

## Desktop Registration Instructions

- 1) An email is sent to you from [admin@mfs.nsw.edu.au](mailto:admin@mfs.nsw.edu.au) with details of your login and **access key**.
- 2) Open a browser and go to <https://mfs.sentral.school/auth/portal?action=register>
- 3) Click **Register here** to create an account.
- 4) Fill in the following details as shown below.



The screenshot shows the 'Create Your Account' page for Malek Fahd Islamic School. At the top is the school's logo and name. Below the title is a registration form with the following fields: First Name\*, Last Name\*, Email\*, Password\*, Confirm Password\*, and Schools\* (with a search bar). A blue '+ Back' link is at the bottom left, and a green 'Create Account' button is at the bottom center.

### Note:

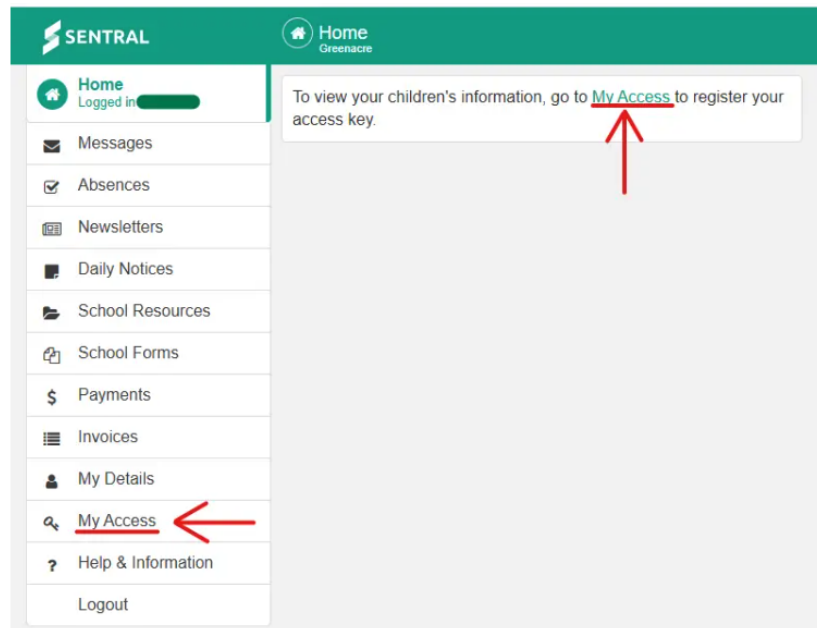
- a. Email (Must use the email registered to the school)
- b. Password (create your own password, make sure you have uppercase, lowercase and numbers in the password)
- c. Schools (select the campus of your child/children)
- d. Click on the green button **Create Account** bottom of page to create the account

- 5) A screen appears below.



- 6) You should receive a Welcome email from your email address, click on the **Verify** button to verify your account.
- 7) A new window will open. Enter the email address and password you just created and click **Log in**

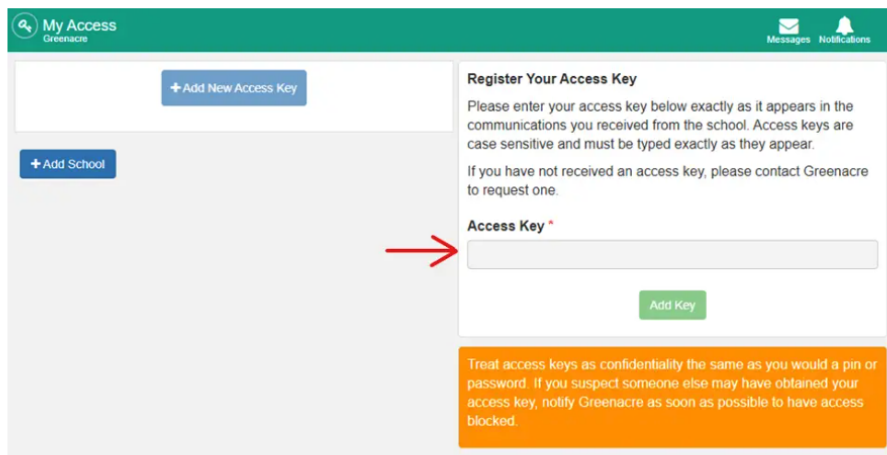
8) A screen will appear:



9) To add your child to the Parent Portal, click on **My Access** as shown above.

10) Click **+ Add New Access Key** and enter the key (refer back to the email from [admin@mfs.nsw.edu.au](mailto:admin@mfs.nsw.edu.au))

11) Click **Add Key**



12) Your child's name will appear. You will have access to many resources such as Newsletter, Attendance, Parent Teacher Interview, etc.

If you need assistance, email [itsupport@mfs.nsw.edu.au](mailto:itsupport@mfs.nsw.edu.au)

You can also refer to Sentral Parent Portal FAQs for more information: <https://www.sentral.com.au/portal-app-help>