

ACCESSING PARENTS PORTAL - PARENTS GUIDE

In order to use Parent's Portal you will need an account on MyGovScot. Once this is created you can use this to login to Parents Portal and link to your child's data within their establishment.

If you already have a MyAccount you can skip Section 1 – Creating MyAccount and go straight Section 2 on logging into Parents Portal.

SECTION 1 - CREATING MY ACCOUNT

1. Launch your web browser and go to the Parents Portal Home Page.

https://parentsportal.scot



The home page of parents portal will be displayed.

2. Click Register.



You will be taken to the mygovscot page to create a myaccount.

3. Click Register.



An information screen will be displayed, with the steps shown to create an account.

4. Click Start at the bottom of the information screen.



Step 1 will be displayed asking for personal information.

5. Fill in the information and ensure that it matches the information that the school will hold for you in Seemis.

Guidance Notes This information h 	elps us verify your details	and create an ad	ccount that's unique to	you.	
All fields marked v	vith * are mandatory.			,	
First Name *					Ð
Surname *					10
Email Address *					Ð
Confirm Email Address	*				Ð
Gender * Select Gender					
Date of Birth *					

6. Click Next Step.

Step 2 will be displayed.

7. Click Yes, for do you live in Scotland and type in your postcode, your house number and Click Find your address. Only once you have found your address should you move to the next step. Again make sure that the address you are providing matches what the school has listed for you.

Step 2 : Your address				
Guidance Notes				
 Enter your postcode and search for your address. Try searching using just the postcode and leaving manually. All fields marked with * are mandatory. 				
Do you live in Scotland? *				
● Yes				
O No				
Search your Address				
Postcode *				
Please enter the postcode for search .				
House number or name				
FIND YOUR ADDRESS				
BACK NEXT STEP				
BACK NEXT STEP				

8. Click Next Step.

Step 3 : Your Login Details
Guidance Notes Create your own username and password, which you will need to login to your myaccount after completing the registration process. All fields marked with * are mandatory.
Username
Choose a unique username for your account. Make it something memorable, or simply use your email address.
Use my email address as my username
tmckeating@gmail.com
Password
Choose your own secure Password for your myaccount below.
New Password*
Accepted
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 (0-0)
Plassword should have at least one special character out of these acceptable characters \$\$ & () * , @ [] ^ _ { } ~ £ or a space

9. Choose a username and password. You will need to make sure your password meets the list of requirements shown at the bottom of step 3. When it is accepted the bar will turn green. Type the password again to confirm and Click Next Step.

Confirm Passwo	Confirm Password*		
Show (Show Characters		
BACK	NEXT STEP		

Step 4 will be displayed.

10. Step 4 gives you the ability to check your details. You can edit them if they are incorrect. When you are read to proceed. Click the check box to confirm you have read the terms and conditions and Click the button Yes, My details are correct.

I have read, understood and agreed to the Terms And Conditions page *
YES, MY DETAILS ARE CORRECT

Step 5 will be displayed.

11. Step 5 will allow you to add additional details including your preferred name and your landline and mobile number. Fill in the appropriate details and click Complete Registration.

Step 5 : Additional Details
Guidance Notes This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.
Preferred First Name
Preferred Last Name
Landline Number
Mobile Number UK(+44)
BACK COMPLETE REGISTRATION

You will receive an email with your username and a validation link to confirm your email address.

12. Please click the link provided in the email to activate your account



An acknowledgement will be provided.

SECTION2 - LOGGING IN TO PARENT'S PORTAL

Now that you have a valid MyAccount you can login to Parents Portal and start the process of linking with your child and their establishment.

1. Launch your browser and go to https://parentsportal.scot



The homepage will be displayed.

2. Click Sign in.

parentsportal.scot			
Enter your username			
Enter your password			
□ Show Characters			
SIGN-IN			

The login page will be displayed.

3. Type in your username and password you created previously and Click SIGN IN.

parentsportal.scot	Paul Frank Sign-out
(1), we may need to suspend your access to areas or the wedstet and/or your use or the parentsponauto	cor service to:
31.1 deal with technical problems or make technical changes; 31.2 update or reflect changes in relevant laws and regulatory requirements;	
31.3 investigate and resolve unlawful or fraudulent activity or activity suggesting that the security of V	our account has been compromised.
32. We may need to terminate Your access to areas of the website and/or Your parentsportal.scot if in or	ur view.
32.2 We suspect unlawful or fraudulent activity by You or on Your account.	
33. We may at Our discretion discontinue the website or the parentsportal.scot service at any time witho notice as We can, however this may not always be possible.	out šability. We will endeavour to give You as much
14.3 We do discontinue the parentsportal soit service We may dose Your account and delete Our record Data without any liability to You. We may need to retain records and Your Personal Data beyond closure accordance with the Privacy Notice.	ds of Your registration details and Your Personal of Your account, in which case We shall do to in
Miscellaneous	
35. You shall not link to our website unless You have our consent.	
36. We shall not be in breach of these terms of Use non-adule hor non-delivery of parentizpotalized participation of adule results from events, circumstances or causes in 37. We can assign or otherwise transfer our rights and obligations under these Terms of Use at our door advorbidge that these references of Use at our door advorbidge that these references of Use at our door advorbidge that these references of Use at our otherwise transfer our rights. And obligations under these Terms of Use at our door advorbidge that these references of Use are percended to You and You cannot assign or otherwise transfer participations.	ether in whole or in party or too performing any beyond our reasonable control. etion, Given the nature of the service. You our rights and/or obligations to any third party. room.
This version 1.1	
Last Updated 21/06/2018	
El I Accept the Terms and Conditions	
N	
Accept Decine	
© 2018 parentsportal.scot	

The first time you login you will have to accept a set of terms and conditions before you can proceed any further.

4. Once you have accepted all the terms and conditions you will see the welcome screen and have the ability to link to your child(ren).

	parentsportal.scot FA				
	Home	Your Account			
	Home				
	Welcom	ie			
	Welcome Patricia McKeating to parentsportal.scot, the online platform to access a wide range of information and services relating to your child's education				
	To access the services provided by parentsportal.scot, firstly you need to link your child to your account				
Linking your child is done securely using your mygovscot myaccount information and the information you input for your child which is verified against your child's school system Once your child details are matched and linked, you will be able to access various services available for your child. You will repeat the linking process for each child you have					
	Click on the button below to start linking your first child				
	Link Ch	ld			

SECTION 3 - LINKING TO YOUR CHILD

1. Click Link Child on the welcome screen of Parents Portal.



The 3 stage process of linking a child will commence.

2. Before providing the Step 1 details for your child please make sure that your details match what the school holds for you.

Step 1 You will be asked to provide details relating to your child, the school your child attends and your relationship with the child. These details will be verified against the data held in school about you and your child.
Before you begin, please check and confirm your mygovscot myaccount details are up to date to enable you to be found in the school records. Please click this ኲ to check your account details before progressing.
Step 2 Once the details are found and matched, you will be sent a Security Code to either your Mobile Number or Email Address registered in the school's system. The security code is to provide additional security before your child's record is linked for access.
Step 3 Your request will be sent to your child's school, to await approval You will be notified of the decision to approve the link on your email.
Start the process

3. Click the link to your myaccount details to check. Once checked you can return to the previous page and start the process.



4. Click Start the Process and enter the Child Details, the School details and the Child Address. Always making sure that this will match the details that are held in school for your child. If you have multiple children you will need to complete this process for each child.

Child Details Enter the details of your child. Forename *	School Details Select the details of the schools your child goes to. Local Authority *		
Enter the Forename			
Forename including any middle names			
	School *		
Surname *	Select *		
Enter the Surname			
	School Year *		
Date Of Birth *	Select *		
Day V Month Vear V	P = Primary & S = Secondary		
Control			
Gender	Child Addross		
Select 🗸	Select the address where your child lives as her ethnol records		
Delasionada *	Postcode * House number or name		
Relationship	Enter postcode Enter house number or name		
Select 🗸			
	Q. Find your address		

5. Click Next. This is Step 2 - Security Code. Click to select whether you wish to receive the verification by Email or Mobile.



6. Once the link to the child has been verified you will receive either an email or a text with the code to enter.

parentsport	E † 1 permanentalisati Nacionaly Cole - Mesage (*196) 20 – 0 K
Alour Sep 1 - Os	Manager Holp Control C
Verificatio One Time	parentsportal.scot - Your Security Code Image: Security Code Image: Security Security Security Code Image: Security
Email Address dig Enter OTP *	Cour Faul, IPEC ORID Tour Security Code on Security
Next Reser	If you are not the intended recipient of this email, please go to https://fired.parentsportal.ici//(pportig), and you can contact the inapport toars via an online form. Thank you, parentsportal.scd Team
	Help Terms & Conditions Privacy Policy Cookle Policy Support Request © 2019 parentsportal.cost

7. Enter your security Code into the Verification Screen and Click Next.



You will receive an acknowledgement.

8. Click Go to Dashboard. The Child will be sitting as Pending until the school approves the link with that child.



Your child will be displayed on your screen.

9. Once the Link has been requested you will receive an email to let you know that the school is processing the link to your child.

Dear Mason,	
LINK CHILD	
We have received your link child request and it is currently awaiting to be processed. We will notify y	ou by email once your request has been processed.
If you are not the intended recipient of this email, please go to https://test.parentsportal.scot/pporta	al, and you can contact the support team via an online form.
Thank you,	
parentsportal.scot Team	

10. Once the school has approved the link you will receive another email informing you that your request has been approved. If the request has been rejected you should contact the school directly to find out the reason for rejection of your request.

Dear David,	
	LINK CHILD
Your link child request has been Approved.	
If you are not the intended recipient of this e	mail, please go to https://test.parentsportal.scot/pportal, and you can contact the support team via an online form.
Thank you,	
narentsportal scot Team	

Home Available Services	Your Account -		
Home			
Your Children			
Eleanor Nicol School: Test Primary			
Year-Group: P1			
2.6 A 12 A			
If you want to link more children	to your account, then click here		
Your Services	to your account, then dick here		
Your Services Available Services School	to your account, then dick here		
Your Services Available Services School	Calendar		
If you want to link more children Your Services Available Services School Phylimpatt? Online Schools Payment	Calendar	Parents Evening Booking	Placement Request

11. Sign in to Parents Portal again and on the dashboard the Child should be listed as approved.