

SENTRAL USERS GUIDE

If you are logging into Sentral for the first time, please do so using a desk top or lap top. A mobile device can be used to log in only after the initial log in has occurred via the above method.

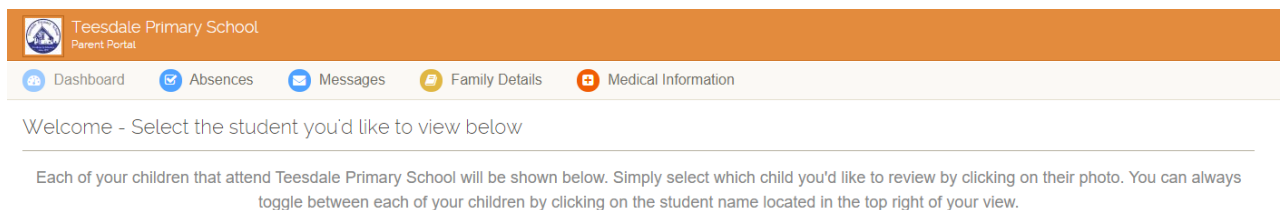
Should you have any issues logging onto Sentral, please contact the office.

How to message your child's teacher

Log in via the Teesdale Primary School website and click on the SENTRAL Parent Portal tab or click on the following link:

<https://sentral.teesdaleps.vic.edu.au/portal/login>

Once you have logged in you should see the Dashboard screen as follows. Click on the Messages tab. (To notify of an absence, do not use the Absences tab. This tab is only used if you are requested to explain an absence).



On the next screen below, on the far right side of the screen, click on New Message.



The next screen below allows you to select your child's teacher and write your message.

Message ×

Subject

Teacher

Student

Message

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Enter your message here

Click Send Message, then your message will be sent directly to your child's teacher.