

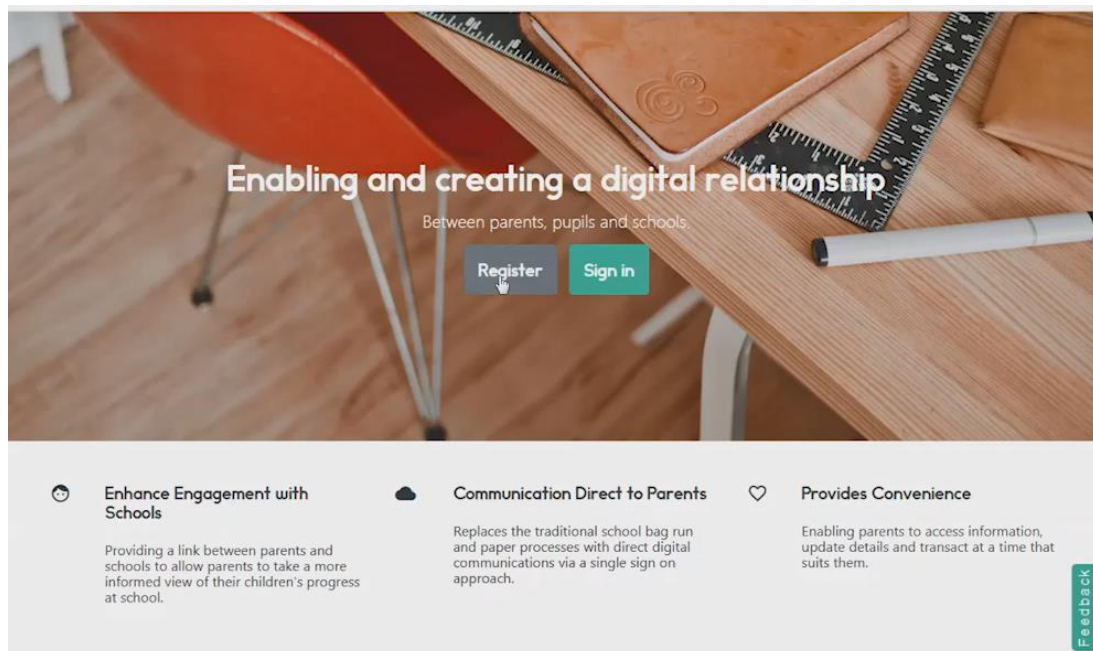
Link Child Process for Parents



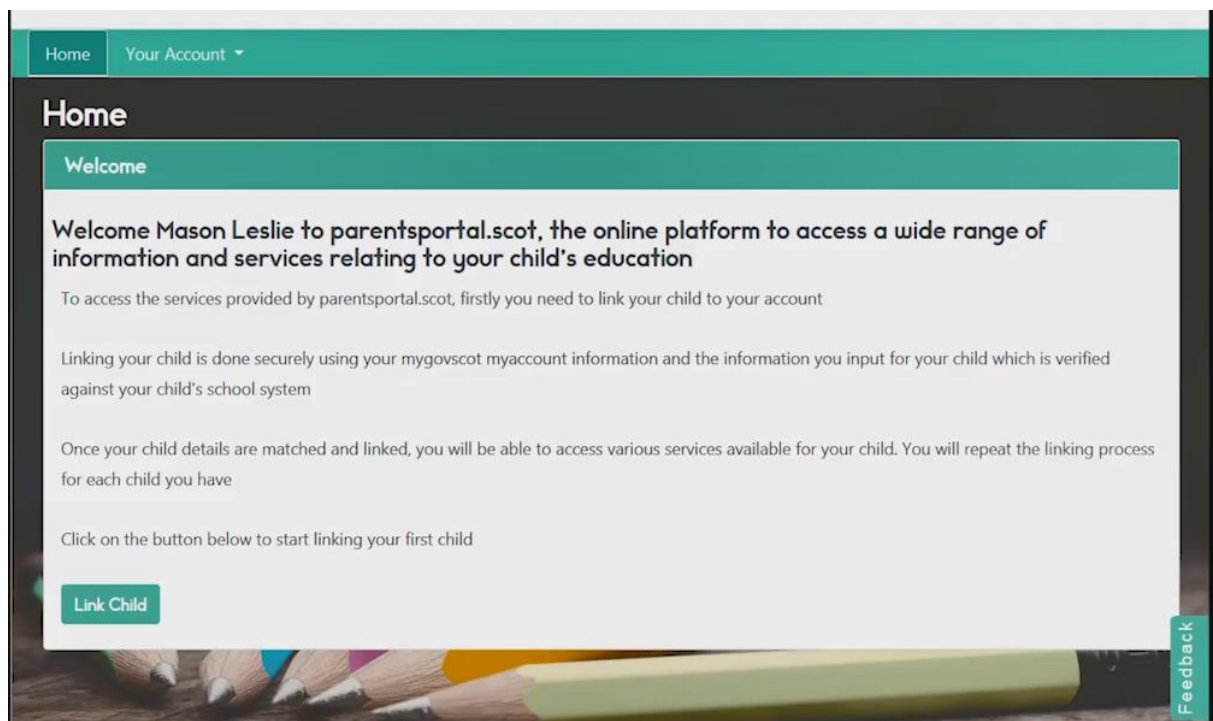
Renfrewshire
Council

parentsportal.scot

Step 1. Navigate to <http://www.parentsportal.scot> and Select “Register if you have yet to register for MyAccount.(Please refer to MyAccount Registration guide) Select “Sign on” once you have set up your MyAccount:



Step 2. You will need to link your child with ParentsPortal. In order to use online services available to the school:



Step 3. Complete the child details section and enter your child's school details and select next:

Please note* Your child's name and address must match the records that your child's school holds or you may encounter link child errors after registration.

The screenshot displays a registration form with three main sections: Child Details, School Details, and Child Address. The Child Details section includes fields for Forename (Blake), Surname (Leslie), Date Of Birth (23 July 2010), Gender (Female), and Relationship (Parent). The School Details section includes fields for Local Authority (Test Authority), School (Test Primary), and School Year (P3). The Child Address section includes fields for Postcode (ML2 0AR) and House number or name (111), with a 'Find your address' button and a 'Please select address' dropdown showing '111 NETHERTON ROAD WISHAW ML2 0AR'. A 'Feedback' button is visible on the right side of the form.

Step 4. Select the verification method where you will receive a verification code **to the email address or mobile phone HELD BY THE SCHOOL:**

The screenshot shows the 'Verification Step' form. It has a green header with the title 'Verification Step'. Below the header, there is a section titled 'Select Verification Method *' with two radio buttons: 'Email Address' (selected) and 'Mobile Number'. Under the 'Email Address' section, there is a text input field containing 'raj*****@*****.uk'. A 'Send OTP' button is located below the input field. The background of the form features a photograph of several colored pencils. A 'Feedback' button is visible on the right side of the form.

Step 5. After entering the security code, select “next”:

The screenshot shows a 'Verification Step' window. At the top, a green banner reads 'Verification Step'. Below it, a green box states 'One Time Password sent.' The 'Email Address' field shows 'raj*****@i*****.uk'. The 'Enter OTP *' field contains the number '919658'. At the bottom, there are two buttons: 'Next' (green) and 'Resend OTP' (orange). A 'Feedback' link is visible on the right side of the window.

Confirmation will be sent via email from the school to notify you when the Link Child Process is complete (This can take a few days to process).

You can then sign into ParentsPortal in the meantime to access services, though the child link status will show as “pending” until the link has been accepted:

The screenshot shows the 'Home' page of the ParentsPortal system. The top navigation bar includes 'Home', 'Available Services', and 'Your Account'. The main content area is divided into two columns. The left column, titled 'Your Children', shows a child's profile for 'Eleanor Nicol' at 'Test Primary' (Year-Group: P1) with a status of 'Approved'. A red arrow points to a 'click here' link in the text 'If you want to link more children to your account, then click here'. The right column, titled 'Your Services', shows 'School' details for 'Test Primary' (Primary School) with contact information: '1 HUB QUARRYWOOD COURT, LIVINGSTON EH54 6AX', phone '02222 497104', and email 'test@testprimarieschool.com'. A 'Show Details' button is at the bottom. To the right of the school details is a section for 'Tweets by @TwitterDev'.

If you wish to link more children to your account, you can start the process again by selecting “**Click here**” as shown above.