SENTRAL for Parents App – Notifications

The Sentral for Parents app is now Hartwell Primary School's main method for communicating important information to parents, as we are aware that emails can be busy and often hard to manage. We hope this will streamline our communications as we are aware with a busy and big school there is often a great deal of information to read.

IMPORTANT!
When you download and install the app you may be prompted to enter an Access Key, if you are not the main point of contact for your family. In the past only one Access Key has been provided per family, the main reason being to prevent families from doubling up on things such as Parent Teacher Interview bookings. You can use the same login details (user name and password) as another family member or alternatively, please email the school office to request an additional Access Key.

Downloading the Sentral for Parents App & Enabling Notifications

If you haven't already downloaded the app, please follow these instructions:

1. On your smart phone go to either the Apple App store (if you are an iPhone user) or the Google Play store (if you use an android) device.

2. Search **Sentral for Parents.**

3. Download the app onto your phone then click **Open**.

4. At the Welcome screen, type in **Hartwell Primary School**.

5. Then click **Log in** and enter your Sentral login details, ie your Username and Password (same as the details used when logging into the Sentral Portal).

6. When the App opens, you may be prompted to answer some questions. One of these may ask if you would like to **Receive Notifications** (so when the school sends you a message, the app will notify you automatically). Click **Turn On**.

   Note: If you do **NOT** see this message, follow **Steps 3 – 5** below, once the app is installed.

7. Then click **Next** or **Get Started**.

8. You are now ready to use the app.

Enabling Notifications (already using the Sentral for Parents app)

If you already use the Sentral for Parents app you need to ensure Notifications are enabled. The instructions are as follows:

1. Open the **Sentral for Parents** app.

2. Enter your Parent Portal **username** and **password**.

3. Click the **Settings** menu, bottom right of screen.

4. Under **App Preferences**, click **Notification Settings**.

5. Enable **Push Notifications** then click **Allow**.

6. You will the **Home Screen**.

7. You're now ready to use the app.