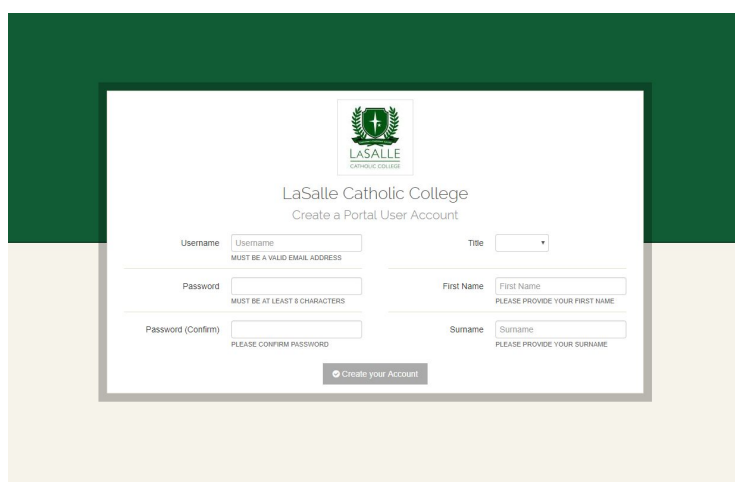


# Registering, Logging In & Adding Students

## Step 1: Create an Account

- Open a browser and enter the address below in the address bar  
<http://sentral.lasallebankstown.catholic.edu.au/portal/register>
- Fill out the details for creating your portal account, including a valid email address and password for accessing the portal after you have created your account
- Click 'Create Your Account' when you are finished entering your details

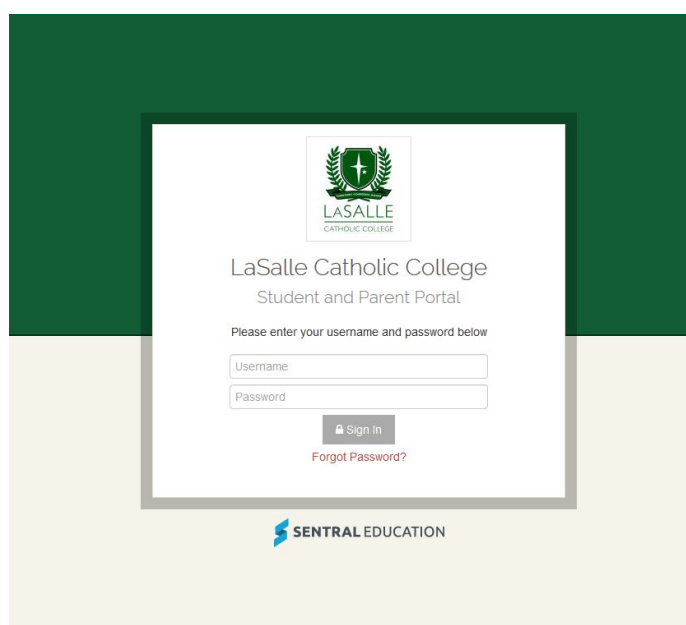


The screenshot shows a registration form for LaSalle Catholic College. At the top is the college's logo and the text 'LaSalle Catholic College Create a Portal User Account'. The form includes fields for Username (with a note 'MUST BE A VALID EMAIL ADDRESS'), Password (with a note 'MUST BE AT LEAST 8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

The portal is best viewed with the Google Chrome browser. If you are having problems viewing the site with another browser please try using Google Chrome which you can download for free at <https://www.google.com/intl/en/chrome/browser>.

There are known issues with the Firefox browser so please avoid using that browser when logging into the portal.

After the initial step of creating your account, the address for the portal becomes <http://sentral.lasallebankstown.catholic.edu.au/portal/login>



The screenshot shows the login page for the LaSalle Catholic College Student and Parent Portal. It features the college's logo and the text 'LaSalle Catholic College Student and Parent Portal'. Below this, it says 'Please enter your username and password below'. There are input fields for 'Username' and 'Password', a 'Sign in' button, and a link for 'Forgot Password?'. The SENTRAL EDUCATION logo is visible at the bottom.

## Step 2: Login to the Portal

Login to the portal using the username (valid email address) and password which you chose when your account was created.

Notes:

If you have forgotten your password or you simply want to change your password, click on the red-coloured link at the bottom of the login window which says 'Forgot Password?' (see screenshot below).

Please enter your username and password below

🔒 Sign In

  
[Forgot Password?](#)

Enter your email address in the space provided then click on the 'Reset Password' button and you will be sent an email with instructions on how to reset your password.

🔒 Reset Password

## Step 3: Add Access Key(s)

For each child you have at the College, enter the access key that was sent to you by letter.

Notes:

Every child has their own, unique student access key. So, for example, if you have three children at Lasalle, the school will send you three separate emails with an individual (and unique) access code for each child. In this example, a parent would then add each of these keys to gain portal access for all three children.

Contact the school's number (9793 5600) for further assistance with access keys or any other matters related to the parent portal. In your message, clearly state

- Who you are (first name and last name)
- The name and academic year of at least one of your children at the school and
- Your phone number

A member of the school's IT team will call to assist you as soon as they can.