

Online Reports Using The Parent Portal

Dear Parents and Carers,

Riverbank moved to online reports in 2020 after consultation with the community at a P&C meeting. Reports will not be printed and will be only available online using the Parent Portal. The Portal allows parents to look up their child's attendance data, review their reports previously published on the Portal and available NAPLAN data.

Accessing the Parent Portal

New families will be receiving a letter with student access keys during Week 4 of Term 2.

Below is a set of instructions to assist you in setting up your Parent Portal.

Step 1

Type in the address bar - <https://riverbankps.sentral.com.au/portal/register>

Step 2

Type in a valid e-mail address, think of a password you will remember and fill in your details.



Valid E-Mail Address

Riverbank Public School
Create a Portal User Account

Username
MUST BE A VALID EMAIL ADDRESS

Title

Password
MUST BE AT LEAST 8 CHARACTERS

First Name
PLEASE PROVIDE YOUR FIRST NAME

Password (Confirm)
PLEASE CONFIRM PASSWORD

Surname
PLEASE PROVIDE YOUR SURNAME

Your personal details

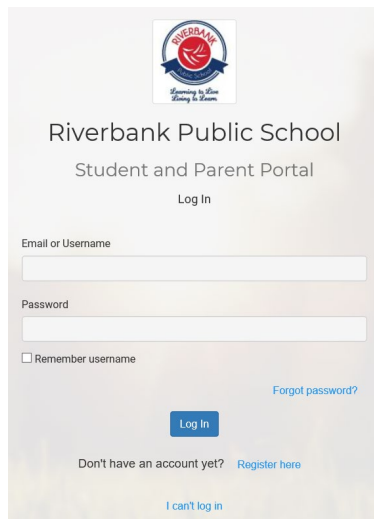
Enter your personal password. You devise your own, the school DOES NOT provide you with one.

Step 3

Go to the email account you used to sign up to the Portal. You will receive an email from Sentral requesting that you validate your account. Allow up to 5 minutes for the email to arrive. Use the link in the email to validate your account.

Step 4

This screen will then appear. Type in your username (valid e-mail address) and password. Remember you cannot access this section until you have verified your email.

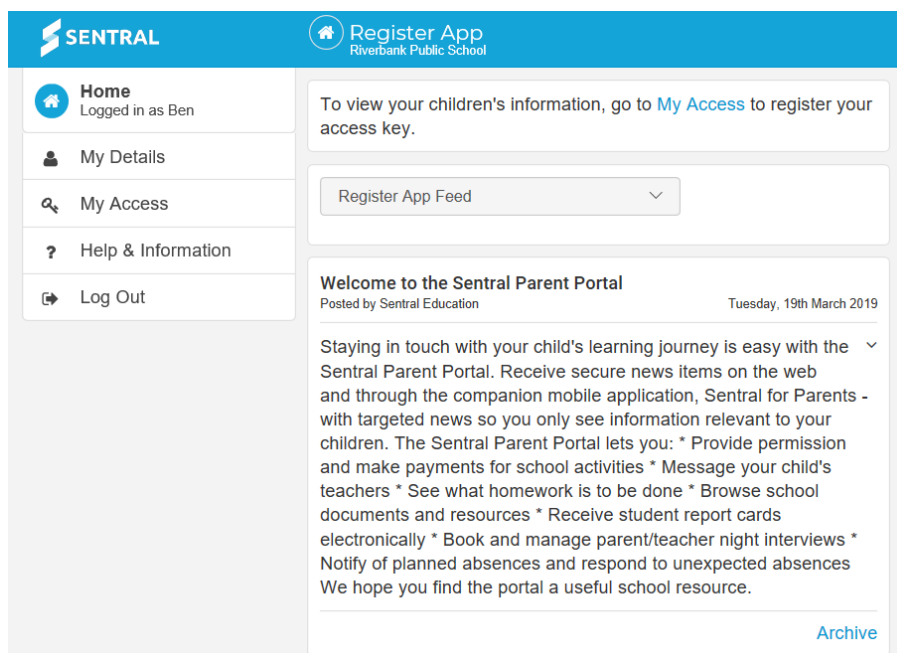


Your username is the e-mail address you entered

Your personal password that you created when you signed up

Step 5

Select My Access to get to the access key section





Step 6

Select **+ Add New Access Key** to bring up the section to type in

You have no Access Key.
You can add new access key using the button below.

+ Add New Access Key

Step 7

Type in the **ACCESS KEY** the school provided you with.

Please enter your access key below exactly as it appears in the communications you received from the school. Access keys are case sensitive and must be typed exactly as they appear.

If you have not received an access key, please contact Riverbank Public School to request one.

Family/Student Key

Add Key

Access keys should never be shared with other people. If you suspect someone else may have obtained your access key, notify Riverbank Public School as soon as possible to have access using it blocked.

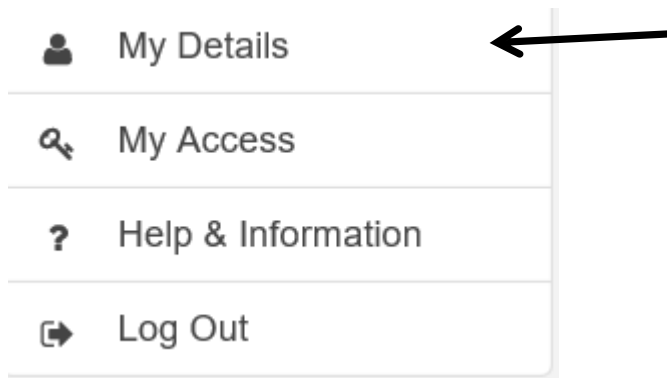


Step 8

Your child will be linked and you will be able to access information that is available. The Term 2 will reports will become available Monday 21 June at 3:00pm

Step 9

To add additional children select My Access and type in the additional access keys



Step 10

Each time you need to log in to the Portal use this address- <https://riverbankps.sentrail.com.au/portal2/#!/login>

If you experience any difficulties setting up your Parent Portal, please contact the School Office on 9626 7511.

Kind regards,

Angus Lamont
Deputy Principal

Jeanie Brown
Principal