

## Online Reports Using The Parent Portal

Dear Parents and Carers,

After consultation with the community at a P&C meeting During Term 1, we advised that semester reports were going to be moved online. Semester 1 reports were still printed due to COVID and the simplified report structure. In Semester 2, 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

All families will be receiving a letter with student access keys during Week 3 of Term 4.

Riverbank previously used the Parent Portal in 2017 and 2018 to organise Parent Teacher Interviews. If you were a part of the community during this time you would already have access to the Portal through <https://riverbankps.sentral.com.au/portal/login>. **Please note this is a different address to previously.** If you have forgotten your password, click 'Forgot Password?' located underneath the 'Sign In' button. You will only need to use Step 5 onwards in the instructions.

If you have joined the Riverbank community since Term 2 2018 or you did not previously sign up to the Portal you will need to create an account.

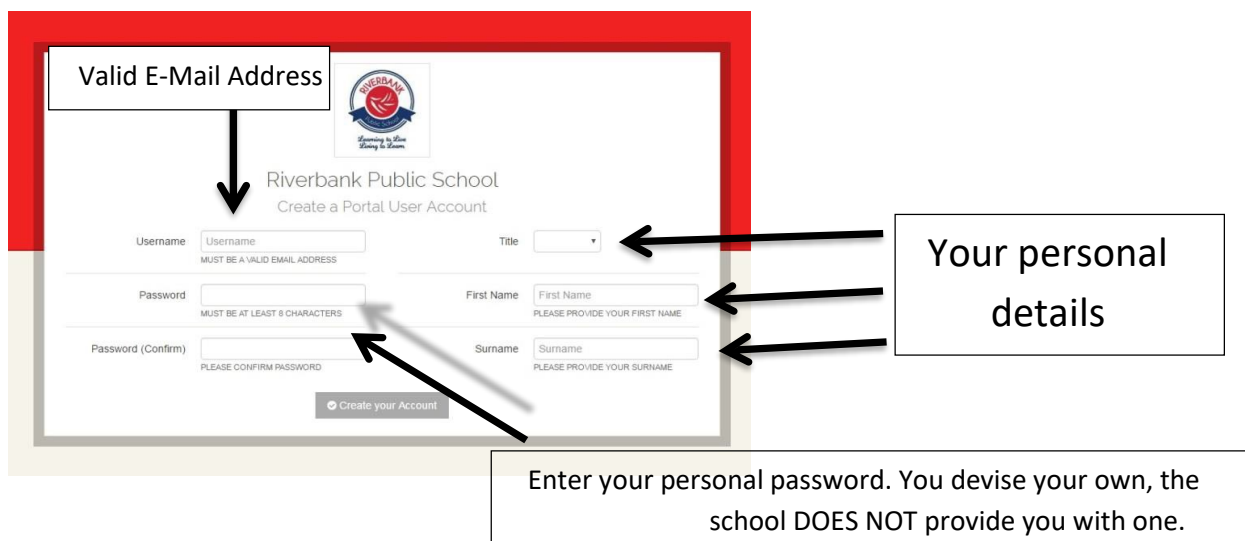
Below is a set of instructions to assist you in setting up your Parent Portal.

### 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 and fill in your details.



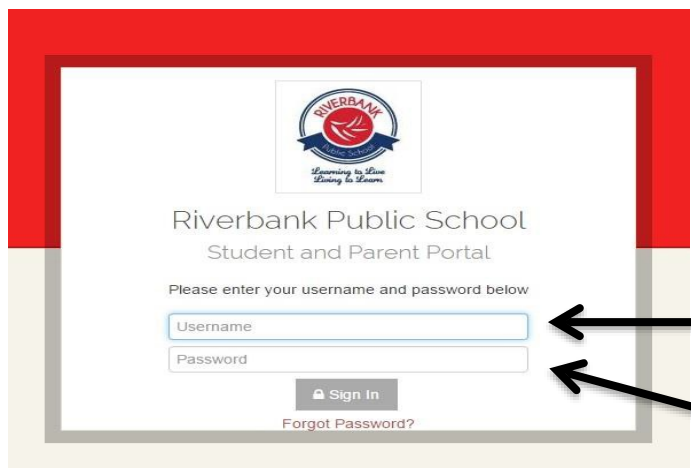
The screenshot shows the 'Create a Portal User Account' form for Riverbank Public School. A red box highlights the top section where a 'Valid E-Mail Address' is entered. Arrows point from a box labeled 'Your personal details' to the 'First Name', 'Surname', and 'Title' fields. Another arrow points from a box labeled 'Enter your personal password. You devise your own, the school DOES NOT provide you with one.' to the 'Password' and 'Password (Confirm)' fields. The form includes fields for Username, Password, Password (Confirm), First Name, Surname, and Title, along with a 'Create your Account' button.

### 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

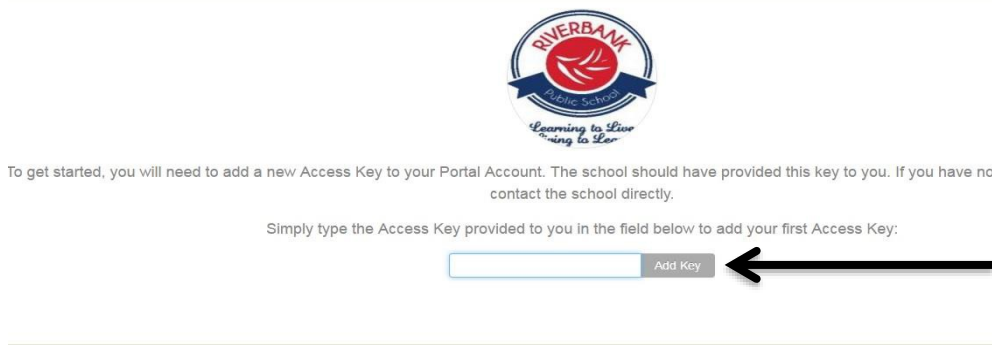


Your username is the e-mail address you entered

Your personal password

## Step 5

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



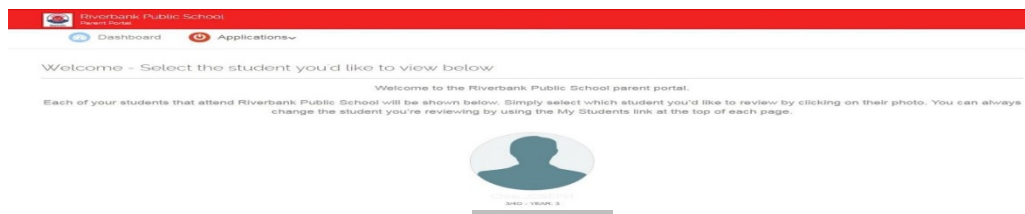
To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly.

Simply type the Access Key provided to you in the field below to add your first Access Key:

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

## Step 6

Your personal DASHBOARD will appear.



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

Kind regards,

Angus Lamont  
Relieving Deputy Principal

Elisa Baker  
Relieving Principal