



## HOW TO ACCESS STUDENT REPORTS VIA SENTRAL

1. Go to the following website below and sign in with your registered email address and password. Alternatively, sign in via the Sentral Parent App on your Android and Apple devices.

<https://sentral.sydenham.vic.edu.au/portal2/#!/login>

2. Once you have logged into Sentral, click on your child's name and a "New Published Report" will appear. Click the PDF link to view your child's report. See below sample.

A screenshot of the Sentral Home page for Sydenham Hillside Primary School. The page has a blue header with the Sentral logo and 'Home Sydenham Hillside Primary School'. A left sidebar contains navigation options: Home (Logged in as), Messages, Absences, Newsletters, Daily Notices, Parent Teacher Interviews, School Resources, School Forms, and Payments. The main content area shows a 'Home Feed' dropdown menu. The first notification is titled 'New Published Report' and is dated 'Wednesday, 16th December 2020'. It states 'Published report: Semester 2, 2020 for [child's name] has been published on 16/12/2020'. A red 'Requires Action' badge is present, and a blue 'View PDF' link with a download icon is at the bottom right of the notification. A red arrow points from the text above to this 'View PDF' link. The second notification is titled 'School Reports - Semester 1, 2020' and is dated 'Wednesday, 24th June 2020'. It contains a message to parents/guardians about remote learning reports and a 'Mark as unread' and 'Archive' link at the bottom.