

Booking Parent-Teacher Interviews using the Sentral Parent Portal Computer Instructions (10/11/12)

1. **"Log in"** to the Sentral Parent Portal with your username (email address) and password: <u>https://winmaleehs.sentral.com.au/portal</u>.



2. Select "Parent Teacher Interviews" from the Portal menu.

0	Home Logged in as Louise	
BP	First Name SURNAME Winmalee High School, 1 12	'ear
•	Absences	
	Newsletters	12
P	Daily Notices	
0	Parent Teacher Interviews	
-	School Resources	
ළු	School Forms	
۵	My Details	
94	My Access	
?	Help & Information	
00	Links)
•	Log Out	



3. The Year 10, 11 and Year 12 Parent Teacher Interview Session screen will be displayed including a list of your child's teachers – click on "**Select Timeslots**".



Please Note: If "**Select Timeslots**" does not appear (as in the example below), wait a couple of minutes and refresh your screen.

SENTRAL		O Parent Teacher Interviews		
6	Home Logged in as			
T	First Name SURNAME Winmalee High School, Year 11	Senior Parent Teacher Interviews (Yr 10/11/12) Session date: 10/06/2025		
SP	First Name SURNAME Winmalee High School, Year 8	Session duration: 6 minutes Registration open until 09/06/2025 16:00 Mr Paul DeBono		
	Absences	Ms Amelie McLean		
E	Newsletters 9	Mrs Dominika Faber		
0	Parent Teacher 1 Interviews	Mr Daniel Richmond		
-	School Resources	Ms Emma Seabrook		
Q	School Forms			
	My Details			
م	My Access			
?	Help & Information			
Ø	Links >			
	Logout			

Important: Your session will timeout after 10 minutes. This means that if you're inactive for more than 10 minutes, any unsaved appointments will be released and made available for other families to book.

4. A list of your child's subjects, teachers, and timeslots available will be displayed. Click on a **timeslot** to select that spot. Unavailable timeslots will be greyed out.

SENTRAL	Parent Teacher Interviews Winnalive High Scheel				Notifications
Degged in as,	Your session will the	meout from inactivity	r in 9:22		
Winmalee High School, Ye 11		Senior Pr	arent Teacher I	Interviews (Yr 1	10/11/12)
Winmalee High School, Ye	Seniol Parent Teacher Interviews (Yr 10/11/12) Session date: 10/06/2025 Session duration & minutes				
Absences	Registration open until 09/06/2025 16:00	Biology Yr11	11BIO2		
Newsletters	Mr Paul DeBono	No Appointm	iono ients Available		
Parent Teacher Interviews	Mrs Dominika Faber Mrs Dominika Faber	-			
School Resources	Mr Daniel Richmond	English Adva	acod Vrt1- 11EN	CA1	
D School Forms	Ms Emma Seabrook	Ms Amelie M	IcLean	OAT	
My Details		10/06/202	5 Tue		
My Access		03:30pm	O 4:30pm	O 5:30pm	O 6:30pm
		03:36pm	O 4:36pm	O 5:36pm	○ 6:36pm
? Help & Information		○3:42pm	O 4:42pm	○ 5:42pm	○ 6:42pm
Ø Links	>	03:48pm	O 4:48pm	O 5:48pm	O 6:48pm
a second		03:54pm	O 4:54pm	○ 5:54pm	○ 6:54pm
Logout		O 4:00pm	○ 5:00pm	06:00pm	○ 7:00pm
		O 4:06pm	○ 5:06pm	0 6:06pm	○ 7:06pm
		O4:12pm	O 5:12pm	O6:12pm	○ 7:12pm
		O 4:18pm	O 5:18pm	O 6:18pm	○ 7:18pm
		O 4:24pm	O 5:24pm	06:24pm	○7:24pm

Please Note: If one of your child's teachers is unavailable to attend on the evening, it will be noted on the booking system as "**No Appointments Available**". The teacher will communicate with families prior to Parent Teacher evening to make alternate arrangements.

SENTRAL	Parent Teacher Interviews Wormaker High Scheral				Notication
Degged in as,	our sessio	n will timeout from inactivity	in 9:22		
Winmakee High School, Ye		Senior Pa	arent Teacher I	Interviews (Yr 1	10/11/12)
Winmalee High School, Ye	Senior Parent Teacher Interviews (Yr 10/11/12) Session date: 10/06/2025 Session duration: 6 minutes				
Absences	Registration open until 09/06/2025 16:00	Biology Yr11	11BIO2		
Mewsletters	Mr Paul DeBono Ms Amelie Mrl ean	No Appointme	ents Available		
Parent Teacher Interviews	Mrs Dominika Faber Mr Benjamin Checanoth				
School Resources	Mr Daniel Richmond	English Adva	nond Vrt1- 11EN	GA1	
School Forms	Ms Emma Seabrook	Ms Amelie Me	cLean	ONT	
My Details		10/06/2025	Tue		
My Access		O 3:30pm	O 4:30pm	O 5:30pm	O 6:30pm
niy rocoss		O 3:36pm	O 4:36pm	O 5:36pm	O 6:36pm
? Help & Information		O 3:42pm	O 4:42pm	O 5:42pm	O 6:42pm
go Links	>	03:48pm	O 4:48pm	○ 5:48pm	O 6:48pm
		O 3:54pm	O 4:54pm	○ 5:54pm	○ 6:54pm
Logout		O 4:00pm	○ 5:00pm	C 6:00pm	○ 7:00pm



5. Your **selected appointments** for each subject will show at the bottom of the screen.

Selected appointments
 10/06/2025 Tue 3:30pm with Ms Amelie McLean for (11ENGA1)
 10/06/2025 Tue 3:36pm with Mrs Dominika Faber for (11HOS1)
 10/06/2025 Tue 3:48pm with Mr Benjamin Chenoweth for (11LS1)
 10/06/2025 Tue 3:54pm with Mr Daniel Richmond for (11MADV2)
 10/06/2025 Tue 4:00pm with Ms Emma Seabrook for (11MH1)
Cancel Save Bookings

- 6. Once you have finished selecting timeslots with each teacher, you must click on "**Save Bookings**" to confirm your selection. If selections aren't saved, your reservations will be released and made available for other families to book.
- 7. Once you "Save Bookings" your "**Scheduled Appointments**" are confirmed and will be listed in black.

Senior Parent Teacher Interviews (Yr 10/11/12)	
Session date: 10/06/2025 Session duration: 6 minutes Registration open until 09/06/2025 16:00	
Mr Paul DeBono	Scheduled Appointments:
Ms Amelie McLean	
Mrs Dominika Faber	Tue 10/06/2025 3:30pm with Ms Amelie McLean for
Mr Benjamin Chenoweth	11ENGA1 (English Advanced Yr11) (Unconfirmed Booking)
Mr Daniel Richmond	
Ms Emma Seabrook	Tue 10/06/2025 3:36pm with Mrs Dominika Faber for
Scheduled Appointments:	11HOS1 (HOS Yr11) (Unconfirmed Booking)
Tue 10/06/2025 5:24pm with Ms Amelie McLean for	Tue 10/06/2025 3:48pm with Mr Renjamin Chenoweth for
11ENGA1 (English Advanced Yr11)	The foronzozo 5.40pm war wir benjamm chenowear for
The 10/08/2025 2:20mm with Mrs Dominika Fabor for	11LS1 (Legal Studies Yr11) (Unconfirmed Booking)
The Toron 2025 3.30pm with Mis Dominika Faber for	Tue 10/06/2025 4:06pm with Mr Daniel Richmond for
11HOS1 (HOS Yr11)	
Tue 10/06/2025 3:36pm with Mr Benjamin Chenoweth for	11MADV2 (Mathematics Advanced Yr11) (Unconfirmed Booking
11LS1 (Legal Studies Yr11)	Tue 10/06/2025 4:24pm with Ms Emma Seabrook for
Tue 10/06/2025 3:42pm with Mr Daniel Richmond for	11MH1 (Modern History Yr11) (Unconfirmed Booking)
11MADV2 (Mathematics Advanced Yr11)	1
Tue 10/06/2025 3:48pm with Ms Emma Seabrook for	
11MH1 (Modern History Yr11)	

Please Note: If 'Scheduled Appointments' are shown in red, they are 'Unconfirmed Bookings'. You will need to either (i) "Save Bookings" OR; (ii) if your computer timed-out before saving your selection, you will need to reselect all of you timeslots and then "Save Bookings".

8. Once your appointments have been saved and confirmed, you will only be able to change your appointment times, subject to availability, at any time prior to the closing date/time by contacting the school office.