

.....

School's Open Status (SOS) System

Registration guide

This guide tells you

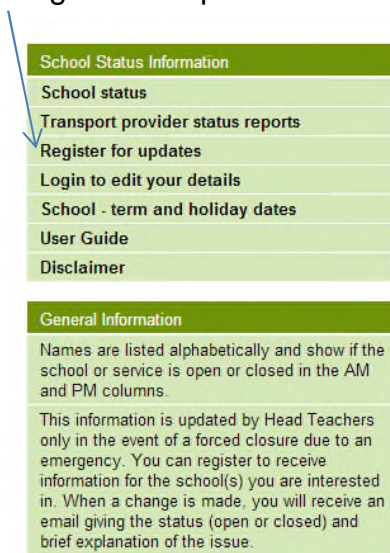
- how to set up an account to use the system
- select the schools you wish to receive updates from
- return to the School Closure Management application on receipt of the activation email
- return to the application and complete the registration using the registration code received in the email
- edit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

To access the School's Open Status (SOS) System please use this link:

<http://www.centralbedfordshire.gov.uk/webapps/sos>

You will then see this screen.

To register and create a user account, go to the left-hand navigation menu and click on Register for updates.



The screenshot shows a navigation menu with two main sections: 'School Status Information' and 'General Information'. The 'School Status Information' section includes links for 'School status', 'Transport provider status reports', 'Register for updates', 'Login to edit your details', 'School - term and holiday dates', 'User Guide', and 'Disclaimer'. The 'General Information' section includes a note that names are listed alphabetically and show if the school or service is open or closed in the AM and PM columns, and another note stating that information is updated by Head Teachers only in the event of a forced closure due to an emergency.

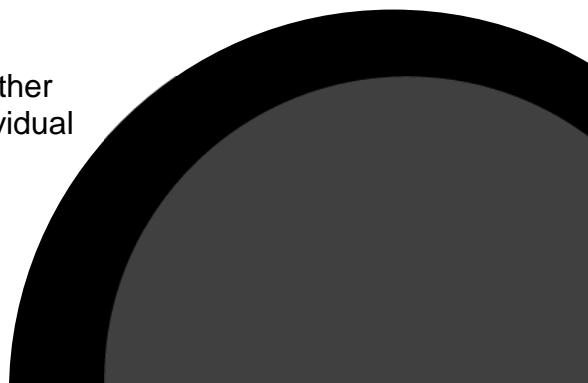
Central Bedfordshire Schools

All information provided is live and updated by Head Teachers only in the event of a forced closure due to an emergency.

Name	Type	AM	PM
Acorn Pre School	Early Years	Open	Open
Acorn Pre School Shefford	Early Years	Open	Open
Alameda Middle School	Middle	Open	Open
All Saints Academy	Secondary	Open	Open
Ardley Hill Academy	Primary	Open	Open
Arlesey Nursery School	Nursery	Open	Open
Arnold Academy	Middle	Open	Open
Ashton Middle School	Middle	Open	Open
Ashton St Peters VA School	Primary	Open	Open
Aspley Guise	Lower	Open	Open
Aspley Guise Pre School	Early Years	Open	Open
Banana Moon Lower Sundon	Nursery	Open	Open

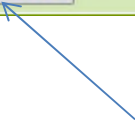
On this screen please complete the name boxes and then either select all school notifications or just check the boxes for individual schools.

.....





Register for updates	
First Name	<input type="text" value="New"/>
Last Name	<input type="text" value="Customer"/>
Schools	<input type="checkbox"/> Register for all Schools and Services <ul style="list-style-type: none"><input type="checkbox"/> Acorn Pre School<input type="checkbox"/> Acorn Pre School Shefford (Early Years)<input type="checkbox"/> Alameda Middle School (Middle)<input type="checkbox"/> All Saints Academy (Secondary)<input type="checkbox"/> Ardley Hill Academy (Primary)<input type="checkbox"/> Arlesey Nursery School (Nursery)<input type="checkbox"/> Arnold Academy (Middle)<input type="checkbox"/> Ashton Middle School (Middle)<input type="checkbox"/> Ashton St Peters VA School (Primary)<input type="checkbox"/> Aspley Guise (Lower)<input type="checkbox"/> Aspley Guise Pre School (Early Years)<input type="checkbox"/> Banana Moon Lower Sundon (Nursery)<input type="checkbox"/> Barnfield Vale Academy (Primary)
Email	<input type="text" value="new.customer@xyz.co.uk"/>
Password	<input type="password" value="....."/>
<input type="button" value="Register for Updates"/>	



The click on the **Register for Updates** button.





.....
You will then see the following information on the screen.

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

You will then see this
screen. Please follow these
instructions

You will then receive an email with the following message.

Your name

Thank you for registering for the School's Open Status (SOS) System

To activate your account please login at [login](#)
Username: **your email@address**
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's Open Status (SOS) System -
<http://www.centralbedfordshire.gov.uk/webapps/sos>

Click on the Login to edit your details link in the left hand menu.

- School Status Information
- School status
- Transport provider status reports
- Register for updates
- Login to edit your details
- School - term and holiday dates
- User Guide
- Disclaimer





You will then see this box. Please read the information and check the box to proceed.

Cookies are used by this site

A screenshot of a cookie consent box. It has a green header with the word "Cookies" in white. Below the header, the text reads: "Cookies are used by this site. For more information visit our [cookie section on the disclaimer](#) page." Below this, it says: "If you have read the cookie information in the link and agree to the use of cookies on this site please check the box below." At the bottom left, there is a small, empty square checkbox with an arrow pointing to it from the left.

Enter your email address and for the first time only add the activation code for the password. This is in the registration email.

A screenshot of a login form. It has a green header with the text "Please login to edit your details." Below the header, there are two input fields: "Email" and "Password". Below the "Password" field is a "Login" button. An arrow points from the left to the "Login" button.

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 have any issues using this system, please email customers@centralbedfordshire.gov.uk and include **School's Open Status (SOS) System** in the subject of your email.

End of document

