

# MyAccount Registration for Parents



Renfrewshire  
Council

[parentsportal.scot](https://parentsportal.scot)

**Step 1.** Navigate to <http://www.parentsportal.scot> and click on “Register”

**Enabling and creating a digital relationship**  
Between parents, pupils and schools

[Register](#) [Sign in](#)

- Enhance Engagement with Schools**  
Providing a link between parents and schools to allow parents to take a more informed view of their children's progress at school.
- Communication Direct to Parents**  
Replaces the traditional school bag run and paper processes with direct digital communications via a single sign on approach.
- Provides Convenience**  
Enabling parents to access information, update details and transact at a time that suits them.

Feedback

**Step 2.** You will be redirected to create a myaccount logon. Choose “Create A New Account” by clicking “Register” to begin the registration process:

**Create your account**

Registration for a Parents Portal customer account uses the mygovscot "myaccount" service. This is a secure and trusted service provided by the Scottish Government. This service securely verifies your account with Parents Portal.

Choose the registration method that best suits you.

- CREATE A NEW ACCOUNT**  
Click below if you're registering for the first time and don't have a National Entitlement Card (NEC)  
[Register](#)
- USE YOUR NEC NUMBER**  
Click below to register using your National Entitlement Card (NEC) number  
[Register with your NEC](#)
- ALREADY REGISTERED?**  
Click below to sign in to myaccount  
[Sign into myaccount](#)

**Step 3.** Complete the relevant fields in the “About you section” and click next step:

**Tip\*** Choose the “use my email address as my username” as this will be easier when requesting password resets in the future”

The screenshot shows the 'Step 1 - About you' registration form. At the top, there are navigation tabs: 'About you' (active), 'Your address', 'Confirm your details', 'Additional information', and a checkmark icon. The form is divided into several sections:

- All of these fields are required:** Includes fields for Title (Ms), First Name (Mason), Surname (Leslie), Gender (Male), Day, Month, and Year.
- Email Address \*:** A text input field for 'Your email address'.
- Confirm Email Address \*:** A text input field for 'Confirm your email address'.
- Create your username\*:** A section with instructions to choose a unique username. It includes a checkbox for 'Use my email address as my username' and a text input field for 'Your username'.

On the right side, there are informational panels: 'What's this information for?' (explaining that the info helps verify details), 'Your address' (instructions on how to search for an address), and 'Confirm your details' (instructions to double-check information). A 'Feedback' button is visible on the far right. A 'Next step >' button is at the bottom center.

**Step 4.** Enter your “Postcode” and “House Number or Name” and select “find your address”. Choose your address from the list and select “Next Step”

**Please note\*** If your address is not listed, you will need to enter this manually by selecting “Could not find address?”

The screenshot shows the 'Step 2 - Your address' registration form. At the top, there are navigation tabs: 'About you - Complete', 'Your address' (active), 'Confirm your details', 'Additional information', and a checkmark icon. The form is divided into several sections:

- All fields marked with \* are mandatory:** Includes fields for Postcode (ML2 0AR) and House number or name (111).
- Find your address:** A button to search for the address.
- Please select address:** A dropdown menu showing the result: '111 NETHERTON ROAD WISHAW ML2 0AR'.
- Could not find address?:** A button to manually enter the address.

On the right side, there are informational panels: 'Your address' (instructions on how to search for an address), 'Confirm your details' (instructions to double-check information), and 'How is this information used?' (explaining that the info is optional but helps speed up access to services). A 'Feedback' button is visible on the far right. 'Back' and 'Next step >' buttons are at the bottom.

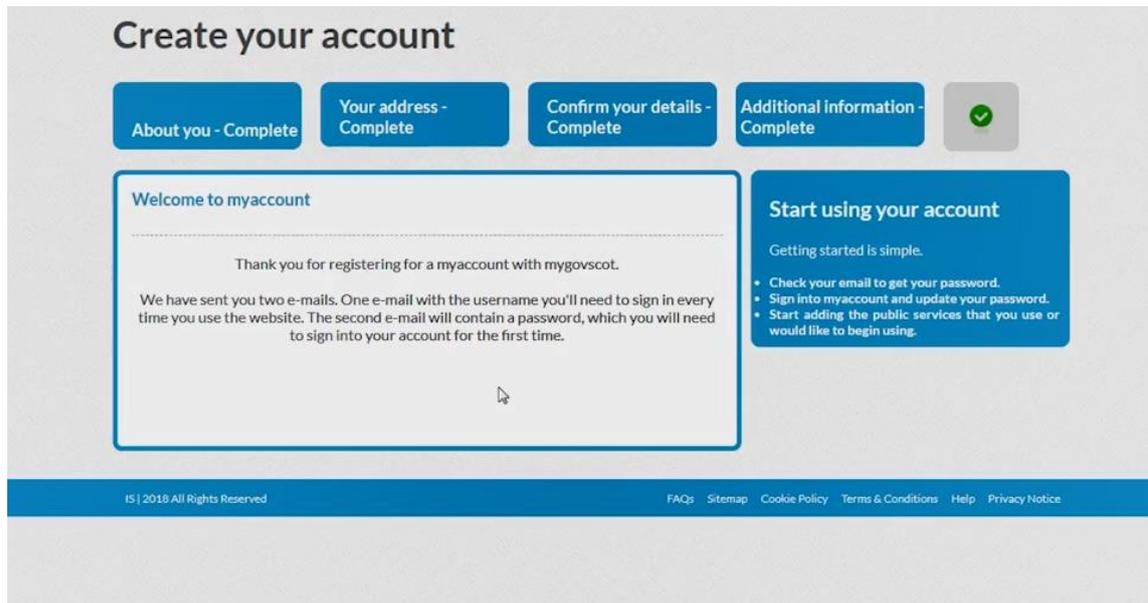
**Step 5.** Tick the “Terms and Conditions” agreement to clarify that you have understood and accepted the T&C’s. Now choose “Yes, my details are correct” to progress:

The screenshot shows the 'Step 3 - Confirm your details' registration page. At the top, there are four progress indicators: 'About you - Complete', 'Your address - Complete', 'Confirm your details', and 'Additional information'. The main content area is titled 'Step 3 - Confirm your details' and includes a sub-header 'About you [Edit about you]'. Below this, there are two columns of form fields: 'Title' (Ms), 'Date of birth' (01/01/1970), 'First Name' (Mason), 'Email Address' (mleslieparentsportal@gmail.co), 'Surname' (Leslie), 'Username' (m), and 'Gender' (Male). Below these fields is the 'Your address [Edit where you live]' section with the address '111 NETHERTON ROAD WISHAW ML2 0AR'. A checkbox is checked, indicating agreement to the Terms and Conditions. At the bottom, there are two buttons: 'Yes, my details are correct' and 'No, I want to edit my details'. To the right, there are two informational boxes: 'Confirm your details' and 'How is this information used?'. A 'Feedback' link is visible on the right side.

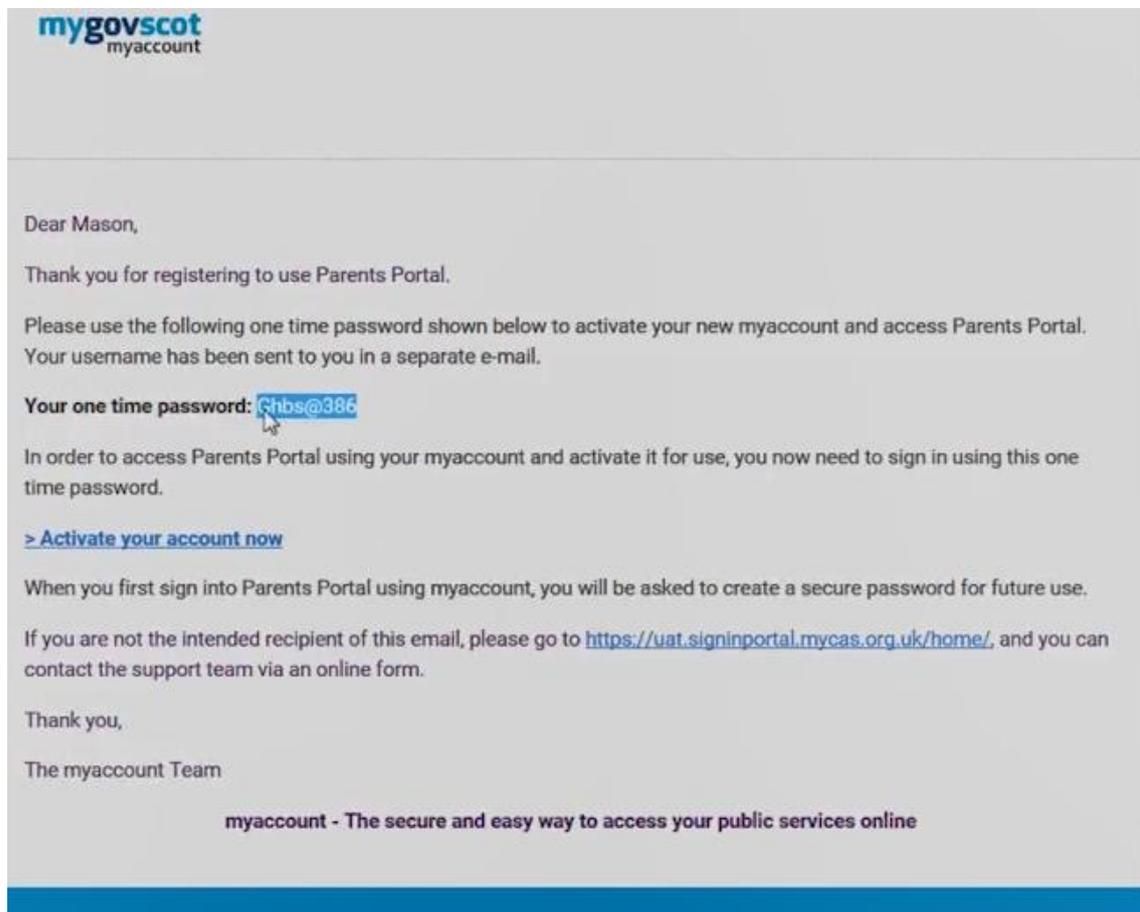
**Step 6.** If you wish to provide additional information, this can be added in the additional information section, otherwise select “Complete Registration” at the bottom of the page

The screenshot shows the 'Step 4 - Additional information' registration page. At the top, there are four progress indicators: 'About you - Complete', 'Your address - Complete', 'Confirm your details - Complete', and 'Additional information'. The main content area is titled 'Step 4 - Additional information' and includes a sub-header 'How is this information used?'. Below this, there are several form fields: 'Preferred First Name', 'Your mother's maiden name' (Gordon), 'Preferred Last Name', 'The town where you were born (as on birth certificate)' (Glasgow), 'Landline Number', and 'Mobile Number' (UK(+44) and Your mobile number). At the bottom, there are two buttons: 'Back' and 'Complete Registration'. To the right, there are two informational boxes: 'How is this information used?' and 'Start using your account'. A 'Feedback' link is visible on the right side.

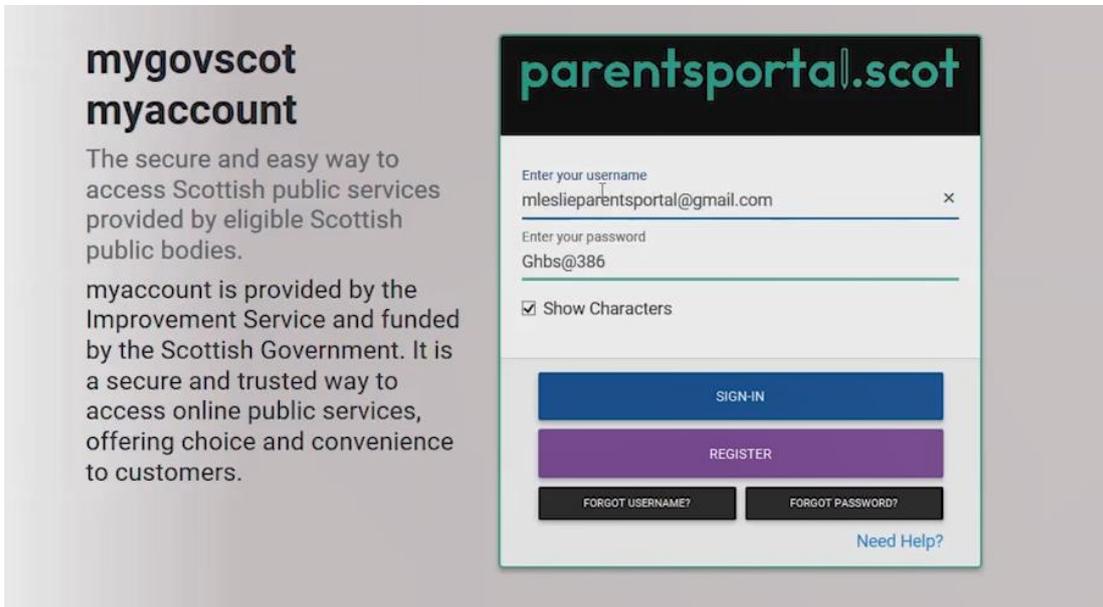
**Step 7.** You will receive confirmation of registration for myaccount. You must now check your email inbox where you will find your username and password in **SEPARATE EMAILS**:



**Step 8.** In the email with the one time password, take a note of the one-time password, you will need to enter this when you sign into myaccount for the first time, now select the “activate your account now” link to sign in:



**Step 9.** Enter your username (remember to check your username if not the same as email address, this will have been issued to you via email) and enter your one time password and click “sign in”



**mygovscot myaccount**

The secure and easy way to access Scottish public services provided by eligible Scottish public bodies.

myaccount is provided by the Improvement Service and funded by the Scottish Government. It is a secure and trusted way to access online public services, offering choice and convenience to customers.

**parentsportal.scot**

Enter your username  
mleslieparentsportal@gmail.com

Enter your password  
Ghbs@386

Show Characters

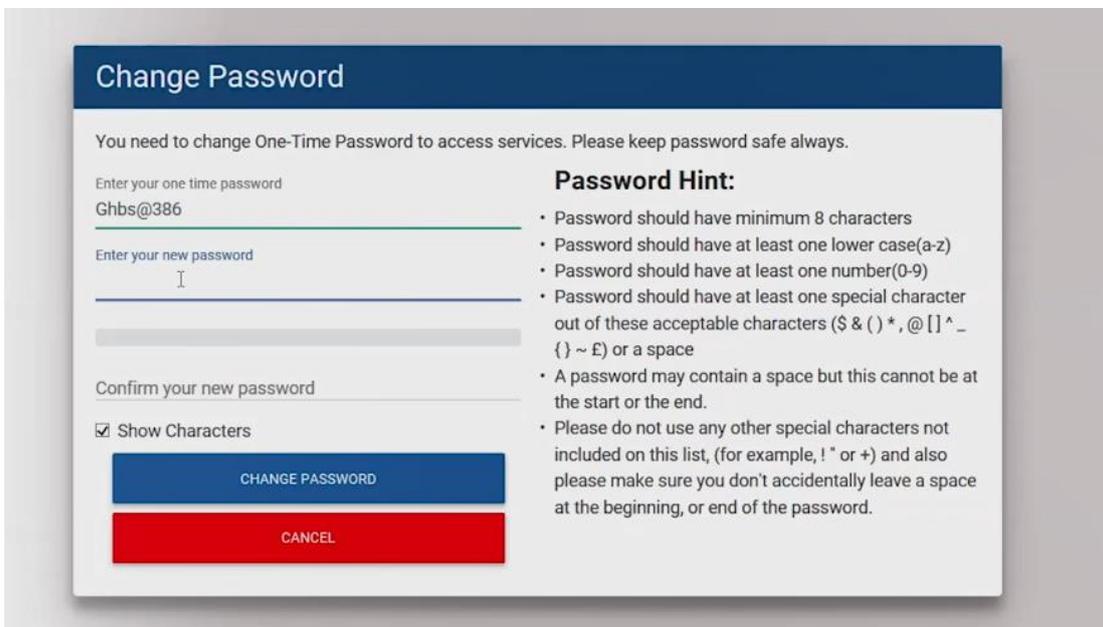
**SIGN-IN**

**REGISTER**

**FORGOT USERNAME?** **FORGOT PASSWORD?**

[Need Help?](#)

**Step 10.** Enter your one-time password that was emailed to you then create a new password for your account and select “CHANGE PASSWORD”:



**Change Password**

You need to change One-Time Password to access services. Please keep password safe always.

Enter your one time password  
Ghbs@386

Enter your new password

Confirm your new password

Show Characters

**CHANGE PASSWORD**

**CANCEL**

**Password Hint:**

- Password should have minimum 8 characters
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ & ( ) \* , @ [ ] ^ \_ { } ~ £) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list, (for example, ! " or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

**Step 11.** You will be asked to accept the terms and conditions of my account. One you have read through these, select “accept” at the bottom of the page:

43. We may need to suspend Your access to areas of the website and/or Your use of the myaccount service to:

- 43.1 deal with technical problems or make technical changes;
- 43.2 update or reflect changes in relevant laws and regulatory requirements;
- 43.3 investigate and resolve unlawful or fraudulent activity or activity suggesting that the security of Your account has been compromised.

44. We may need to terminate Your access to areas of the website and/or Your myaccount if in our view:

- 44.1 there has been a serious failure by You to comply with these Terms & Conditions;
- 44.2 We suspect unlawful or fraudulent activity by You or on Your account.

45. We may at Our discretion discontinue the website or the myaccount service at any time without liability. We will endeavour to give You as much notice as We can, however this may not always be possible.

46. If We do discontinue the myaccount service We may close Your account and delete Our records of Your registration details and Your Personal Data without any liability to You. We may need to retain records and Your Personal Data beyond closure of Your account, in which case We shall do so in accordance with the Privacy Notice.

**Miscellaneous**

47. You shall not link to our website unless You have our consent.

48. We shall not be in breach of these Terms of Use nor liable for non-delivery of myaccount (whether in whole or in part) or for performing any obligations under the Terms of Use if such breach or failure result from events, circumstances or causes beyond our reasonable control.

49. We can assign or otherwise transfer our rights and obligations under these Terms of Use at our discretion. Given the nature of the service, You acknowledge that these Terms of Use are personal to You and You cannot assign or otherwise transfer your rights and/or obligations to any third party.

50. The Terms of Use are governed by Scots law and the Scottish Courts shall have non-exclusive jurisdiction.

I have read the Terms and Conditions

**Step 12.** You will now be asked to consent to the ParentsPortal.scot sharing of data with your account. Select “Yes, take me there” to complete this process:

**parentsportal.scot**

By clicking “Yes, take me there,” we will share your Core Data with Parent Portal UAT.

**Core Data**

First Name : **Mason**  
Surname : **Leslie**  
Email Address : **mleslieparentsportal@gmail.com**  
Address Line 1 : **111**  
Address Line 3 : **NETHERTON ROAD**  
Town : **WISHAW**  
Post Code : **ML2 0AR**

**Note:** If you want to withdraw your consent, then log into myaccount and click on the consent tab.