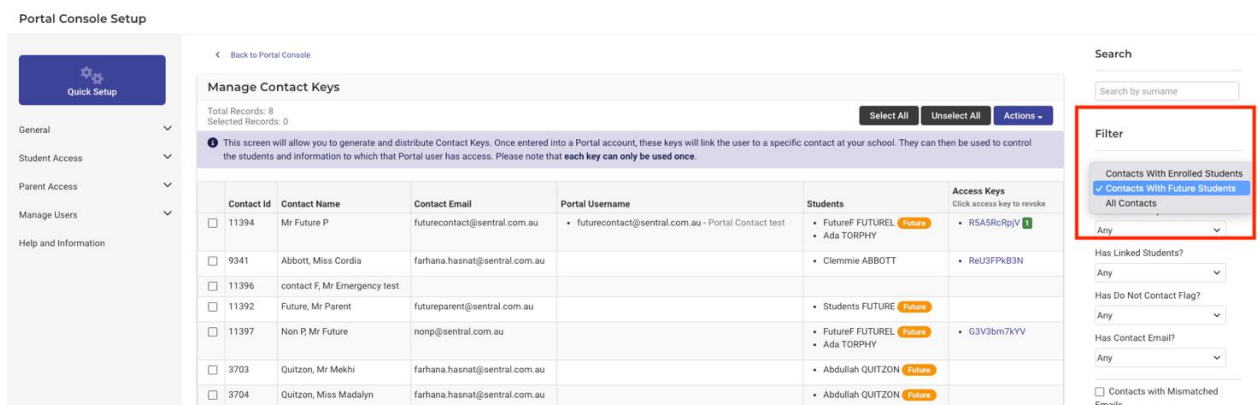
The contacts keys section allows you to create access keys for Portal and the Sentral for Parents App. A key created here gives access to every student's contacts. Click on the Action menu above to reveal further options. Please note that **each key can only be used by one user.**

Family Id	Contact 1 Name	Contact 2 Name	Students	Access Keys	Source
<input type="checkbox"/> 293	AISHA, Ms Jialu Lavendar		<ul style="list-style-type: none">Maxyne LINDBECK Future		
<input type="checkbox"/> 60	Miljukova, Mr Ali El-Reda	Abdaly, Mrs Austin	<ul style="list-style-type: none">Fonzieanna DURANOVIC FutureHarmih DE BRAUN Future		
<input type="checkbox"/> 212	Alderman, Mrs Hau Yin Alesha	Lam, Mr Lac Duy	<ul style="list-style-type: none">Shaoteng HOEFMAGELS FutureKariyakan MEEDIN Future		

Managing parent portal access – Contact keys

To manage portal accounts for prospective parents

1. Select the Sentral menu icon  and then under School Admin, select Portal Console. The Portal Console home screen displays.
2. Select  Setup and choose Portal Console Setup.
3. Under Parent Access in the left menu, choose Contact Keys. The Manage Contact Keys screen displays.
4. Select Student Enrolment Status dropdown from the filter right menu and choose **Contacts With Future Students** from the dropdown menu. A list of all parent contacts with at least one linked future students displays.



Portal Console Setup

Quick Setup

General

Student Access

Parent Access

Manage Users

Help and Information

Back to Portal Console

Manage Contact Keys

Total Records: 8
Selected Records: 0

Select All Unselect All Actions

This screen will allow you to generate and distribute Contact Keys. Once entered into a Portal account, these keys will link the user to a specific contact at your school. They can then be used to control the students and information to which that Portal user has access. Please note that **each key can only be used once**.

Contact Id	Contact Name	Contact Email	Portal Username	Students	Access Keys
<input checked="" type="checkbox"/>	11394	Mr Future P	futurecontact@sentral.com.au	• futurecontact@sentral.com.au - Portal Contact test	• FutureF FUTUREL Future • R5ASrCpYV
<input type="checkbox"/>	9341	Abbott, Miss Cordia	farhana.hasnat@sentral.com.au	• Clemmie ABBOTT	• ReU3FPk83N
<input type="checkbox"/>	11396	contact F, Mr Emergency test			
<input type="checkbox"/>	11392	Future, Mr Parent	futureparent@sentral.com.au	• Students FUTUREL Future	
<input type="checkbox"/>	11397	Non P, Mr Future	nonp@sentral.com.au	• FutureF FUTUREL Future • Ada TORPHY	• G3V3bm7KYV
<input type="checkbox"/>	3703	Quitzon, Mr Mekhi	farhana.hasnat@sentral.com.au	• Abdullah QUITZON Future	
<input type="checkbox"/>	3704	Quitzon, Miss Madalyn	farhana.hasnat@sentral.com.au	• Abdullah QUITZON Future	

Search

Search by surname

Filter

- Contacts With Enrolled Students
- Contacts With Future Students**
- All Contacts

Any

Has Linked Students?

Any

Has Do Not Contact Flag?

Any

Has Contact Email?

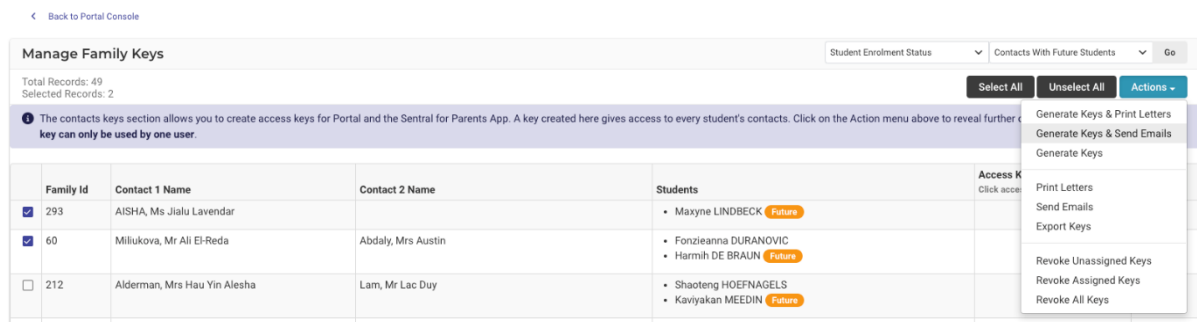
Any

Contacts with Mismatched Emails

Grant access to the parent portal

To grant portal access for prospective parents – Family/Student Keys

1. Selecting parents - Select one or more checkboxes from the list.
2. Select Actions and then choose Generate Keys and Send Emails from the dropdown menu. New access keys display in the screen under Access Keys column.



Back to Portal Console

Manage Family Keys

Total Records: 49
Selected Records: 2

Select All Unselect All Actions

The contacts keys section allows you to create access keys for Portal and the Sentral for Parents App. A key created here gives access to every student's contacts. Click on the Action menu above to reveal further options. **key can only be used by one user.**

Family Id	Contact 1 Name	Contact 2 Name	Students	Access Keys
<input checked="" type="checkbox"/>	293	AISHA, Ms Jialu Lavendar	• Maxyne LINDBECK Future	
<input checked="" type="checkbox"/>	60	Milukova, Mr Ali El-Reda	• Fonzianna DURANOVIC Future • Harmih DE BRAUN Future	
<input type="checkbox"/>	212	Alderman, Mrs Hau Yin Alesha	• Shaoteng HOEFNAGELS • Kaviyakan MEEDIN Future	

Student Enrolment Status

Contacts With Future Students

Go

- Generate Keys & Print Letters
- Generate Keys & Send Emails
- Generate Keys
- Print Letters
- Send Emails
- Export Keys
- Revoke Unassigned Keys
- Revoke Assigned Keys
- Revoke All Keys

To grant portal access for prospective parents – Contact keys

1. Selecting parents - Select one or more checkboxes from the list.
2. Select Actions and then choose **Generate Keys and Send Emails** from the dropdown menu. New access keys display in the screen under the Access Keys column.

[Back to Portal Console](#)

Manage Contact Keys

Total Records: 8
Selected Records: 2

Select All Unselect All Actions


i This screen will allow you to generate and distribute Contact Keys. Once entered into a Portal account, these keys will link the user to a specific contact at your school. The students and information to which that Portal user has access. Please note that **each key can only be used once**.

	Contact Id	Contact Name	Contact Email	Portal Username	Students	
<input checked="" type="checkbox"/>	11394	Mr Future P	futurecontact@sentral.com.au	• futurecontact@sentral.com.au - Portal Contact test	• FutureF FUTUREL • Ada TORPHY	Generate Keys Print Letters Send Emails Revoke Keys Generate Keys & Send Emails Generate Keys & Print Letters
<input checked="" type="checkbox"/>	9341	Abbott, Miss Cordia	farhana.hasnat@sentral.com.au		• Clemmie ABBOTT	• ReU3FPkB3N
<input type="checkbox"/>	11396	contact F, Mr Emergency test				
<input type="checkbox"/>	11392	Future, Mr Parent	futureparent@sentral.com.au		• Students FUTURE Future	

Communicating with prospective parents

Communication with prospective parents can be made via the news feed functionality. Prospective parents will receive any broadcasted messages or any feed items where prospective parent cohort is selected as a recipient.

To create a newsfeed for prospective parents

1. Select the Sentral menu icon  and then under School Admin, select Portal Console. The Portal Console home screen displays.
2. From the News Feed section select Add New Feed Item. The New Feed Item form displays.
3. Under Recipient Cohorts choose Prospective Parents (Broadcasted messages will be delivered to prospective parents as well).

Recipient Cohorts

Broadcast Class Roll Class Campus Activity Year Student Prospective Parents

Set as a scheduled feed

Publish now Publish later

4. Complete all other necessary information and select Publish. Prospective parents will be notified via email and push notification. Push notification: For mobile app users only where Send as push notification radio option is selected in the news feed).

For parents

Adding a future student

1. Log in to Sentral for Parents Portal (Portal) or Sentral for Parents App (App).
 - Portal: Select My Access from the left menu and then select Add New Access Key.
 - App: Tap Settings and then select Manage Access Key(s). Select + button.
2. Type the access key provided by your school and select Add Key.
The future student displays in the left panel (Portal) or student list (App).

Portal functions

For prospective parents, features in the Portal's left panel (home screen app tiles in the App) are driven by Access Control Setting (Portal Console Setup), which is the same for existing parents. The only difference is that prospective parents have limited access to the Portal functions.

Below is a breakdown of portal functionalities for prospective parents:

- News feed – Parent can view newsfeed: Broadcast or prospective parent specific news feed items only.
- Absences – Parents cannot send future absence requests
- Messages – Parents cannot send messages
- Newsletters – Parents can view newsletters
- Daily notices – Parents cannot receive daily notices
- Interviews – Parents cannot book interviews
- Resources – Parents can access school resources (portal documents)
- School forms – Parents can access school forms.
- Payments – Parents can make payments (Schools with Sentral enrolment only).
- Invoices – Parents can view invoices (Schools with Sentral enrolment only).
- My Details – Parents can view details and request for family amendments
Needs to be manually updated by school.
- Medical Information – Parents can send a medical amendment request
Needs to be manually updated by school.
- My Access – Parents can add an access key.
- Help & Information – Parents can access help info
- Links – Parents can access links
- Logout – Parents can log out from the system.
- Student specific features such as: Academic reports, homework, class details, timetable, NAPLAN, wellbeing, activities, timeline, markbook, continuous assessment, conferences and plans are hidden and out of scope.
- Calendar: Parents can view the calendar, but student specific events aren't available.