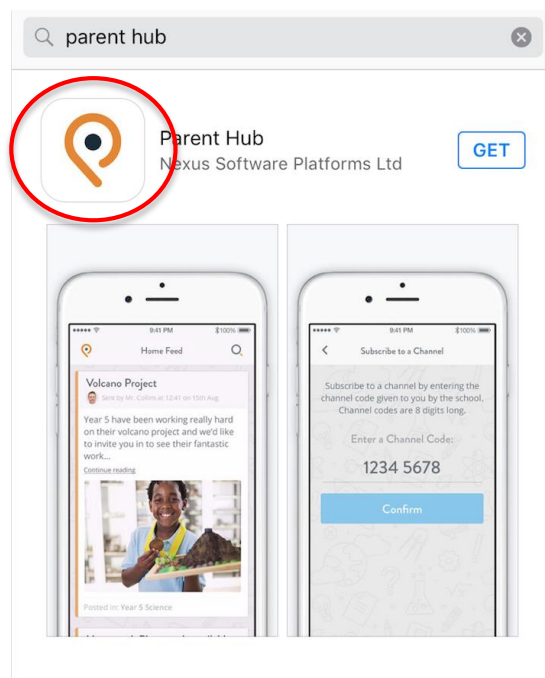


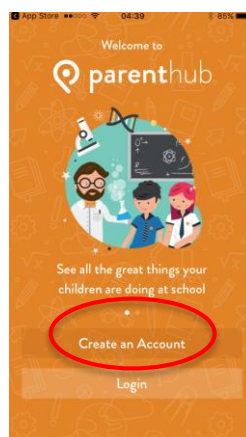
Welcome to Dunholme St Chad's Parent Hub

Downloading the Parent Hub App

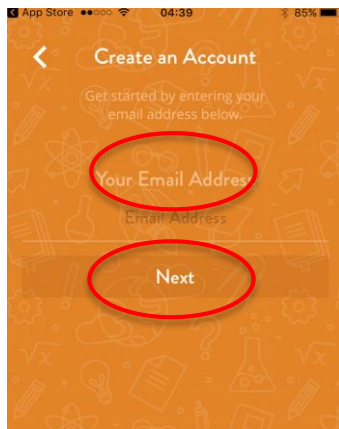
STEP 1 - On your iPhone or Android device, go to your app store and search Parent Hub. **Ensure you select the Parent Hub with the white background** (as shown below). Once installed, open the app:



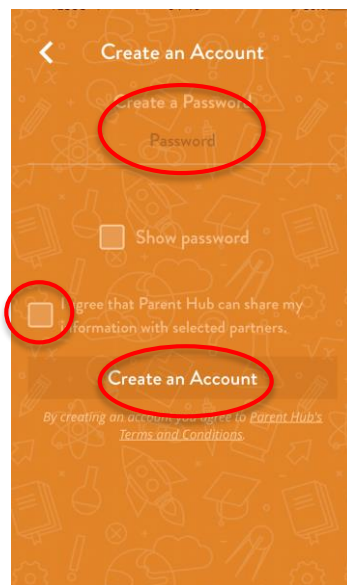
STEP 2 – Select Create an Account:



STEP 3 – Enter your email address and select 'Next':



STEP 4 – Create a password. Click the 'I Agree' box and then select 'Create Account'



STEP 5 – Create your Profile typing in your first and last name and then selecting 'Next':



STEP 6 – Next you will be asked to enter your password. You will then need to confirm it:



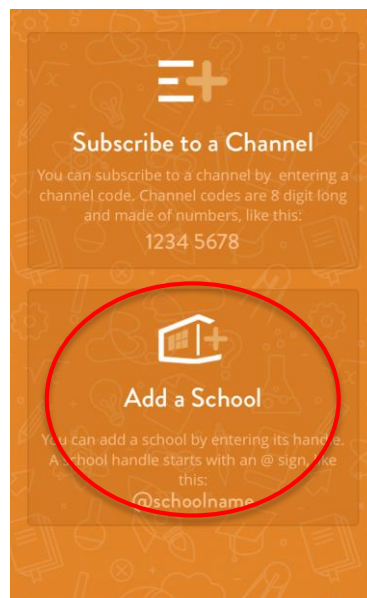
Confirm Passcode

Please re-enter your passcode to confirm.

Four dashed boxes for passcode entry.

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⌫

STEP 7 – Select 'Add a School'



Subscribe to a Channel

You can subscribe to a channel by entering a channel code. Channel codes are 8 digit long and made of numbers, like this:

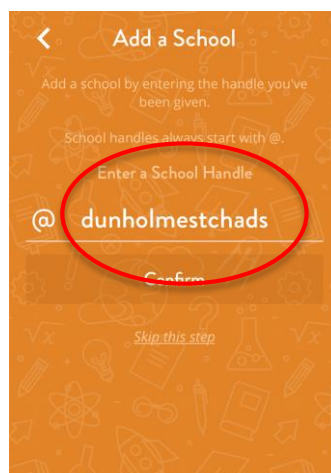
1234 5678

Add a School

You can add a school by entering its handle. A school handle starts with an @ sign, like this:

@schoolname

STEP 8 – Next enter our School Handle – **dunholmestchads** and select confirm:



Add a School

Add a school by entering the handle you've been given.

School handles always start with @.

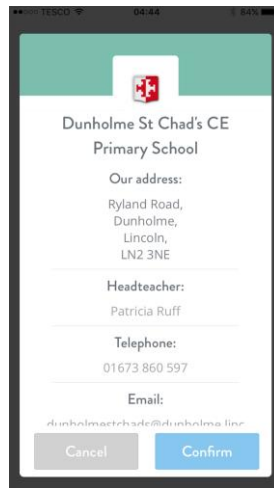
Enter a School Handle

@ **dunholmestchads**

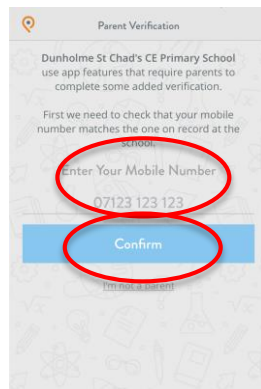
Confirm

Skip this step

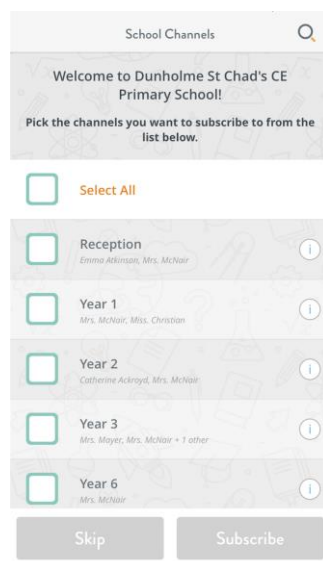
STEP 9 – If you can now view our school's details, select **Confirm**:



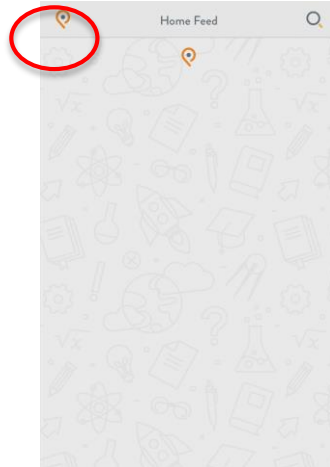
STEP 10 – Parent Verification – you will need to enter your mobile number. This is to verify that you are a parent of a child at our school and that your mobile matches the mobile number on your child's electronic record on our pupil management database. If your mobile number is not recognised and you are unable to complete this step, please contact the school as your number may be incorrect on your child's record.



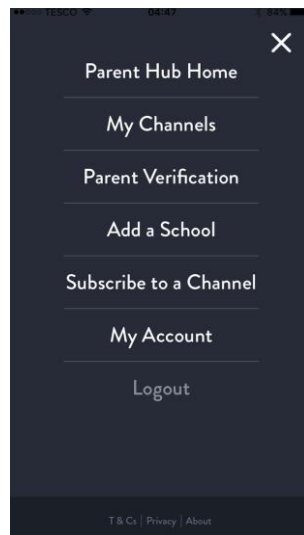
STEP 11 – Welcome to Dunholme St Chad's Parent Hub. On this screen you are able to choose which channel you would like to subscribe to. You can select all channels so you receive messages from all channels, or you can select just the channels that are specific to your child. You will still receive generic whole school notifications. Once you have made your selection, select subscribe.



STEP 12 – This is the Parent Home screen. Here you will be able to view all messages sent to the Channels you have subscribed to or messages that have been sent individually relating to your child. (There are currently no messages to view as Parent Hub will not be operating until 5 June). If you select the Parent Hub icon in the top left hand corner you will be able to view the menu:



STEP 13 – Menu – Here you can view the channels you have subscribed to. Add a School (if your child attends another school and they use Parent Hub you can merge the accounts). Subscribe to another Channel, view your account and edit details and log out.



FINAL STEP – After carrying out the above steps, you will receive an email from Parent Hub. Following the instructions in the email to verify your email address:

