

Instructions – Parent Portal and Booking Interviews



This portal allows parents to register to view student attendance, make PST interview bookings, read daily notices and access past academic reports.

Below are instructions on how to register.

1. To register on the **Sentral Parent Portal**, please follow the link provided below:

<https://bcsentral.bcashfield.catholic.edu.au/portal/register>

If you have successfully navigated to the correct page, it should look like the image below:

Bethlehem College
Create a Portal User Account

Username Username
MUST BE A VALID EMAIL ADDRESS

Title

Password Password
MUST BE AT LEAST 8 CHARACTERS

First Name First Name
PLEASE PROVIDE YOUR FIRST NAME

Password (Confirm) Password (Confirm)
PLEASE CONFIRM PASSWORD

Surname Surname
PLEASE PROVIDE YOUR SURNAME

2. Please enter the following information in each of the required spaces

- A username – i.e.; a valid email address (one that is used and accessed regularly)
- a password of at least 8 characters
- Title, First name and Surname

Record the email address and password you registered with, as you will require these for future logins.

3. Once details have been entered, click “create your account”.

Your account is has now been created and you should automatically be redirected to the following screen.

Bethlehem College
Student and Parent Portal

Please enter your username and password below

Username

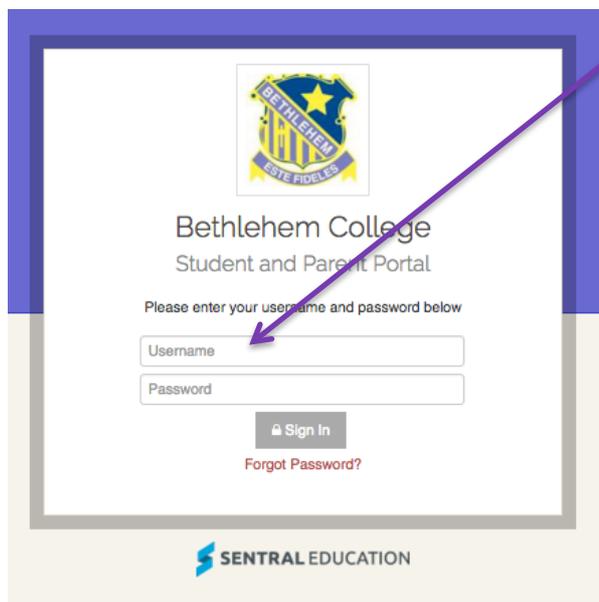
Password

[Forgot Password?](#)

SENTRAL EDUCATION

If you have not been redirected – and for all future access, please bookmark the following URL
<https://bcsentral.bcashfield.catholic.edu.au/portal/login>

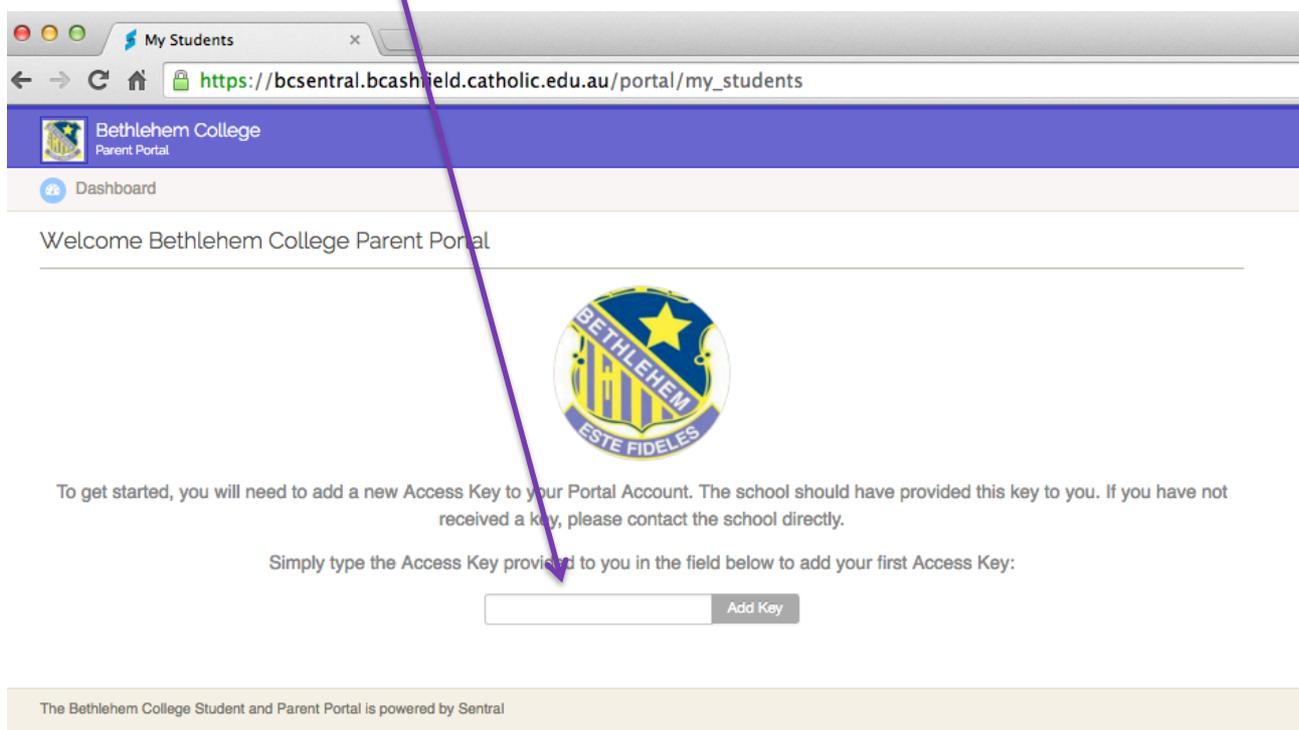
4. Login using the account details created in the previous step. (Username (email address) and password)



5. The first time you login, after registration, you will be prompted for an **Access Key**. Each student has a unique access key that is generated for each individual parent or guardian. This is also known as a "Family Key" for parents with more than one daughter enrolled at Bethlehem College. Access keys were emailed in a letter from Sentral administration, to the email address provided to the College.

Please check your mail account's **"SPAM" folder** for the email that includes your family's unique "Access Key".

Enter the case-sensitive Access Key, exactly as it appears in the letter eg: cNb5XwyuP3



The Bethlehem College Student and Parent Portal is powered by Sentral

6. Your child's photo, name and class should now appear in the middle of the screen (shaded purple in the screenshot below).

From this initial screen, you can explain absences, update medical and family information

Alternatively, clicking on the student's photo will give you access all of the information associated with that student. This includes her timetable, attendance and past academic reports.

During Parent/Student/Teacher Interview periods, there will also be a live link for booking interview slots with each of your daughter's teachers.