



Central Bedfordshire

School Closure Management System

Parents/Guardians/Media Registration Guide

Roles and Responsibilities

- Register to set up an account to use the system
- Select the schools you wish to receive updates from
- Return to the School Closure Management application on receipt of the activation email
- Return to the application and complete the registration using the registration code received in the email
- Edit registered details, if required

To access the School Closure Management application please use this link:
<http://www.centralbedfordshire.gov.uk/webapps/sos/>

You will then see this screen:

Central Bedfordshire

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A to Z: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

School name	Type	AM	PM	Last updated
Details Alameda	Middle	Open	Open	25 November 2010 10:58 PM
Details All Saints VA	Lower	Open	Open	24 November 2010 02:32 PM
Details Amphill Childrens Centre	Childrens Centre	Open	Open	25 November 2010 12:07 PM
Details Ardley Hill	Lower	Open	Open	02 June 2010 02:05 PM
Details Arlesey Childrens Centre	Childrens Centre	Open	Open	25 November 2010 12:10 PM
Details Arlesey Nursery School	Nursery	Open	Open	26 November 2010 10:50 AM
Details Arnold	Middle	Open	Open	24 November 2010 03:53 PM

Left-hand navigation menu:

- School closures
- School status
- Highway reports
- Transport provider status reports
- Register for updates
- Login to edit your details
- School - term and holiday dates
- Disclaimer

To register and create a user account, go to the left-hand navigation menu

Click on this link

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You will then see this screen

Register for updates

First Name

Last Name

Password

Email

Schools

Hold down ctrl to make multiple selections

Highway Reports I would like to receive Highway report e-mail notifications.

Submit

Complete all the boxes (you can change your password once your Registration is complete). Then select the school/s you would like to receive information about. For multiple schools hold down the ctrl key on your keyboard and highlight the individual schools.

If you would like to receive Highway Reports please check this box

This screen will then appear:

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An email has been sent to you,
please follow the instructions provided
in the email to activate your account.

You will then receive an email with the following message:

Anne Other

Thank you for registering for the School Status Information

To activate your account please login at [login](#)
Username: ann.other@centralbedfordshire.gov.uk
Activation code for the password: 88425

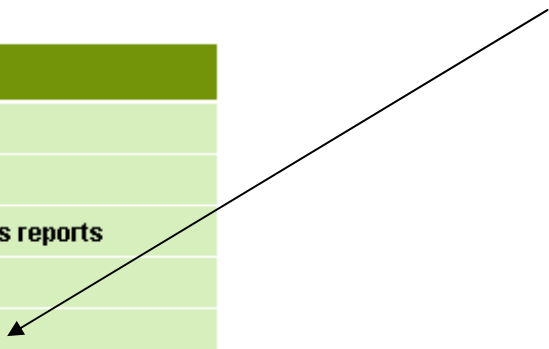
You will only need to use the activation code once, after that please use your password.

Please do not reply to this email.

Return to the School Closure Management application

Click on the link in the left-hand navigation entitled '**Login to edit your details**'

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You will then see this box:

Please login to edit your details.

Email

Password

Enter your email address and for the **first time only** add the **Activation code for the password: ??????** . This is included in your **Registration Email**.

Click on **Login**

Edit your details	
First Name	Anne
Last Name	Other
Password	testing
Schools	Beaudesert Caldecote Dunstable Icknield
Email	Anne.Other@email.co.uk
Active?	<input checked="" type="checkbox"/>
Edit Delete	

You will be able to edit your details on this screen by clicking on the [Edit](#) link. If you want your details to removed from the system completely click on the [Delete](#) link. If you wish to remain in the system but would like to discontinue receiving notifications un-check the Active box.

When you have clicked on the [Edit](#) button you will see this screen. Make your changes and click [Update](#)

Edit your details	
First Name	<input type="text" value="Anne"/>
Last Name	<input type="text" value="Other"/>
Password	<input type="text" value="test"/>
Schools	<input type="text" value="All Saints"/> Caddington Village School Arlesey Nursery School Willow
Email	<input type="text" value="Anne.Other@email.co.uk"/>
Active?	<input checked="" type="checkbox"/>
Update Cancel	

Edit your details	
First Name	Anne
Last Name	Other
Password	testing
Schools	Beaudesert Caldecote Dunstable Icknield
Email	Anne.Other@email.co.uk
Active?	<input checked="" type="checkbox"/>
Edit Delete	

When you have completed your Registration please **Log out** of the system by clicking on this button

Log out

You will then be able to view the status of individual schools. By clicking on the white underlined heading text you can sort the columns.

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Details Ardley Hill	Lower	Open	Open	02 June 2010 02:05 PM

If you no longer wish to receive automated Highway Reports

You will need to log into your account

You then be able to edit your details

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On this screen you will be able to **Edit** or **Delete** your account or **Unsubscribe** just from the **Highway Reports**

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Edit your details	
First Name	Anne
Last Name	Other
Password	
Schools	Alameda
Email	anne.other@email.co.uk
Active?	<input checked="" type="checkbox"/>
Edit Delete	

Unsubscribe from Highway Reports

If you are sure you want to unsubscribe from highway reports

anne.other@email.co.uk

please click to below.

Unsubscribe

Log out

When you have completed your updates please **log out** of the system.