

# Instructions for Kent Closures Website Users

## New Users – if you have never registered

1. Go to <https://www.kentclosures.co.uk/>
2. Click the first tab, **'Register for Alerts'**
3. Complete all the fields and Click **'Register for Alerts Now'**
4. An email will be sent to the email address you entered. Go to that email and click on the link that says **'Click Here'**. This validates your registration (it might 30 minutes for a new registration to appear)
5. Return to Tab 2, **'Users Sign-In'**. Type or copy/paste your email and passcode.
6. Click **'Sign In Now'**.
7. You should see 4 tabs
  1. **My Details**
  2. **My Alerts**
  3. **Alert History**
  4. **Sign-Out**

## Existing Users - if you have registered before

Log in using the method above from '6'. Note that KCC has no access to your passcode, old or new. It is personal to you. If you cannot remember your passcode, you will need click the **'Forgot Password'** link and proceed from there.

## Choose your Notification Preference

On Tab 2, **"My Alerts"**, you can choose to receive email, smartphone notification or both. You only need to do this once.

1. To receive Smartphone Notifications from a school:
  1. Using an Apple or Android smartphone, scan the QR code on the website, or access the app store on your Apple or Android device and , download the [Kent Connected App](#). Instructions are also repeated on this tab of the Kent Closures website.
  2. Once installed, tap the settings icon in the top left corner.
  3. Enter the 8 digit code when prompted within the app to connect your Kent Closures Alerts account to your mobile device. It is case sensitive.
  4. Tap the Communication Option for **'Send by Push Notification'**.
2. To receive Email Notifications from a school:
  1. Tap the Communication Option on Tab 2, for **'Send by Email Message'**.

## Create an Alert

Still in Tab 2, 'My Alerts':

1. In the search box, type in the first few letters of the school you want to receive notifications from. When it appears, click on it. Be careful as some schools have similar or even the same name.
2. Request **Send by Email Message'** and/or **Send by Push Notification'** as above
3. Click '**Create New Alert'**
4. You can add as many schools or KCC establishments as you like. Add more schools as you need by using '**Create New Alert'**, or Sign out when you have finished.

The Kent Closure service is entirely free to all KCC state-maintained schools and all users.

## Kent Connected. Website and App

Kent Connected is here to provide you with the information you need to widen your travel perspectives and to inspire you to try alternative methods.

Did you know, there are over 1.5 million people living in Kent? That's a lot of people who need to get around! If just a few chose sustainable travel, we would be able to achieve so much; lowering pollution, reducing congestion, improving your health, saving time and money...it's all within our grasp!

All journeys are different. Sometimes you need to get from A to B as quickly as possible; other times, you might want to make a day of it with the family. We have created a journey planner to provide you with information tailored to you; to help you make the right choice for your journey, because it is so important to us!

### Plan. Explore. Discover. Travel.

Whether it's for work or leisure, we're here to give you the journey information you need. By providing you with smarter travel choices, we hope that together, we can create a greener future, a healthier population and a less congested Kent!

