

Our Ref: MM/MMcK
Your Ref:
Contact: Mrs M Murphy
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Date: 25.08.22

Education and Families

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Parents' Portal – Sign Up Required

Dear Parent/Guardian,

Parentsportal.scot is a digital service to help replace the traditional school bag run by providing direct communication to parents and carers through a selection of online services.

What will you see in parentsportal.scot?

You will see basic information about your child(ren)'s school along with the online services detailed below:

- school calendar of events
- annual data check
- online payments
- parent evening appointments
- permission slips
- reporting absence

What does this mean for me?

Our school will **now be required** to use this service as a means of sharing information for parents/carers.

This means that you will be required to create a Parents Portal account as the previous paper-based activities are being digitalised by North Lanarkshire Council. Please take a few minutes to click on the link <http://bit.ly/ParentsPortalNLC> and register as quickly as possible. We have also attached "Accessing the Parent Portal".

I need help setting up my account

Online help is available and can be accessed through the Holy Cross Website under the 'Parent Portal' menu. If you still require further support, then please get in touch with us and we will be happy to assist you.

We will run drop-in session on **Thursday 1st September between 2-3pm** in the school gym hall for those who are having trouble setting this up.

Your support and co-operation is much appreciated with this very important change to our communication link. Once you have set this up, please check your child's data and make any changes required.

Yours sincerely,

Mr Martin McKenna
Principal Teacher

Accessing the Parent Portal

Please make sure that the web address typed is exact or type **mygovscot** into your search engine.

1. Go to the Website



mygov.scot

[Home](#) >

2. Scroll down and click on the link

myaccount

Last updated: 25 Jan 2021

What is myaccount?

myaccount lets you use different online public sector services with one username and password. For example:

- to pay for school lunches through [ParentPay](#) and [iPayimpact](#)
- some local council services such as council tax and reporting a missed bin collection

[Find a list of local councils and public sector services which use myaccount](#)

Who runs myaccount?

The [Improvement Service](#) runs myaccount for local councils.

It is not a mygov.scot service.

Access myaccount

[Register for myaccount](#)

You only need to register once. Even if you move to a different part of Scotland you can keep your username and password.



3. Click on register and fill in the information

Register for **mygovscot**
myaccount

Register for **myaccount** by providing your Personal and Residential details. Registration is a simple 3 step process which will enable us to provide you an account to access a range of online services.



REGISTER

WHAT IS MYACCOUNT?



Once you have registered you will receive an e mail to VERIFY the account. You need to access your e mail and click verify. Your **mygovscot** account will then be active and you can go onto the **PARENTS PORTAL**

4. Go to Website



parentsportal.scot



5. Click on sign in



6. Sign in using your MYGOVSCOT account which you created at Stage 1.


parentsportal.scot

Enter your username

Enter your password

Show Characters

SIGN-IN

 SIGN-IN USING YOTI

REGISTER

[FORGOT USERNAME?](#)

[FORGOT PASSWORD?](#)

[Need Help?](#)

7. Click on Link Child



8. Click Start the process



9. Using the Data Sheet issued by the school fill in the child's information **EXACTLY** as it is on the Data Sheet.

Once linked a **one time code** will be sent to either your phone or e mail. ENTER THE CODE.

Your access to the PARENTS PORTAL will now be pending until the school APPROVES IT.

Once APPROVED you can access the PORTAL.

