

How to use the Parent Message Centre

Parent Message Centre

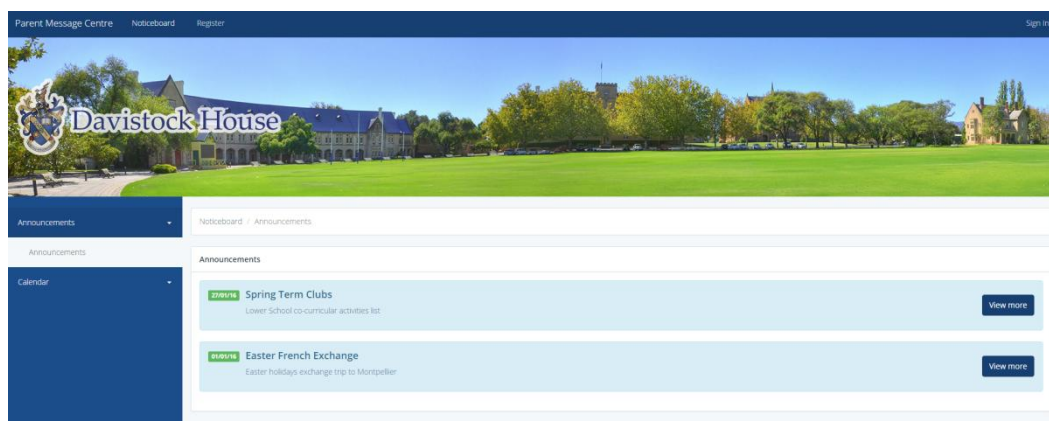
The Parent Message Centre is a single source to find the latest information from your child's school, view events and sports fixtures, and book parents evening appointments and co-curricular options for your child. The Parent Message Centre comprises of 2 areas, the public Noticeboard and the private Dashboard.

Bookmark the Parent Message Centre to access it quickly and easily.

Noticeboard

When you type in the web address for the Parent Message Centre, you'll arrive at the Noticeboard.

The Noticeboard will contain a number of widgets that the school have chosen to display, providing public information about different aspects of the school.

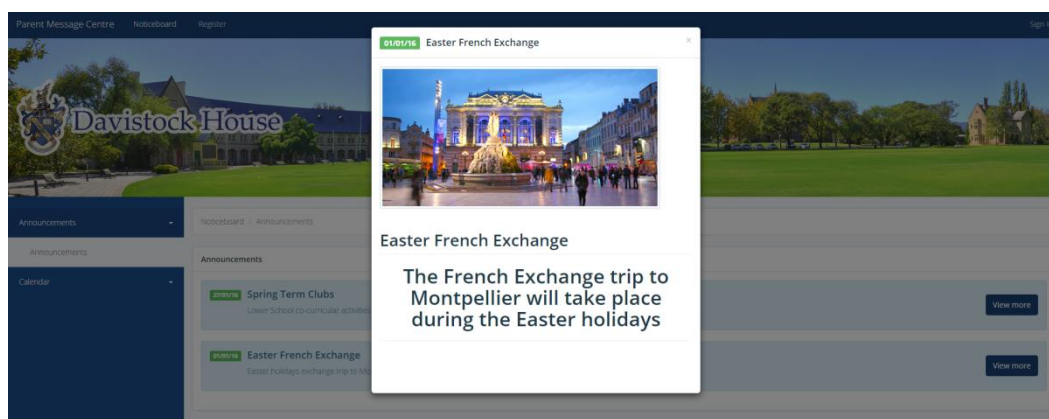


Announcements

Announcements are created by the school to keep you informed about important school events.

Click on an announcement list item open a popup modal with more information.

Some announcements may be private and will only be visible once signed into your Parent Message Centre account.

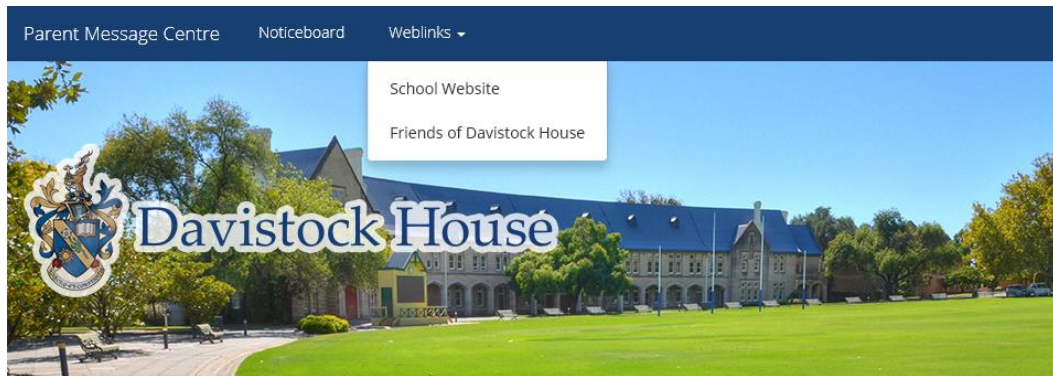


Weblinks

Weblinks are simple links to other websites related to your school.

Click on the weblink drop down menu, and click a weblink list item to open the website in a new window.

Some weblinks may be private and will only be visible once signed into your Parent Message Centre account.

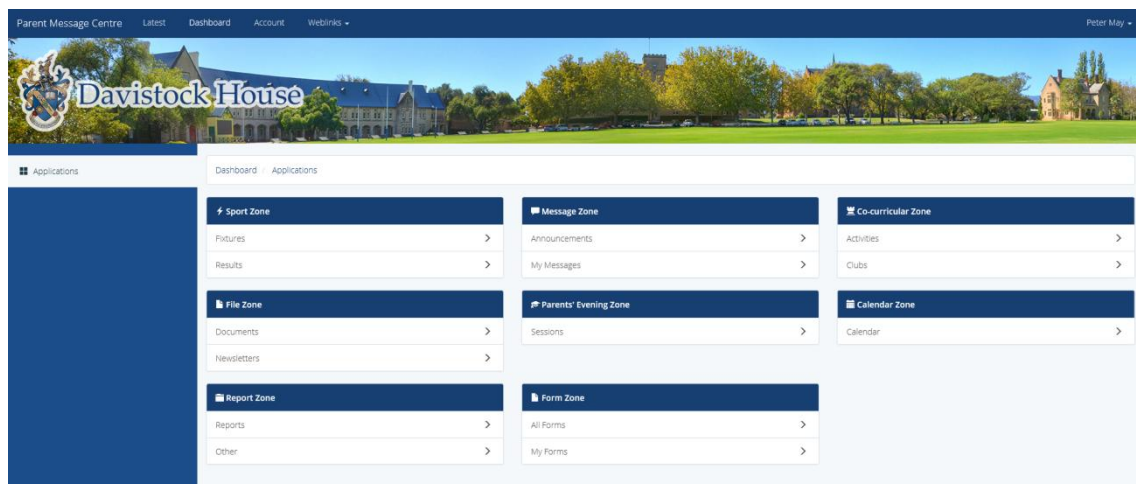


Dashboard

When you sign-in to your Parent Message Centre account, you'll arrive at the Dashboard.

The Dashboard contains panels for each application available to you.

Click on a list item to load that section of the Application.



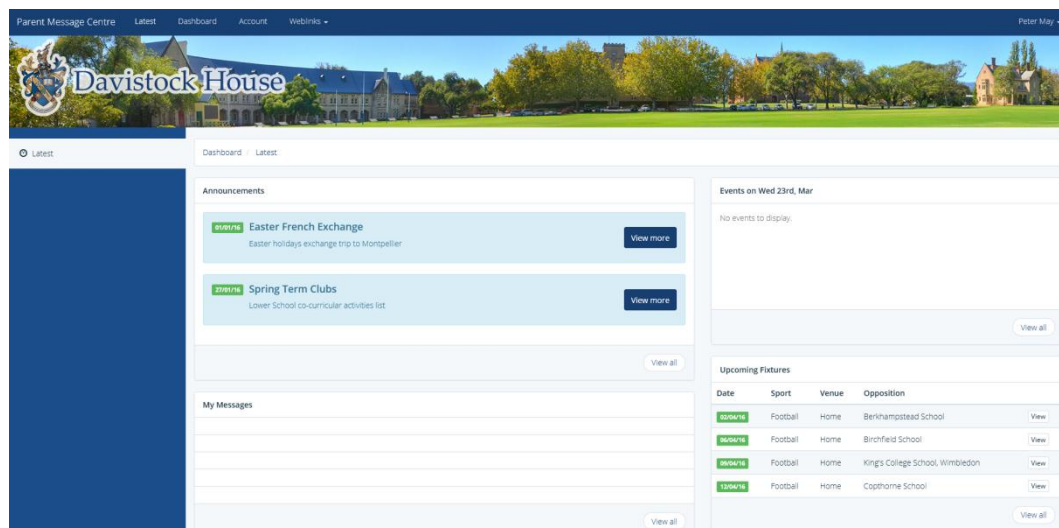
Example of a Personalised Dashboard

Latest

If enabled, when you sign-in to your Parent Message Centre, you will arrive at the Latest page.

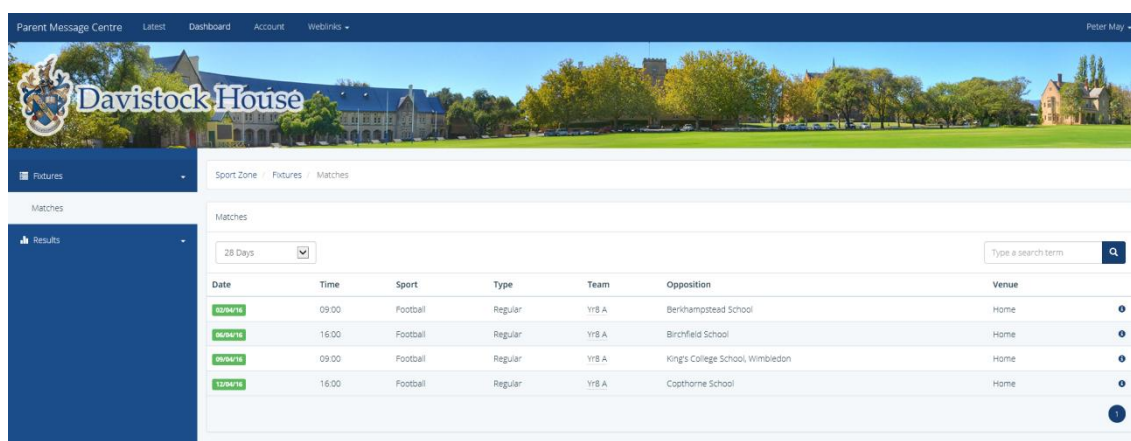
The Latest page contains widgets that offer a quick-view of information about your child's school.

The schools announcements, the next 10 upcoming sports fixtures, the school calendar, and the 5 most recent ClarionCall messages you received will be displayed on the Latest page.



An example of the 'Latest' page

Applications



Example of an Application layout

You can access different information about your school using the applications available on your Dashboard.

Click a section's title in an application's panel list item to open that page.

You can move between different areas of the section using the Sidebar Menu on the left. Return to the Dashboard to access other applications.

Navigating

Navbar

You can move around the sections of the Parent Message Centre using the Navbar at the top of the page.

When Signed Out



Example of Navbar when signed out.

When signed out, you can use the Navbar to navigate between the Noticeboard, Register and Sign In sections.

Click the 'Noticeboard' link in the Navbar to load the Noticeboard section.

Click the 'Register' link in the Navbar to load the Registration section.

Click the 'Sign in' link in the Navbar to load the Sign In section.

When Signed In



Example of Navbar when signed in.

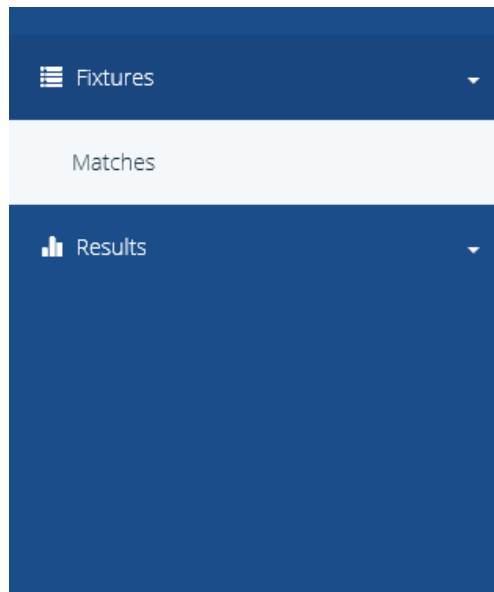
When signed in, you can use the Navbar to navigate between the Latest, Dashboard and Account sections - as well as sign out of the Parent Message Centre.

If enabled, click the 'Latest' link in the Navbar to load the Latest section, a separate home page containing Announcements, the school Calendar, upcoming Sports fixtures, and your most recent ClarionCall messages.

Click the 'Dashboard' link in the Navbar to load the Dashboard section.

Click the 'Account' link in the Navbar to load the personal Account section.

Sidebar Menu



Example of the Sidebar Menu

When you're in an application, you can navigate between the different areas within the section using the Sidebar Menu.

Click on a section within the Sidebar Menu to load the page.

FAQs

How do I sign in to my Parent Message Centre account?

Before you sign in you need to register your account. You will have been sent details on how to complete the registration process, and may have received an e-mail with a registration link from your school.

If you have registered your account, simply navigate to the Sign In section of the Parent Message Centre by clicking the 'Sign in' link in the Navbar. You will be prompted to enter a username and password to sign in. Input the credentials you set up when you registered your account into the 'Username' and 'Password' fields and click the "Continue" button to sign in.

I've forgotten my password, how can I reset it?

Navigate to the Sign In section of the Parent Message Centre by clicking the 'Sign in' link in the Navbar. Click the 'Having trouble signing in?' link to load the Lookup panel. Input your mobile number (the one associated with your account) into the "Mobile" field and click the "Continue" button.

If your mobile number is recognised, answer the security question set for your account by inputting the correct security answer and click the 'Continue' button again. If your security answer is correct, you will then be able to choose a new password.

Input your new password into the 'New Password' field and repeat this step in the 'Confirm' field. Click the 'Continue' button once again to confirm the password change and return to the Sign In section. A notification will be provided confirming your password change.

If your mobile number was not recognised or your security answer was not correct, contact an administrator for assistance resetting your account.