

## PARENT PORTAL and FAMILY ACCESS KEY

Chatswood High School uses the **Student and Parent Portal** to allow you to:

- View Student **Bulletins** and **Daily Notices**
- View **Classes**
- View current days' **Timetable**
- Access student **Reports**
- Use the booking system for **Parent Teacher Interviews** – Prior to Parent Teacher Interviews (PTI), either Term 2 or 3, you will receive an email to advise when PTI **bookings are open**. The email will contain Instructions on how to book interviews.

*If you are having issues with the portal setup, please email:*

[chatswood-h.school@det.nsw.edu.au](mailto:chatswood-h.school@det.nsw.edu.au) with Student FULL Name, Year and DOB

BS	
1	Physical Activity and Sports Studies Yr10 (10PASS02) ROOM PORT-3 WITH S GRAHAM
2	Maths Yr10 (10MATD) ROOM M1.02 WITH X GAO
R	
3	English Yr10 (10ENGH) ROOM 102 WITH M MARGARET
4	Commerce Yr10 (10COM05) ROOM 120 WITH M ROBINSON
L1	
L2	
5	Geography Yr10 (10GEOF) ROOM PORT-7 WITH P TOOCARAM
AS	
ThurAS	

The Chatswood High School Student and Parent Portal is powered by Sentral

SENTRAL EDUCATION

## HOW TO LOG-IN TO PARENT PORTAL ON WEBSITE

Home Curriculum Enrichment For Students & Parents Our Community Our School Attendance

ENROLMENT PROCESS PHOTO GALLERIES

WELCOME TO THE CHATSWOOD HIGH WEBSITE.

Year 12 Guidelines and Assessment 2017.pdf  
Year 11 Course Information Book 2017.pdf  
Year 9 Elective Information Guide 2017.pdf

Our school tour on Tuesday 15 November is now full which completes our school tour program for 2017.

Latest Newsletter: October News 2016.pdf

Accessing published student reports through Parent Portal: To Access Reports through Parent Portal.pdf

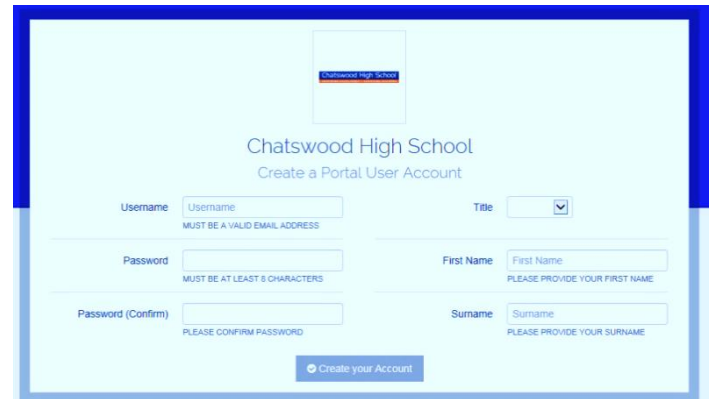
School Calendar Parent Portal (log-in) Parent Portal (registration)

Register First

If you have NOT already created an account on the Student and Parent Portal please create one by going to the CHS Website; click

Parent Portal (registration)

Parent sets up User Account and own Password

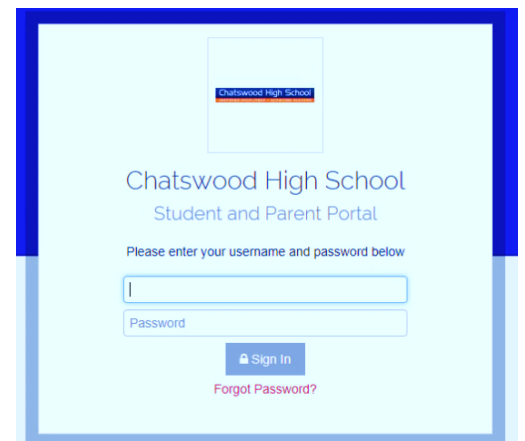


The screenshot shows the 'Create a Portal User Account' registration form. It includes fields for Username (with a note 'MUST BE A VALID EMAIL ADDRESS'), Password (with a note 'MUST BE AT LEAST 8 CHARACTERS'), Password (Confirm) (with a note 'PLEASE CONFIRM PASSWORD'), Title (dropdown menu), First Name (with a note 'PLEASE PROVIDE YOUR FIRST NAME'), and Surname (with a note 'PLEASE PROVIDE YOUR SURNAME'). A 'Create your Account' button is at the bottom.

## HAVE CREATED PARENT PORTAL ACCOUNT AND NEED TO ADD FAMILY ACCESS KEY

Log-in to Portal using your email & password, then put in the Family Access Key.

**ONLY NEED TO ENTER ACCESS KEY ONCE WHILE ATTENDING Chatswood High School.**



The screenshot shows the 'Student and Parent Portal' login form. It includes fields for Username and Password. A 'Sign In' button is at the bottom, along with a 'Forgot Password?' link.

*If you have **forgotten or misplaced your password**, you are able to reset it by clicking on the **'Forgot Password?'** button, enter your email, then a new password will be sent to your email.*

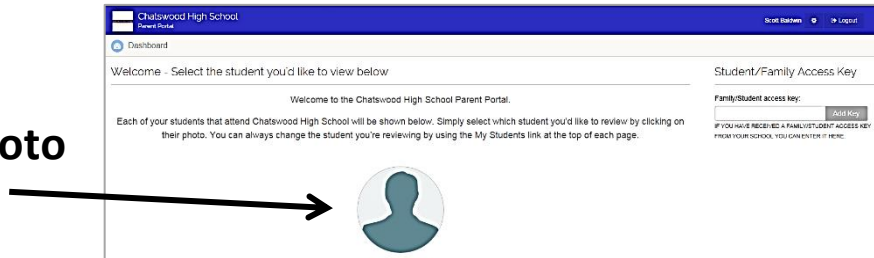


## To View Student

- **Bulletins, Daily Notices, Classes, Timetable and Reports**

Go into **Senral Student and Parent Portal** on CHS website and **Log In**

Click\* on Students photo



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L2	
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AS	
Thu/AS	

- **To view PUBLISHED Reports (click on Reporting)**

Reporting Period Name	Print Date
Year 10 Semester 1, 2016	30/06/2016 16:22
Year 11, Semester 1, 2016	16/06/2016 13:46

- **Parent Teacher Interviews**

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The email will contain Instructions on how to book interviews.