

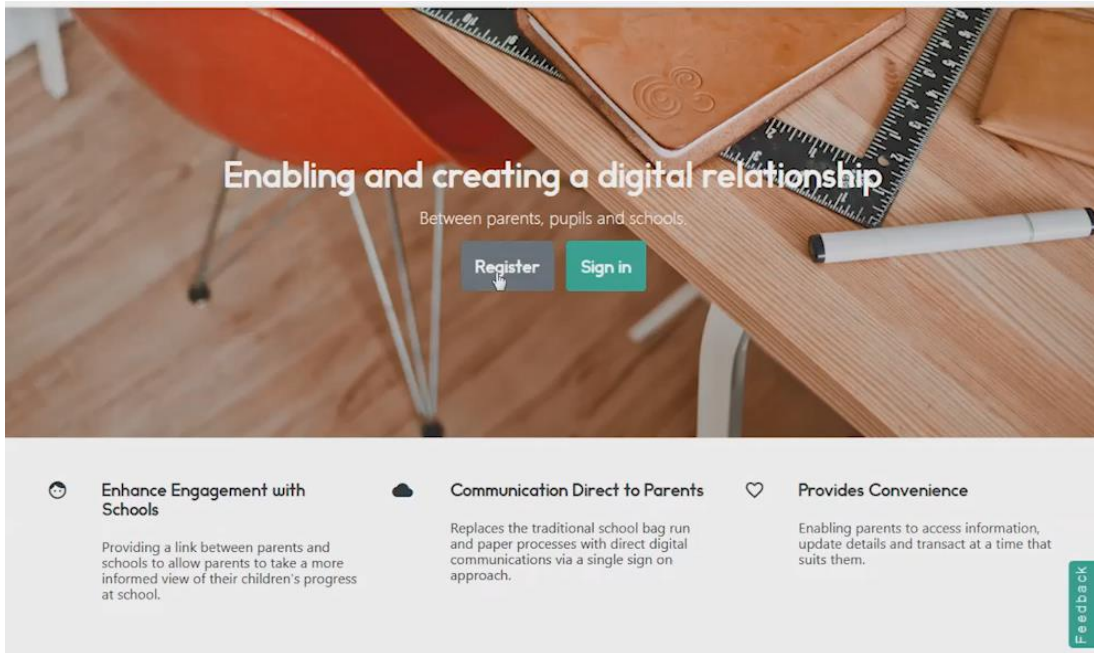
MyAccount Registration for Parents



Renfrewshire
Council

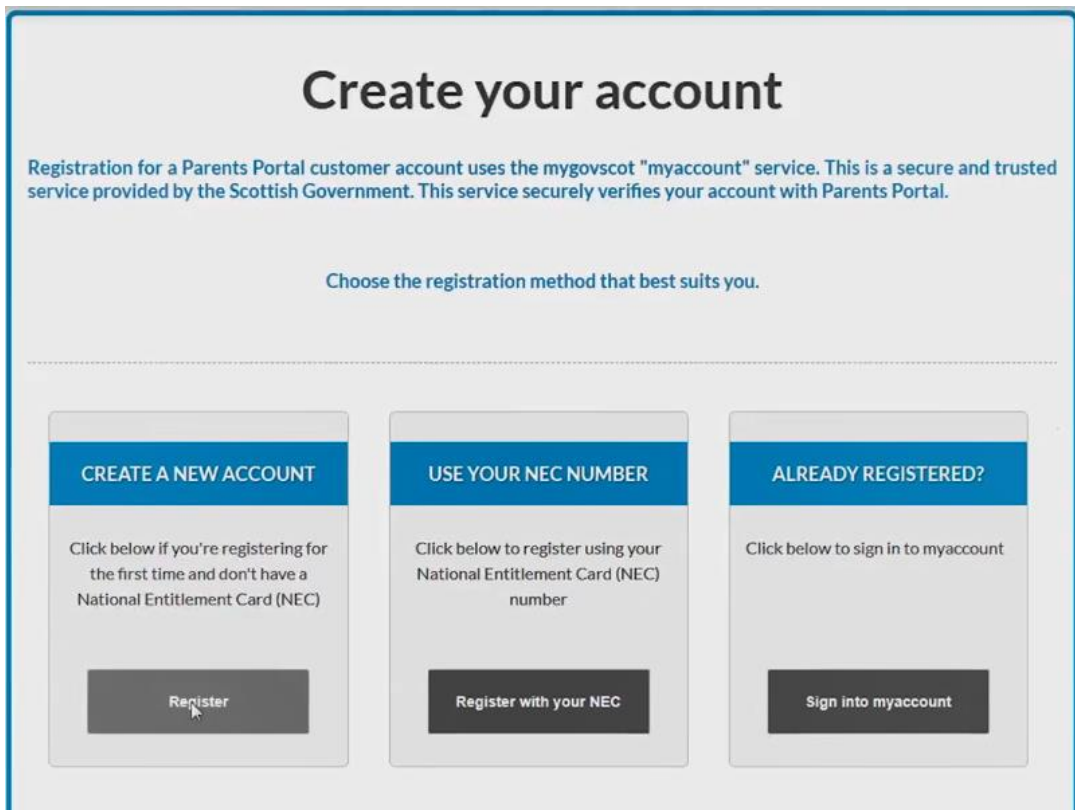
parentsportal.scot

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



The screenshot shows the homepage of the Parents Portal. The main heading is "Enabling and creating a digital relationship" with the subtitle "Between parents, pupils and schools". Below this are two buttons: "Register" (highlighted with a mouse cursor) and "Sign in". The background image shows a desk with a ruler, a pen, and a notebook. Below the main content, there are three columns of text describing the service's benefits: "Enhance Engagement with Schools", "Communication Direct to Parents", and "Provides Convenience". A "Feedback" button is visible on the right side.

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



The screenshot shows the "Create your account" page. The main heading is "Create your account". Below this is a paragraph explaining that registration uses the mygovscot "myaccount" service, which is secure and trusted. The page then asks the user to "Choose the registration method that best suits you." and provides three options: "CREATE A NEW ACCOUNT", "USE YOUR NEC NUMBER", and "ALREADY REGISTERED?". Each option has a corresponding button: "Register", "Register with your NEC", and "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. It includes fields for Title (Ms), First Name (Mason), Surname (Leslie), Gender (Male), Email Address, and Confirm Email Address. A 'Create your username' section offers the option to 'Use my email address as my username'. A red arrow points from the tip box to the 'Use my email address as my username' checkbox. The form also features a 'Next step >' button and a 'Feedback' link.

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. It includes fields for Postcode (ML2 0AR) and House number or name (111). A 'Find your address' button is visible. Below the button, a list of addresses is shown, with '111 NETHERTON ROAD WISHAW ML2 0AR' selected. A 'Could not find address?' button is also present. The form includes 'Back' and 'Next step >' buttons, and a 'Feedback' link.

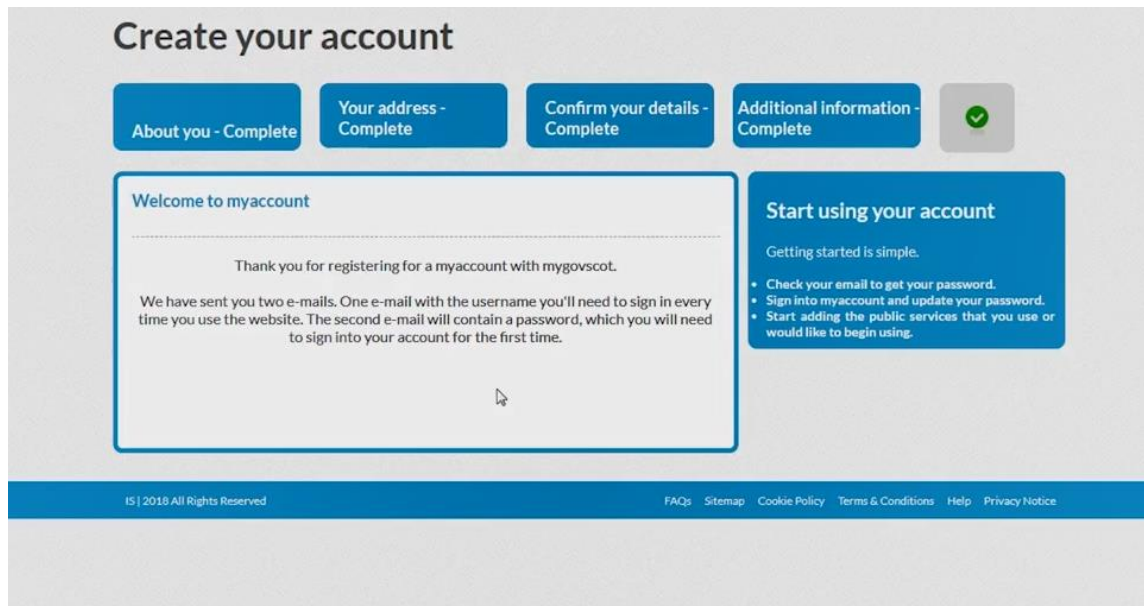
Step 5. Tick the “Terms and Conditions” agreement to clarify that you have understood and accepted the T&C’s. Now choose “Yes, my details are correct” to progress:

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.

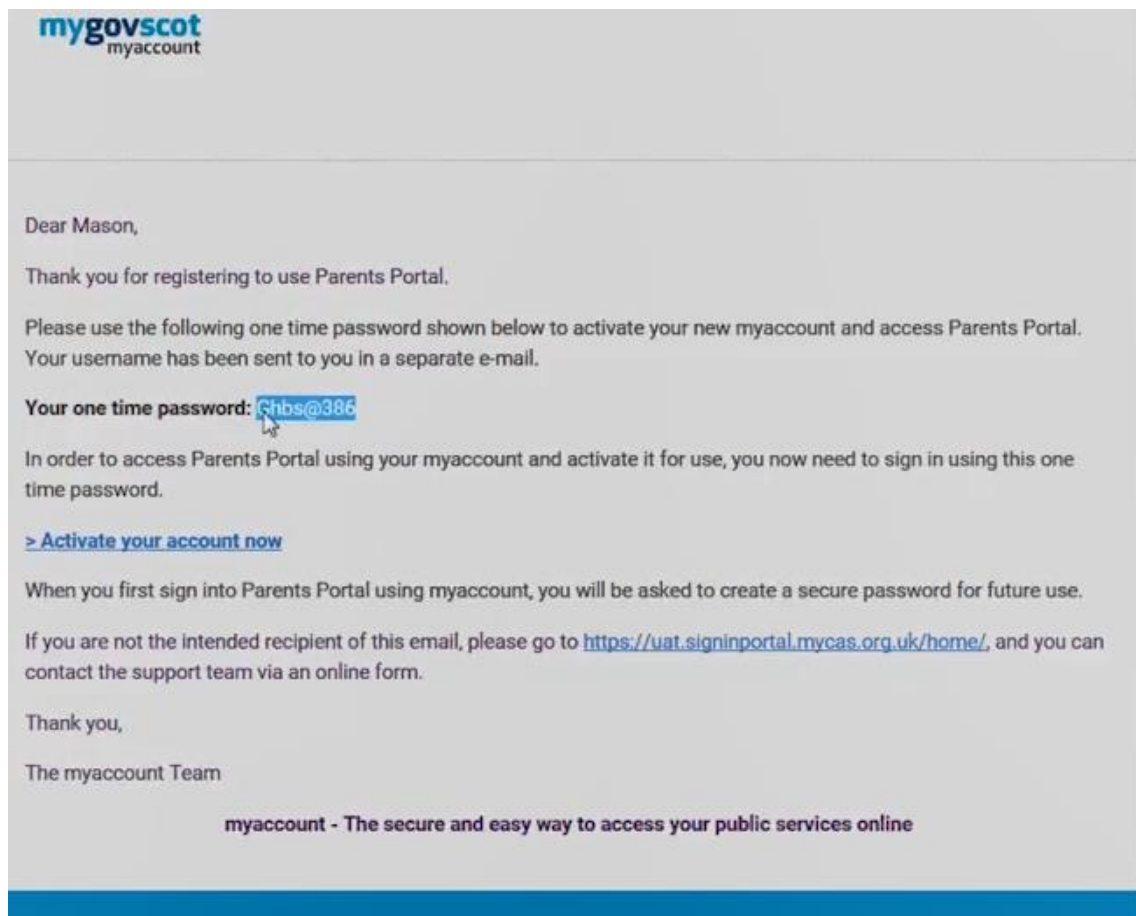
Step 6. If you wish to provide additional information, this can be added in the additional information section, otherwise select “Complete Registration” at the bottom of the page

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”

The screenshot shows the 'mygovscot myaccount' sign-in interface. On the left, there is a heading 'mygovscot myaccount' and a paragraph: '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.' On the right, there is a form titled 'parentsportal.scot' with the following fields: 'Enter your username' (containing 'mleslieparentsportal@gmail.com'), 'Enter your password' (containing 'Ghbs@386'), and a checked checkbox for 'Show Characters'. Below the form are three buttons: 'SIGN-IN' (blue), 'REGISTER' (purple), and two smaller buttons for 'FORGOT USERNAME?' and 'FORGOT PASSWORD?'. A 'Need Help?' link is located at the bottom right of the form.

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

The screenshot shows the 'Change Password' form. At the top, it says 'Change Password' and 'You need to change One-Time Password to access services. Please keep password safe always.' The form has three input fields: 'Enter your one time password' (containing 'Ghbs@386'), 'Enter your new password' (with a cursor), and 'Confirm your new password'. There is a checked checkbox for 'Show Characters'. At the bottom are two buttons: 'CHANGE PASSWORD' (blue) and 'CANCEL' (red). On the right side, there is a 'Password Hint:' section with a list of requirements: '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.', and '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.