

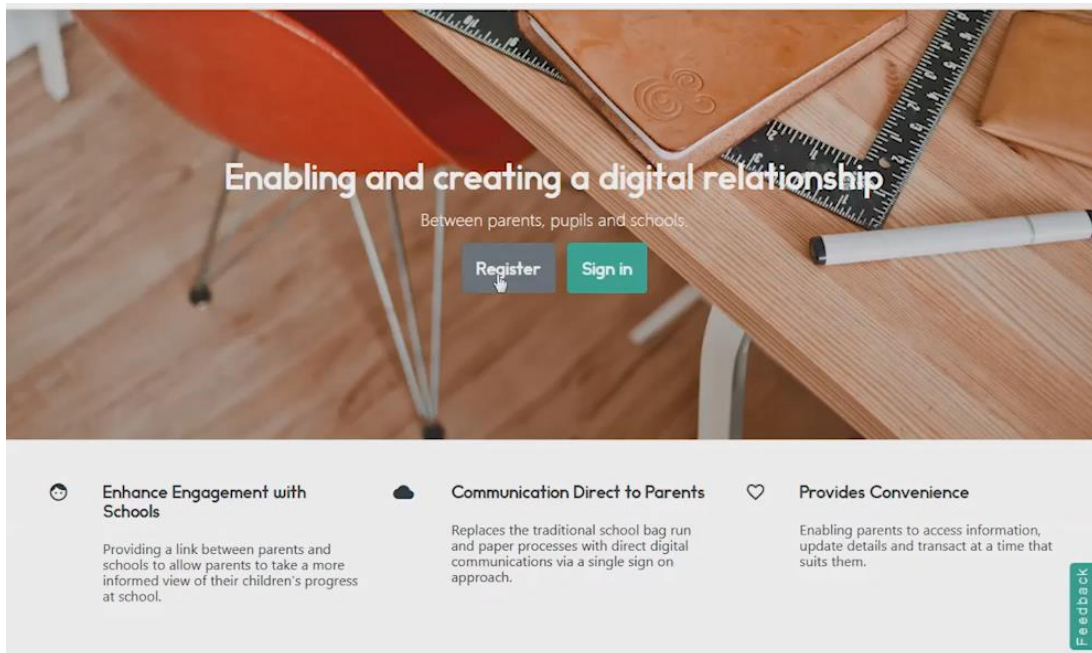
MyAccount Registration for Parents



Renfrewshire
Council

parentsportal.scot

Step 1. Navigate to <http://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:

The image shows the "Create your account" page. The title "Create your account" is centered at the top in a large, bold, black font. Below the title is a paragraph of text: "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." Below this text is a sub-header: "Choose the registration method that best suits you." Below the sub-header are three registration options, each in a grey box with a blue header. The first option is "CREATE A NEW ACCOUNT" with the text "Click below if you're registering for the first time and don't have a National Entitlement Card (NEC)" and a grey "Register" button. The second option is "USE YOUR NEC NUMBER" with the text "Click below to register using your National Entitlement Card (NEC) number" and a grey "Register with your NEC" button. The third option is "ALREADY REGISTERED?" with the text "Click below to sign in to myaccount" and a grey "Sign into myaccount" button.

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 four tabs: 'About you' (active), 'Your address', 'Confirm your details', and 'Additional information'. The form is divided into two columns. The left column contains fields for 'Title *' (dropdown with 'Ms' selected), 'First Name *' (text input with 'Mason'), 'Surname *' (text input with 'Leslie'), 'Gender *' (dropdown with 'Male' selected), and date fields for 'Day', 'Month', and 'Year'. The right column contains 'Email Address *' (text input with 'Your email address'), 'Confirm Email Address *' (text input with 'Confirm your email address'), and a 'Create your username*' section with a checkbox 'Use my email address as my username' (checked) and a 'Your username' text input. A red arrow points from the tip box to the 'Use my email address as my username' checkbox. On the right side, there are three informational boxes: 'What's this information for?', 'Your address', and 'Confirm your details'. At the bottom right, there is a 'Feedback' button. 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 four tabs: 'About you - Complete', 'Your address' (active), 'Confirm your details', and 'Additional information'. The form is divided into two columns. The left column contains fields for 'Postcode *' (text input with 'ML2 0AR') and 'House number or name' (text input with '111'). Below these is a 'Find your address' button. A red arrow points from the tip box to this button. Below the button is a 'Please select address' section with a dropdown menu showing '111 NETHERTON ROAD WISHAW ML2 0AR'. At the bottom of this section is a 'Could not find address?' button. The right column contains two informational boxes: 'Your address' and 'Confirm your details'. At the bottom right, there is a 'Feedback' button. At the bottom left, there is a '< Back' button, and at the bottom center, there is a 'Next step >' button.

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 tabs: 'About you - Complete', 'Your address - Complete', 'Confirm your details' (which is highlighted), and 'Additional information'. The main content area is titled 'Step 3 - Confirm your details' with a sub-header 'Please check that your details are correct before moving on to the final step.' It is divided into two sections: 'About you' and 'Your address'. The 'About you' section contains fields for Title (Ms), Date of birth (01/01/1970), First Name (Mason), Email Address (mleslieparentsportal@gmail.co), Surname (Leslie), Username (m), and Gender (Male). The 'Your address' section contains an Address field with the value '111 NETHERTON ROAD WISHAW ML2 0AR'. Below these fields is a checkbox labeled 'I have read, understood and agreed to the Terms And Conditions *'. At the bottom of the form are two buttons: 'Yes, my details are correct' and 'No, I want to edit my details'. To the right of the main form, there is a sidebar with two sections: 'Confirm your details' (with a sub-header 'Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.') and 'How is this information used?' (with a sub-header 'This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.'). Below these is a section titled 'Start using your account' with the text 'Getting started is simple.' and a list of three steps: 'Check your email to get your password.', 'Sign into myaccount and update your password.', and 'Start adding the public services that you use or would like to begin using.' A vertical 'Feedback' button is located on the far right.

Step 3 - Confirm your details
Please check that your details are correct before moving on to the final step.

About you [Edit about you]

Title: Ms, Date of birth: 01/01/1970
First Name: Mason, Email Address: mleslieparentsportal@gmail.co
Surname: Leslie, Username: m
Gender: Male

Your address [Edit where you live]

Address: 111 NETHERTON ROAD WISHAW ML2 0AR

☐ I have read, understood and agreed to the Terms And Conditions *

Yes, my details are correct **No, I want to edit my details**

Confirm your details
Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.

How is this information used?
This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.

Start using your account
Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

Feedback

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 tabs: 'About you - Complete', 'Your address - Complete', 'Confirm your details - Complete', and 'Additional information' (which is highlighted). The main content area is titled 'Step 4 - Additional information' with a sub-header 'This information is optional and would only be used to help verify the personal details that you have provided.' It contains several input fields: 'Preferred First Name' (Your preferred first name), 'Your mother's maiden name' (Gordon), 'Preferred Last Name' (Your preferred last name), 'The town where you were born (as on birth certificate)' (Glasgow), 'Landline Number' (Your landline number), and 'Mobile Number' (UK(+44) and Your mobile number). At the bottom of the form are two buttons: 'Back' and 'Complete Registration'. To the right of the main form, there is a sidebar with two sections: 'How is this information used?' (with a sub-header 'This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.') and 'Start using your account' (with the text 'Getting started is simple.' and a list of three steps: 'Check your email to get your password.', 'Sign into myaccount and update your password.', and 'Start adding the public services that you use or would like to begin using.'). A vertical 'Feedback' button is located on the far right.

Step 4 - Additional information
This information is optional and would only be used to help verify the personal details that you have provided.

Preferred First Name: Your preferred first name, Your mother's maiden name: Gordon
Preferred Last Name: Your preferred last name, The town where you were born (as on birth certificate): Glasgow
Landline Number: Your landline number
Mobile Number: UK(+44) Your mobile number

Back **Complete Registration**

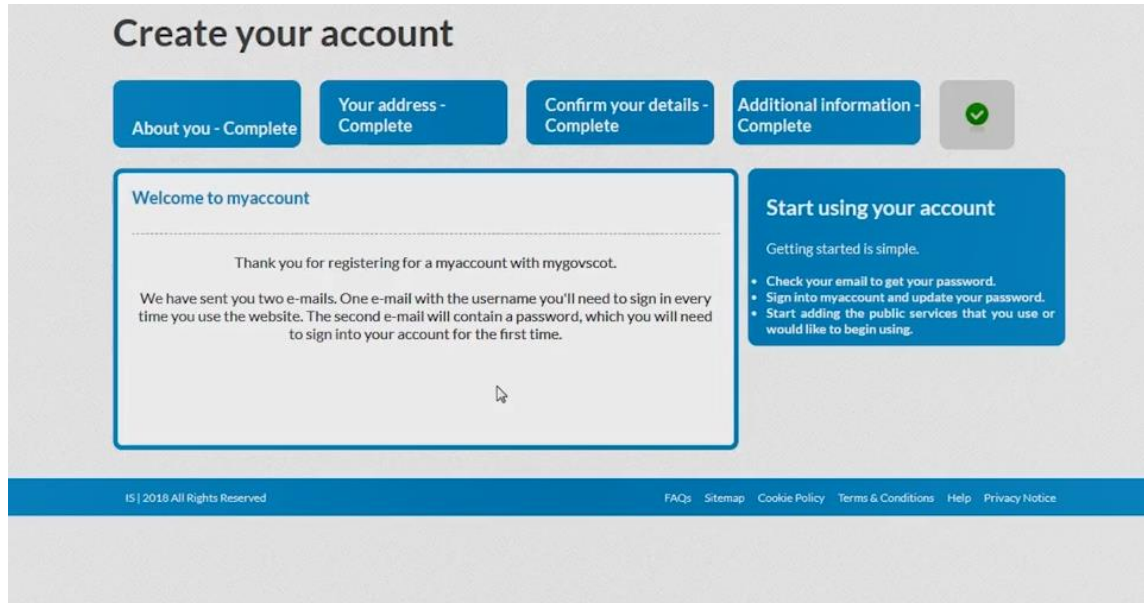
How is this information used?
This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.

Start using your account
Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

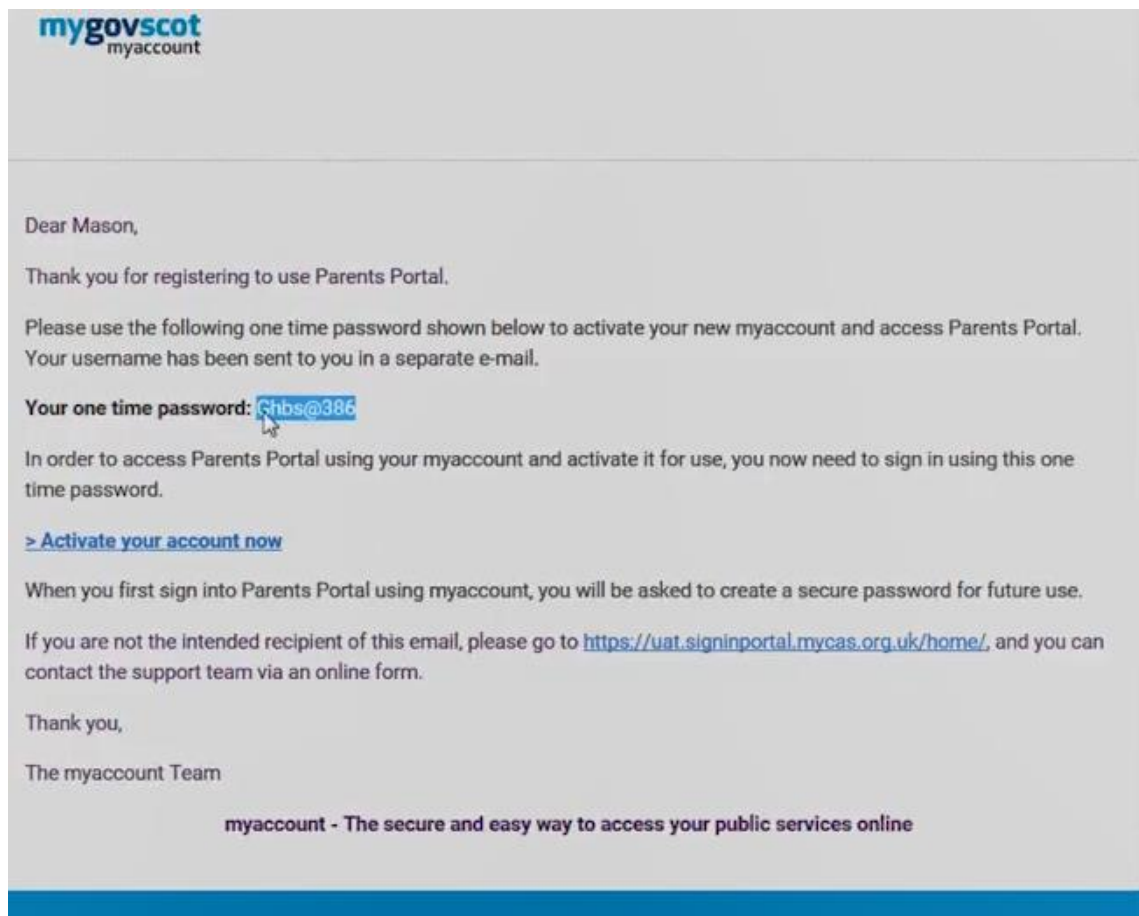
Feedback

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**:



The screenshot shows the 'Create your account' page. At the top, there are four blue buttons: 'About you - Complete', 'Your address - Complete', 'Confirm your details - Complete', and 'Additional information - Complete'. To the right of these buttons is a green checkmark icon. Below the buttons, there is a large white box with a blue border. Inside this box, the text reads: 'Welcome to myaccount', 'Thank you for registering for a myaccount with mygovscot.', and 'We have sent you two e-mails. One e-mail with the username you'll need to sign in every time you use the website. The second e-mail will contain a password, which you will need to sign into your account for the first time.' To the right of this box, there is a blue box with the title 'Start using your account' and the text 'Getting started is simple.' followed by a list of three bullet points: 'Check your email to get your password.', 'Sign into myaccount and update your password.', and 'Start adding the public services that you use or would like to begin using.' At the bottom of the page, there is a blue footer bar with the text 'IS | 2018 All Rights Reserved' on the left and a list of links: 'FAQs', 'Sitemap', 'Cookie Policy', 'Terms & Conditions', 'Help', and 'Privacy Notice' on the right.

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:



The screenshot shows an email from 'mygovscot myaccount'. The email is addressed to 'Dear Mason,' and says 'Thank you for registering to use Parents Portal.' It then says 'Please use the following one time password shown below to activate your new myaccount and access Parents Portal. Your username has been sent to you in a separate e-mail.' The one-time password is displayed as 'Your one time password: Ghbs@386'. Below this, it says 'In order to access Parents Portal using your myaccount and activate it for use, you now need to sign in using this one time password.' There is a blue link '> Activate your account now'. The email continues with 'When you first sign into Parents Portal using myaccount, you will be asked to create a secure password for future use.' and 'If you are not the intended recipient of this email, please go to <https://uat.signinportal.mycas.org.uk/home/>, and you can contact the support team via an online form.' The email ends with 'Thank you,' and 'The myaccount Team'. At the bottom, there is a blue bar with the text 'myaccount - The secure and easy way to access your public services online'.

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' login interface. On the left, there is a heading 'mygovscot myaccount' followed by a description: 'The secure and easy way to access Scottish public services provided by eligible Scottish public bodies.' Below this, it states '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 login form titled 'parentsportal.scot'. The form has two input fields: 'Enter your username' with the value 'mleslieparentsportal@gmail.com' and 'Enter your password' with the value 'Ghbs@386'. There is a checkbox labeled 'Show Characters' which is checked. Below the input fields are three buttons: 'SIGN-IN' (blue), 'REGISTER' (purple), and 'FORGOT USERNAME?' (black). At the bottom right of the form is a link '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”:

The screenshot shows the 'Change Password' form. At the top, there is a heading 'Change Password' and a message: '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' with the value 'Ghbs@386', 'Enter your new password' (empty), and 'Confirm your new password' (empty). There is a checkbox labeled 'Show Characters' which is checked. Below the input fields are two buttons: 'CHANGE PASSWORD' (blue) and 'CANCEL' (red). On the right side of the form, there is a section titled 'Password Hint:' followed by 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

ACCEPT

CANCEL

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.

YES, TAKE ME THERE