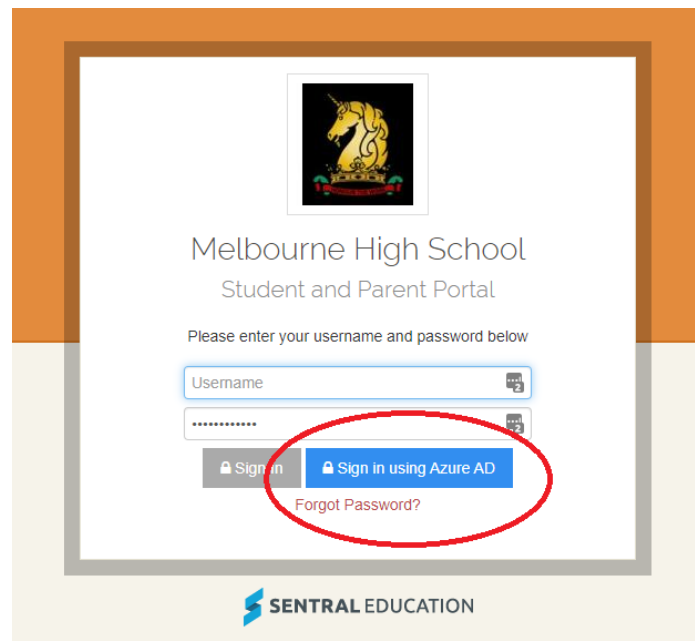


# Melbourne High School - Login to Sentral Instructions

## Step 1

Point your Internet browser to <https://sentral.mhs.vic.edu.au/portal/login> You will be presented with the screen below. Simply click the **Sign in with Azure AD** button without typing any information into the login box.



## Step 2

Enter your Login ID



## Sign in

xyz000@mhs.vic.edu.au

[Can't access your account?](#)

[Sign-in options](#)

Next

### Step 3

Enter your Password



Melbourne High School

← xyz000@mhs.vic.edu.au

## Enter password

.....

[Forgot my password](#)

Sign in

### Step 4

Click Yes to stay signed in



Melbourne High School

xyz000@mhs.vic.edu.au

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

## Step 5

You are now at the Sentral Portal Screen

The screenshot shows the 'Home' page of the Sentral Parent Portal for Melbourne High School. The header includes the 'SENTRAL' logo, 'Home Melbourne High School', 'Portal Version 1', and icons for 'Messages' and 'Notifications'. A left-hand navigation menu lists various options: Home (Logged in as xyz), Messages, Absences, Newsletters, School Resources, School Forms, Payments, Invoices, My Details, My Access, Help & Information, Links, and Log Out. The main content area features a 'Home Feed' dropdown menu, a 'Test Parent Bulletin' from Melbourne High School dated Monday, 25th January 2021, and a 'Welcome to the Sentral Parent Portal' message from Sentral Education dated Wednesday, 26th April 2017. An 'Upcoming Events' sidebar on the right lists: Senior Sport - Athletic Trials (Thu 18 Feb), Student Leadership Training Day (Fri 19 Feb), Parents & Friends Meeting (Mon 22 Feb), Week 5 - A, and Parents of VCE students - Information Evening (Tue 23 Feb, 6:30pm - 7:30pm). A 'Show more' link is provided at the bottom of the events list.

## Step 6 – 1 Time only – Add Family Key

Click “My Access”

The screenshot shows the 'My Access' page of the Sentral Parent Portal for Melbourne High School. The header includes the 'SENTRAL' logo, 'My Access Melbourne High School', 'Portal Version 1', and icons for 'Messages' and 'Notifications'. The left-hand navigation menu is the same as in the previous screenshot, but 'My Access' is highlighted. The main content area displays a message: 'You have no Access Key. You can add new access key using the button below.' Below this message is a blue button with a white plus sign and the text '+ Add New Access Key'.

Click “add new Access Key”

Enter your Family Key, (***Your key is case sensitive***) and press Add Key

The screenshot displays the 'My Access' page in the Sentral parent portal. The header includes the 'SENTRAL' logo, 'My Access Melbourne High School', and 'Portal Version 1'. A navigation menu on the left lists various portal features. The main content area contains a message stating 'You have no Access Key' and provides an '+ Add New Access Key' button. To the right, there is a detailed instruction on how to enter the access key, followed by a text input field containing the key 'A1D3f5\$6dGj' and an 'Add Key' button. A warning box at the bottom of the page states: 'Access keys should never be shared with other people. If you suspect someone else may have obtained your access key, notify Melbourne High School as soon as possible to have access using it blocked.'

You now have access to all your students details in Sentral parent Portal