

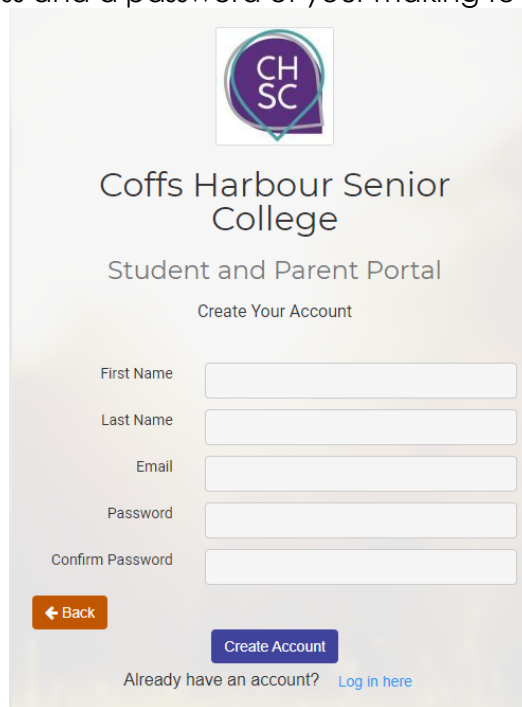
The CHSC Parent Portal

Step 1 – Register

To use the site, you are first required to register.

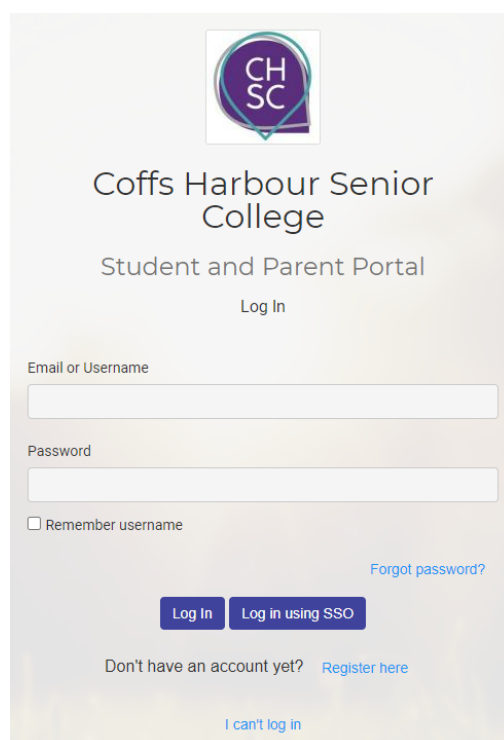
Go to <https://coffsharbs-h.sentral.com.au/portal2/#!/register>

You will use a valid email address and a password of your making to register an account.



The screenshot shows the registration page for the Coffs Harbour Senior College Student and Parent Portal. At the top is the CHSC logo. Below it, the text reads "Coffs Harbour Senior College" and "Student and Parent Portal". The main heading is "Create Your Account". There are five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". At the bottom left is a "Back" button with a left arrow. At the bottom center is a "Create Account" button. At the bottom right is a link "Already have an account? Log in here".

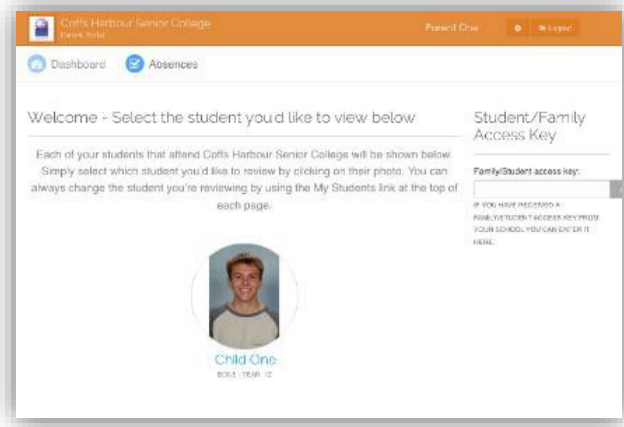
After registering, you will be sent to <https://coffsharbs-h.sentral.com.au/portal2/#!/login>



The screenshot shows the login page for the Coffs Harbour Senior College Student and Parent Portal. At the top is the CHSC logo. Below it, the text reads "Coffs Harbour Senior College" and "Student and Parent Portal". The main heading is "Log In". There are two input fields: "Email or Username" and "Password". Below the "Password" field is a checkbox labeled "Remember username". At the bottom right is a link "Forgot password?". At the bottom center are two buttons: "Log In" and "Log in using SSO". At the bottom left is a link "Don't have an account yet? Register here". At the bottom center is a link "I can't log in".

Step 2 – Login

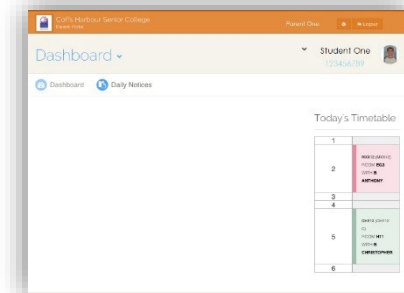
After you have logged in, you will need to enter your child's unique key the first time to match your account with your child's. Subsequent logins will automatically presented you with the option to choose which child's information you wish to view (this is to cater for parents with multiple children at the college)



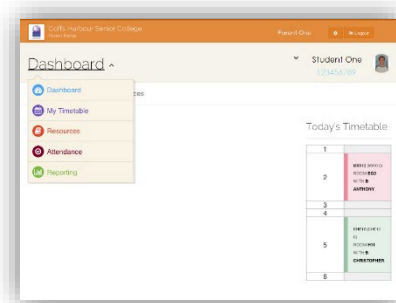
By clicking on the picture of the child, you will then be presented with a dashboard.

Step 3 – The Dashboard

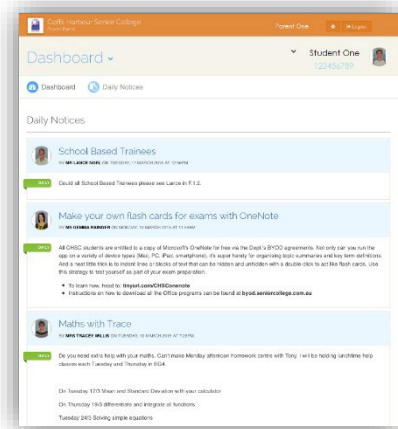
The dashboard is the way to access additional information about your child. By default the first view contains the timetable for the current day and a link to the daily notices.



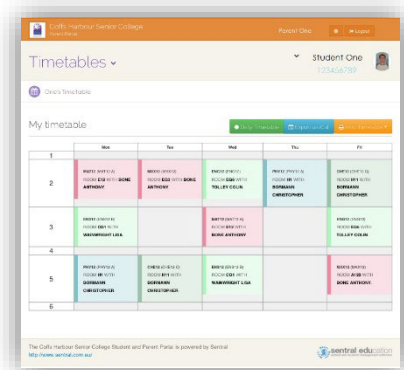
If you click on the **Dashboard** dropdown, you can select from further options.



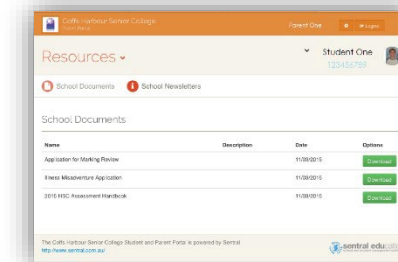
Daily Notices - these outline opportunities for students and information from teachers.



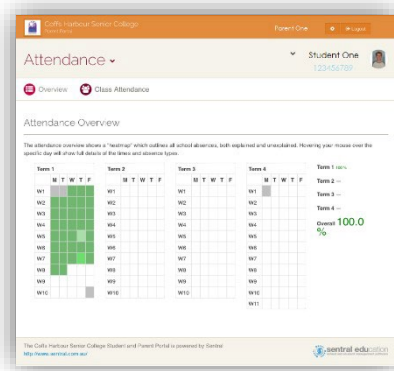
Timetables – this is the current students weekly class timetable



Resources – these are college documents including assessment schedules, attendance application forms etc



Attendance – this is the attendance overview (whole college attendance) plus individual class attendance information.



Reporting – this provides a PDF copy of previous reports. These are generated after they have been issued to students and parents and the reporting period officially completed.

