



# Mount St Benedict College

## Accessing the College Parent Portal

**Mount St Benedict College provides access to parents to the Parent Portal and the College Learning Management System, FireFly.**

**The Parent Portal** – is where you will find information on your daughter's attendance, school reports, booking parent teacher interviews and other general administrative tasks such as maintaining your contact information.

**The FireFly System** – is where you can access the College learning platform including class and subject pages. This is the system your daughter uses at school for classwork and sometimes homework.

## Getting Started

You will have received a unique activation code from the College for use with the parent portal.

If you have misplaced this activation code, please contact the College ICT Support team either by calling 02 9980 0499 or by emailing [servicedesk@msben.nsw.edu.au](mailto:servicedesk@msben.nsw.edu.au)

**Step 1:** You will need to register to use the portal. Visit <https://sentral.msben.nsw.edu.au/portal/register>

Mount St Benedict College  
Create a Portal User Account

Username  Title

MUST BE A VALID EMAIL ADDRESS

Password  First Name

MUST BE AT LEAST 8 CHARACTERS PLEASE PROVIDE YOUR FIRST NAME

Password (Confirm)  Surname

PLEASE CONFIRM PASSWORD PLEASE PROVIDE YOUR SURNAME

Fill in the online form (all fields) and click Create your Account.

**Note: You need to use the same email address that the College have on record in their system**

Your online account will be created.

**Step 2:** You will now need to log in using the email address and password you just created.

After the initial step of creating your account, the address for the portal becomes <https://sentral.msben.nsw.edu.au/portal>

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# Mount St Benedict College

Mount St Benedict College  
Student and Parent Portal

Please enter your username and password below

Username

Password

Sign In

[Forgot Password?](#)

**Step 3:** Once signed in, you will be prompted to enter the unique access key provided.

Enter the key (exactly as it appears, it is case sensitive) and press add key

Welcome Mount St Benedict College Parent Portal



To get started, you will need to add a new Access Key to your Portal Account. The school should have provided this key to you. If you have not received a key, please contact the school directly.

Simply type the Access Key provided to you in the field below to add your first Access Key:

**Step 4:** You will see your daughter's name appear and can start to access information via the portal.

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# Mount St Benedict College

Mount St Benedict College Parent Portal Stewart Duncan Logout

There are 2 unexplained absences requiring explanation. Please [click here](#) to provide an explanation to the school.

Parent teacher interview bookings are open. Click one of the sessions to make an appointment for [Parent Teacher Night \(7-11\)](#).

- Dashboard
- Applications
- Interviews
- Absences
- Messages
- Family Details
- Medical Information

Welcome - Select the student you'd like to view below

Welcome to the Mount St Benedict College Parent Portal.

Each of your students that attend Mount St Benedict College will be shown below. Simply select which student you'd like to review by clicking on their photo. You can always change the student you're reviewing by using the My Students link at the top of each page.



Emma DUNCAN  
SK4 - YEAR 7

Have you seen the latest school documents?

To download the latest school documents, simply click on the links below.

[Test Document](#) - [Test Document description](#)

Student/Family Access Key

Family/Student access key:

IF YOU HAVE RECEIVED A FAMILY/STUDENT ACCESS KEY FROM YOUR SCHOOL YOU CAN ENTER IT HERE.

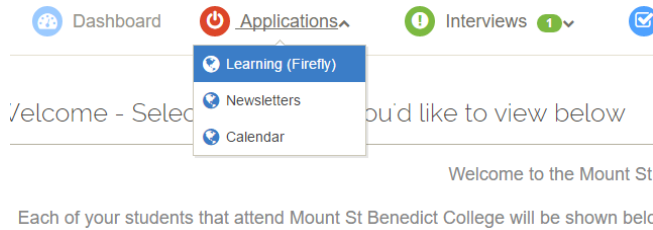
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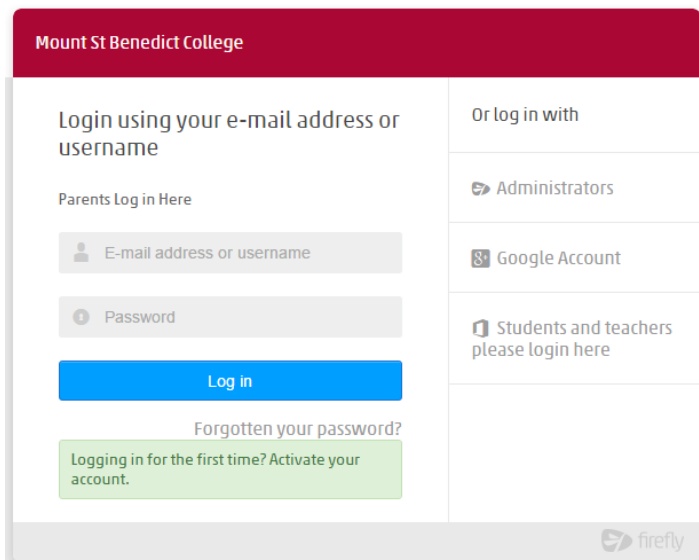
## Accessing the College Learning Management System (FireFly)

**Step 1:** From within the Parent Portal click on Applications and then Learning (FireFly)

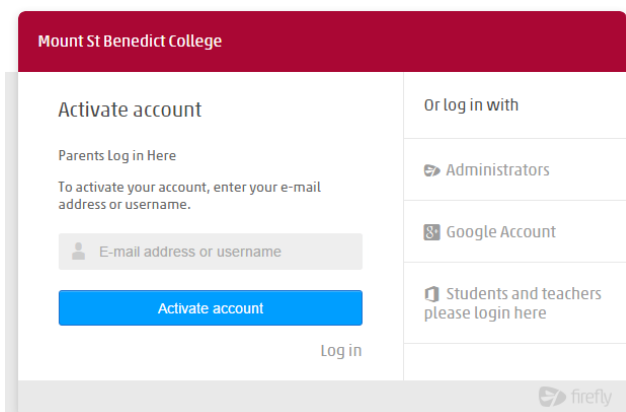


You will be presented with a log in screen.

If this is the first time you have accessed FireFly you will need to Activate your account. Click on the Green Activate Your Account box



**Step 2:** Enter the email address that the College has on their records.





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Then click Activate Account. You will be sent a confirmation email

If you are unable to activate your account and you receive a message that your email address was not recognised. Please contact the College ICT Support team on 02 9980 0499

The username or e-mail address you entered was not recognised.  
Please try again or contact the site administrator.

If successful, please check your email for the activation link

## Check your mailbox!

An e-mail with details of how to access your account has been sent to your registered address.

Click on the link in the email.

You will be prompted to enter a password for the FireFly system (password must contain at least 8 characters)

**Please enter a new password**

Your username is  
stewart@stewartduncan.org.uk

Password  
●●●●●●

Confirm password  
●●●●●●

Your new password must be at least 8 characters long.

**Activate account**

**Step 3:** Then click on Activate Account. You will now be logged into FireFly

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# Mount St Benedict College



Mount St Benedict  
College



Dashboard



Resources ▾

Welcome to Mount St Benedict College FireFly Parent Portal



Newsletters



Term Dates



Photo Galleries

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