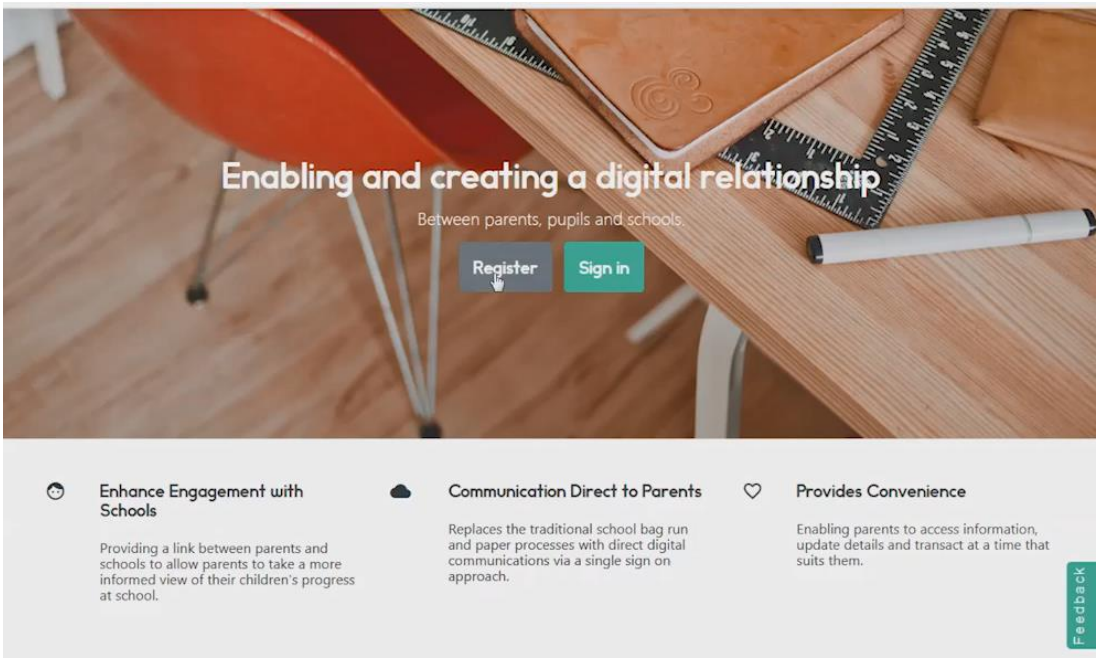
MyAccount Registration for Parents

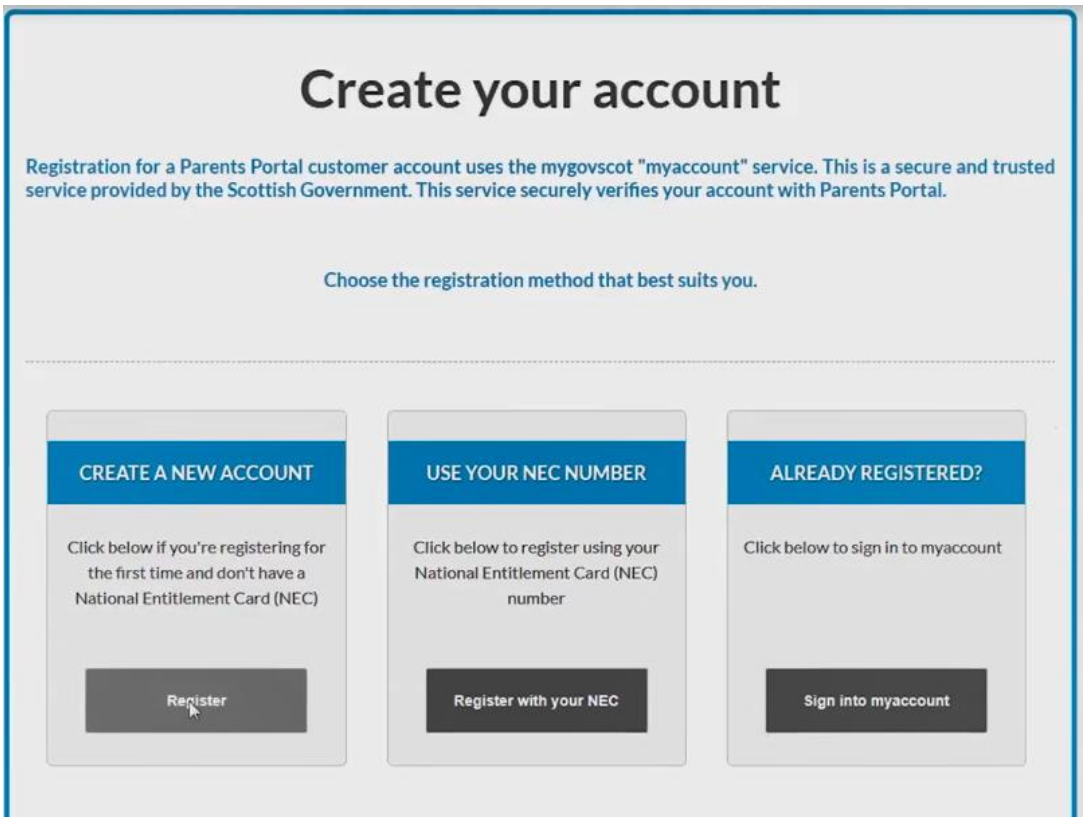
Renfrewshire Council

parentsportal.scot

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

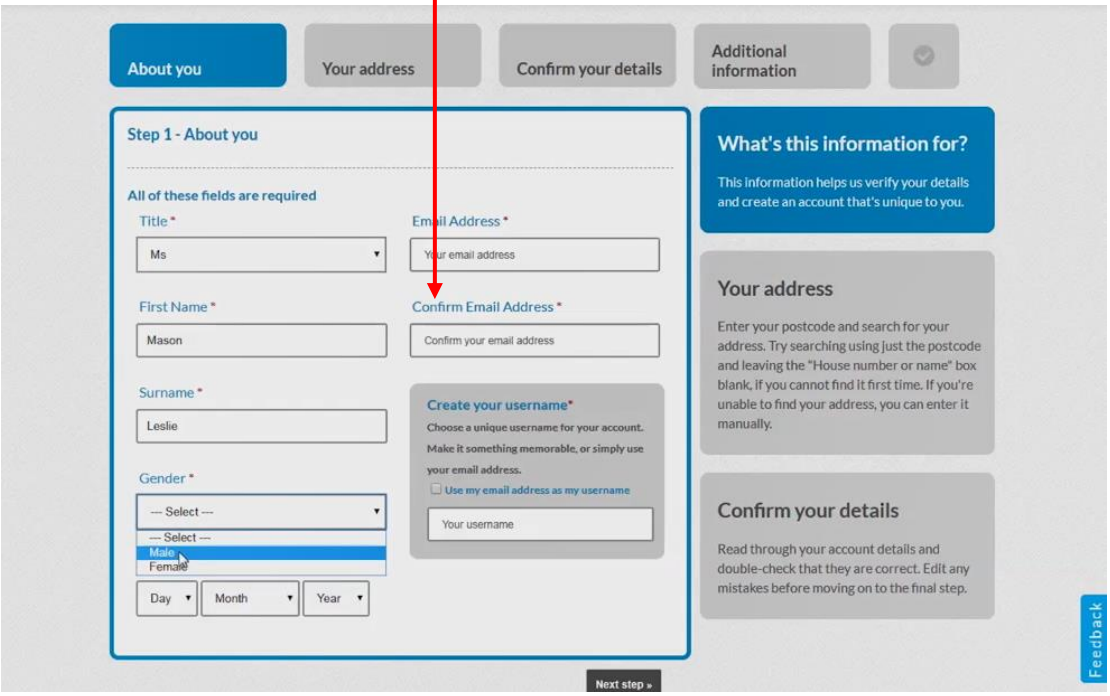


Step 2. You will be redirected to create a myaccount logon. Choose “Create A New Account” by clicking “Register” to begin the registration process:



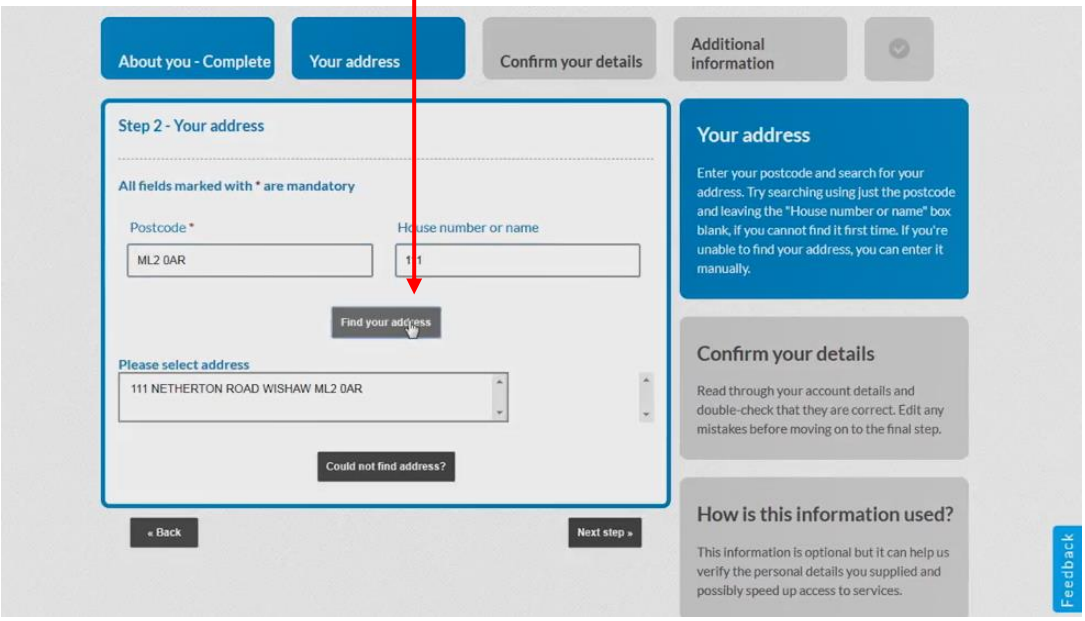
Step 3. Complete the relevant fields in the “About you section” and click next step:

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

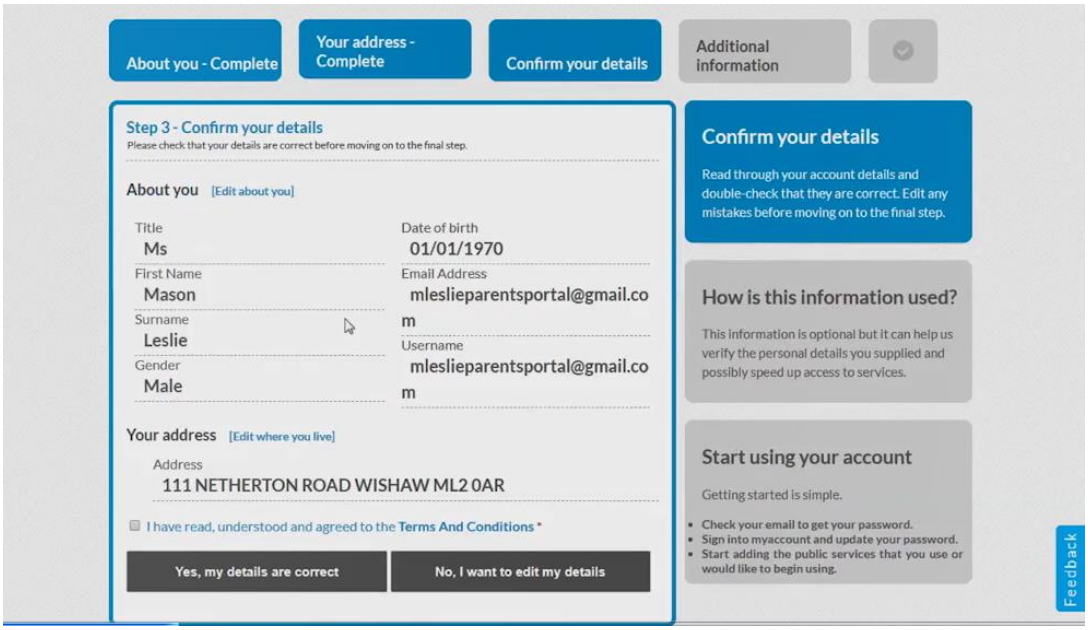


Step 4. Enter your “Postcode” and “House Number or Name” and select “find your address”. Choose your address from the list and select “Next Step”

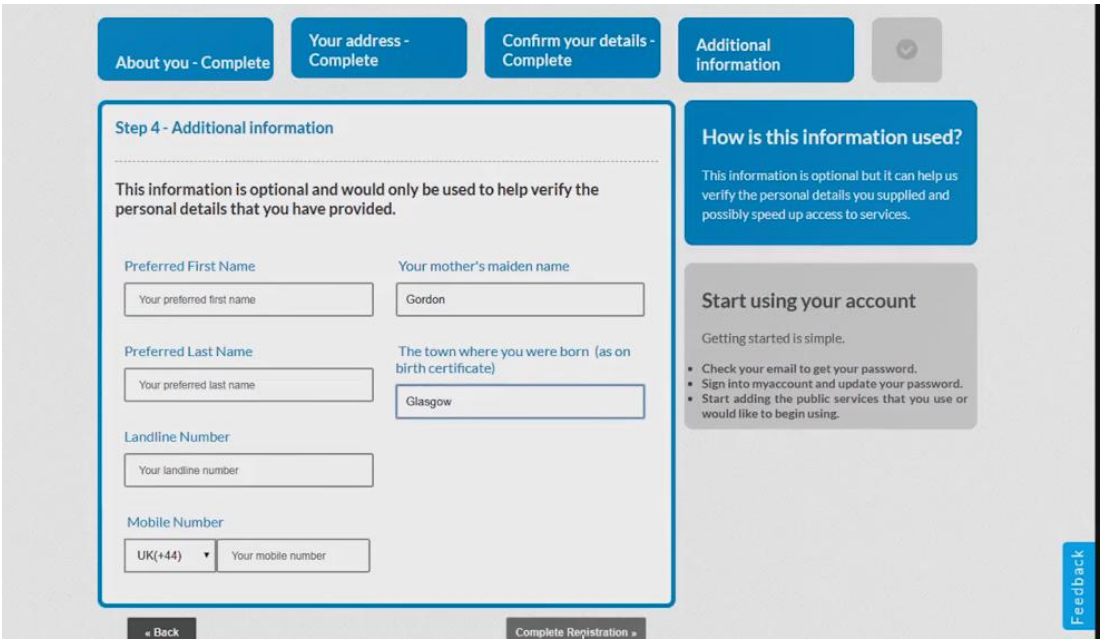
Please note* If your address is not listed, you will need to enter this manually by selecting “Could not find address?”



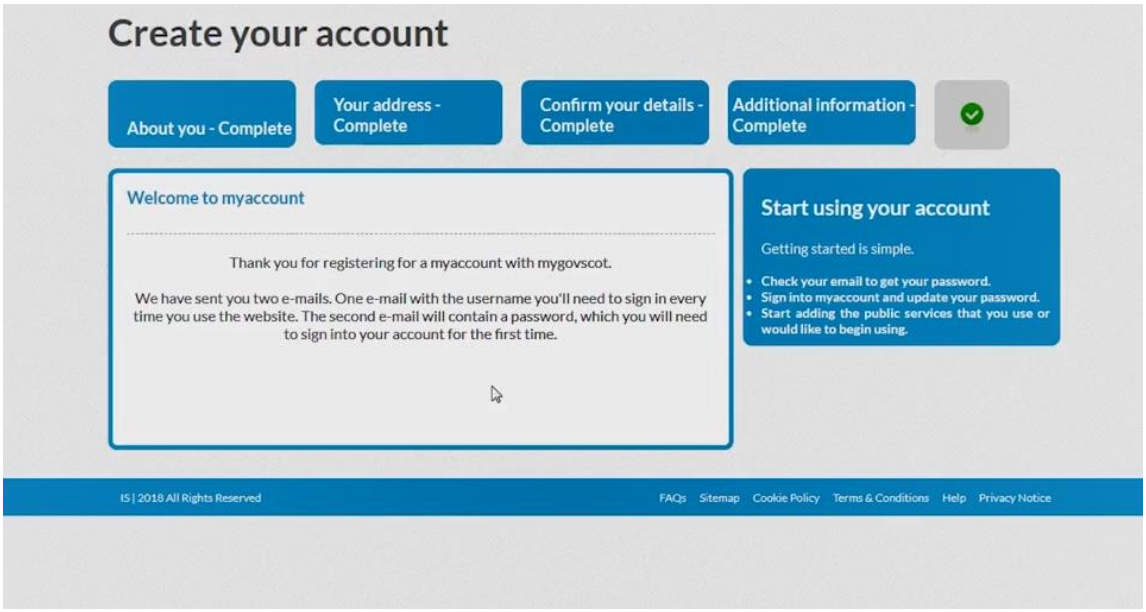
Step 5. Tick the “Terms and Conditions” agreement to clarify that you have understood and accepted the T&C’s. Now choose “Yes, my details are correct” to progress:



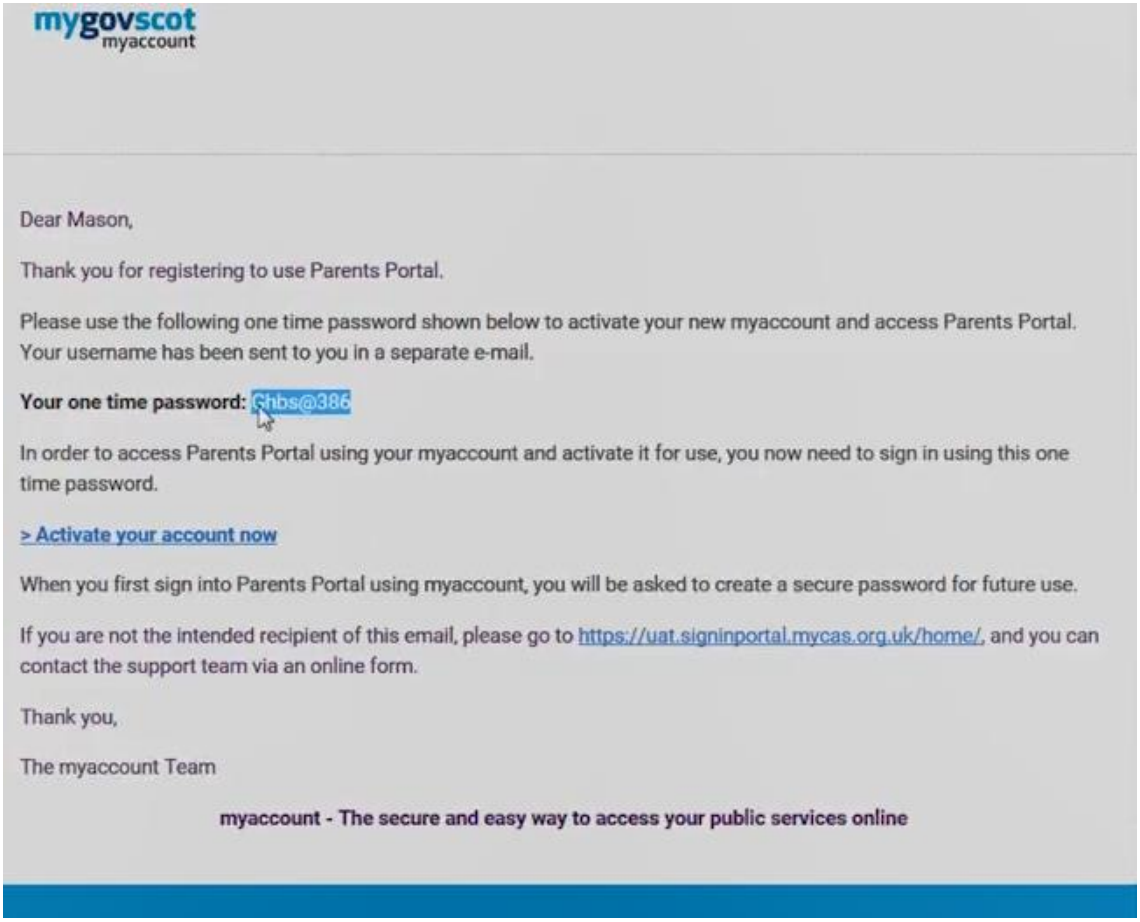
Step 6. If you wish to provide additional information, this can be added in the additional information section, otherwise select “Complete Registration” at the bottom of the page



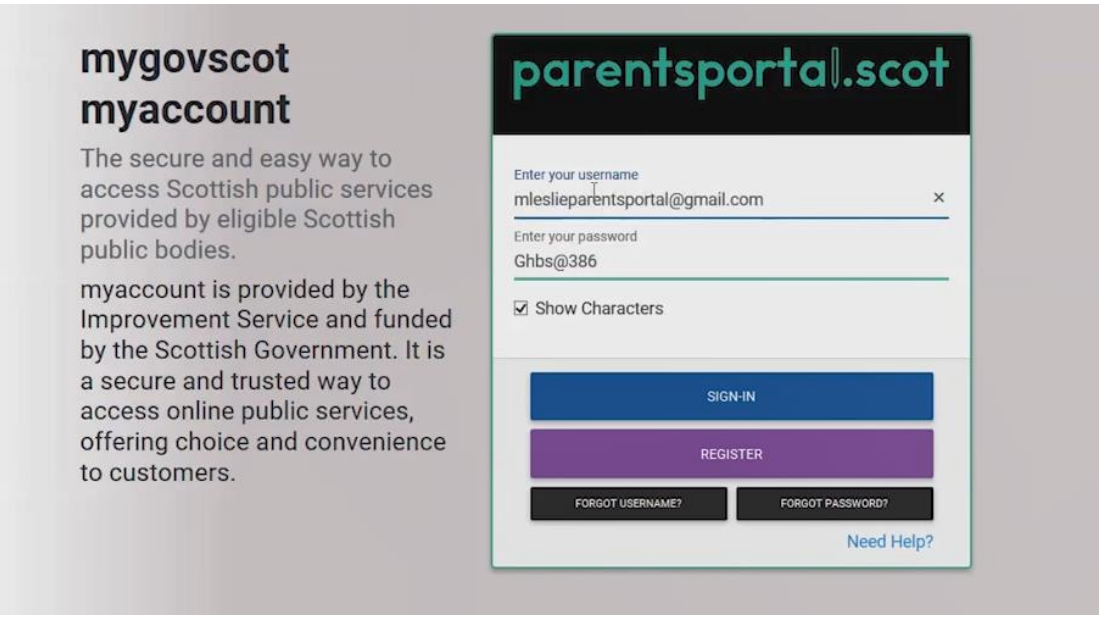
Step 7. You will receive confirmation of registration for myaccount. You must now check your email inbox where you will find your username and password in **SEPARATE EMAILS:**



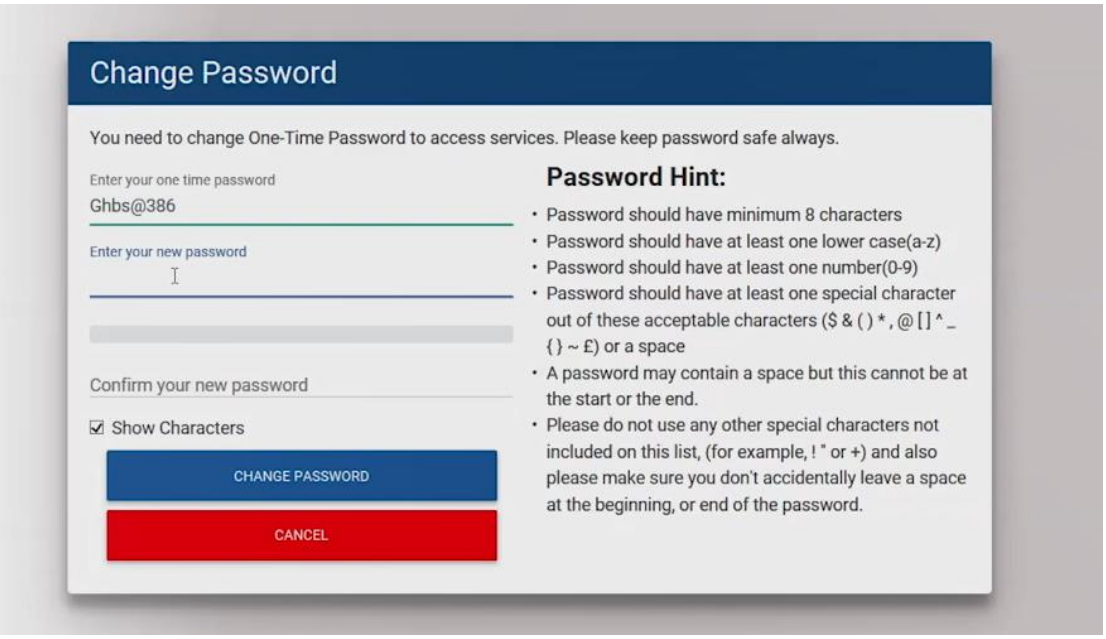
Step 8. In the email with the one time password, take a note of the one-time password, you will need to enter this when you sign into myaccount for the first time, now select the "activate your account now" link to sign in:



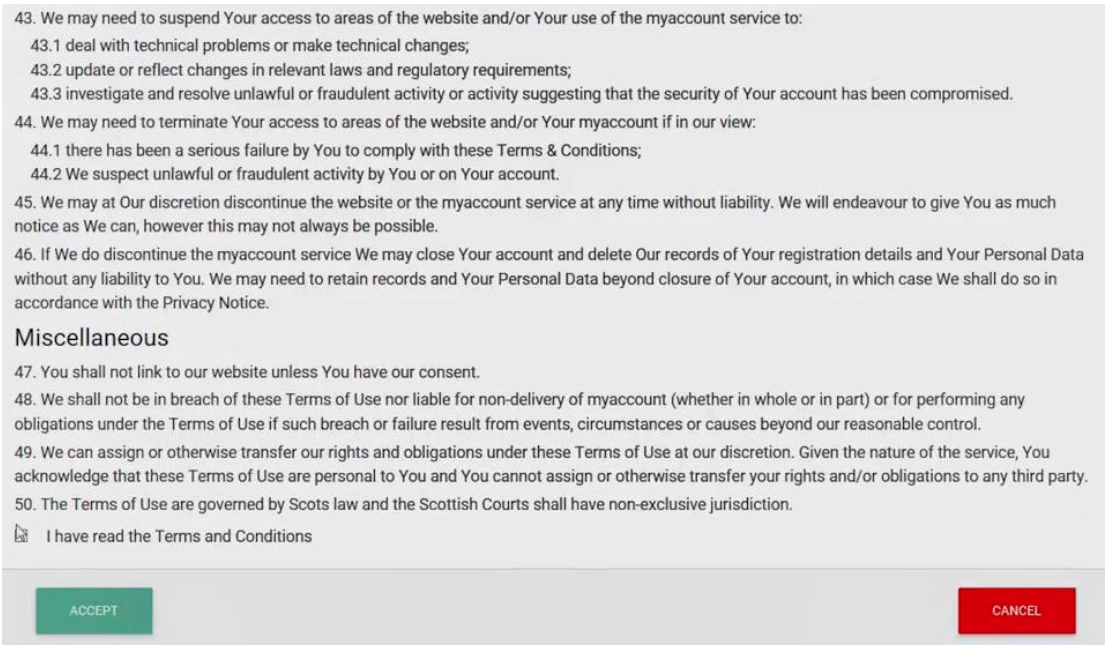
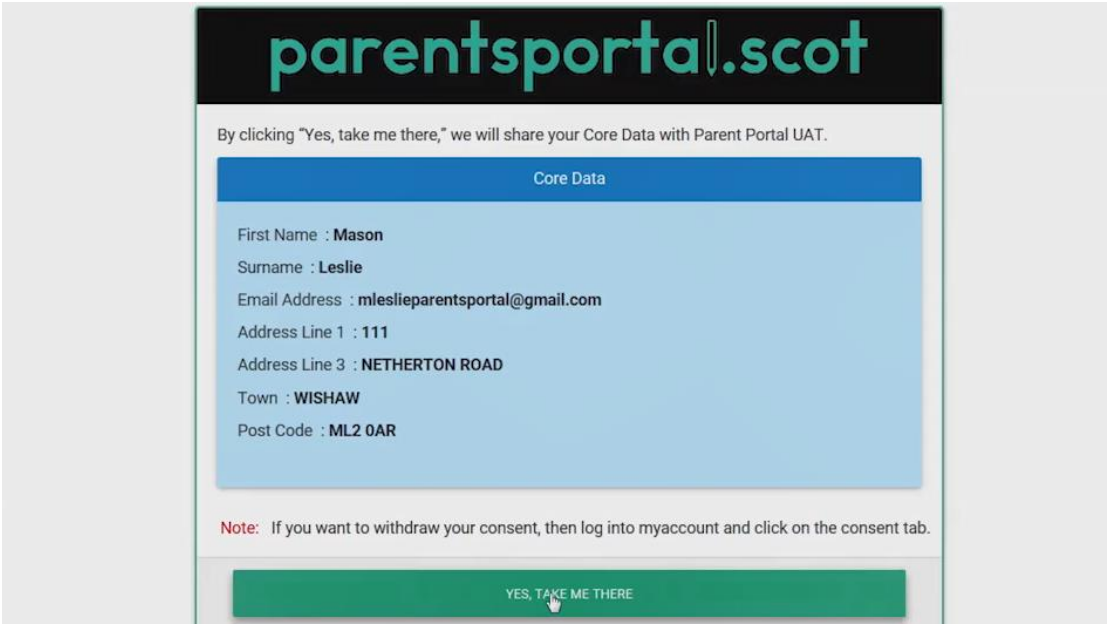
Step 9. Enter your username (remember to check your username if not the same as email address, this will have been issued to you via email) and enter your one time password and click “sign in”



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



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: