

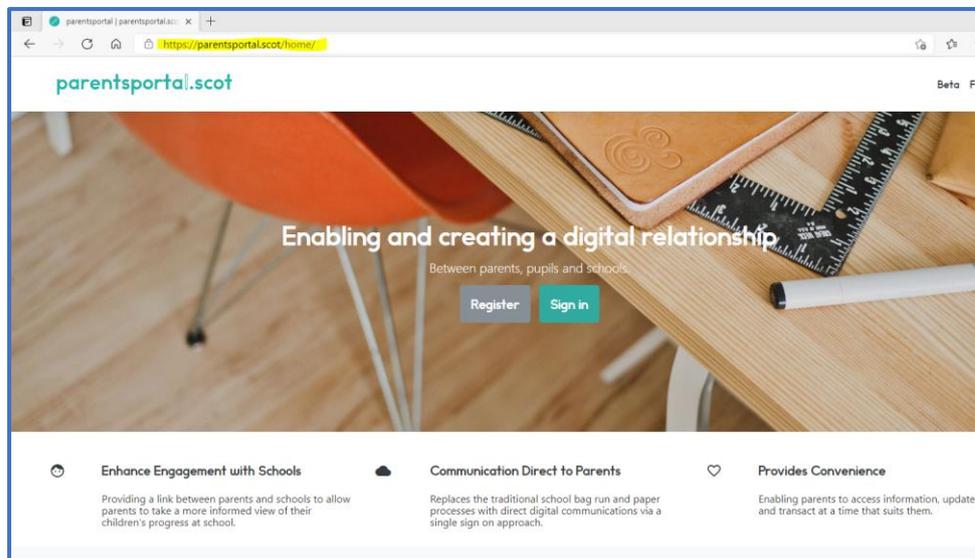
In order to use Parent’s Portal you will need an account on MyGovScot. Once this is created you can use this to login to Parents Portal and link to your child’s data within their establishment.

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

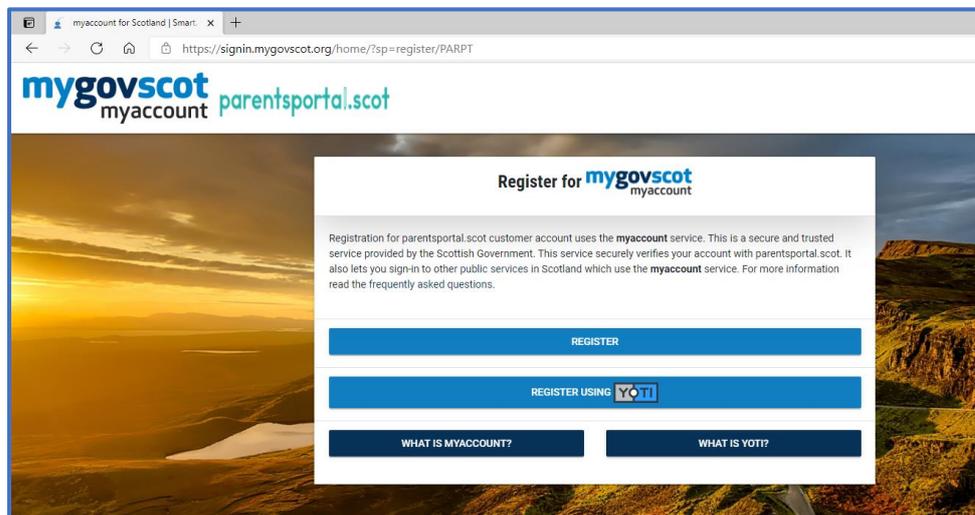
1. Launch your web browser and go to the Parents Portal Home Page.

<https://parentsportal.scot>



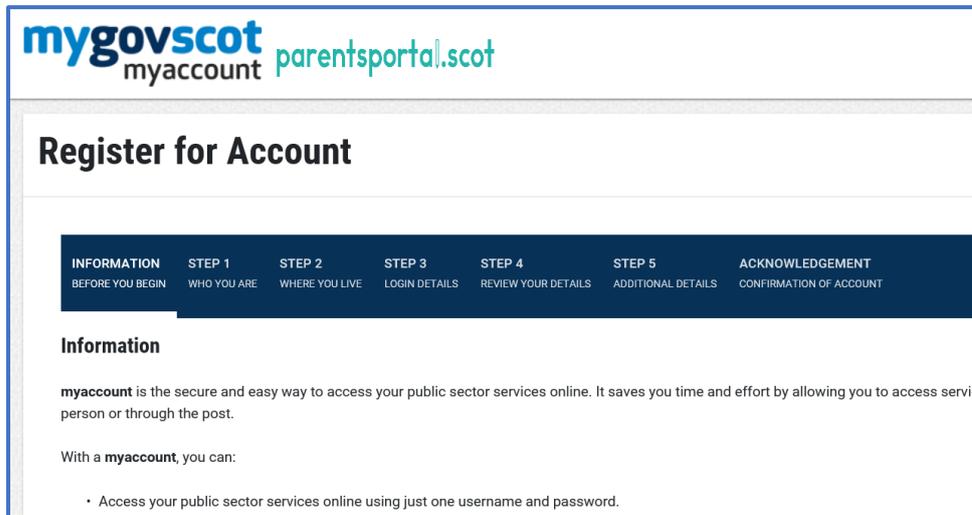
The home page of parents portal will be displayed.

2. Click Register.



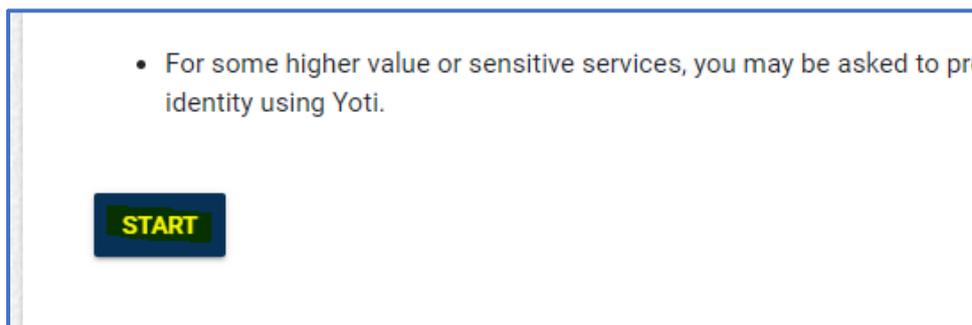
You will be taken to the mygovscot page to create a myaccount.

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.

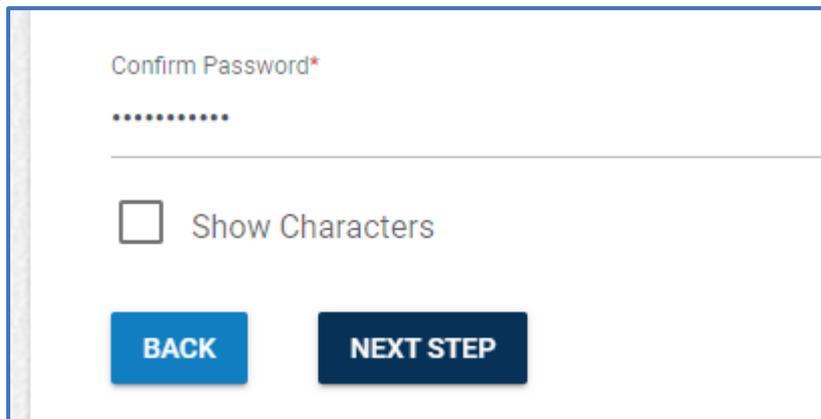
The screenshot shows a registration form titled "Step 1: About You". At the top, there is a navigation bar with links: "BEFORE YOU BEGIN", "WHO YOU ARE", "WHERE YOU LIVE", "LOGIN DETAILS", "REVIEW YOUR DETAILS", "ADDITIONAL DETAILS", and "CONFIRMATION OF ACCOUNT". Below the navigation bar, the form has a "Guidance Notes" section with two bullet points: "This information helps us verify your details and create an account that's unique to you." and "All fields marked with * are mandatory." The form contains several input fields: "First Name *", "Surname *", "Email Address *", "Confirm Email Address *", "Gender *" (with a dropdown menu), and "Date of Birth *" (with separate fields for "Day", "Month", and "Year"). At the bottom of the form, there are two buttons: "BACK" and "NEXT STEP".

6. Click Next Step.



Step 2 will be displayed.

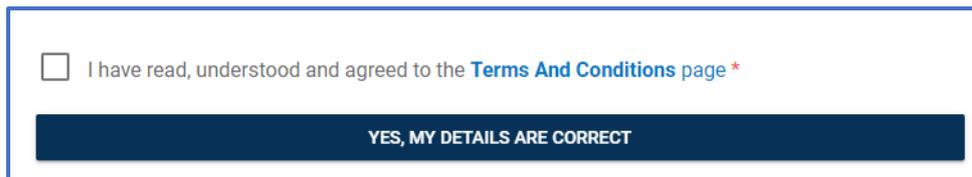
9. Choose a username and password. You will need to make sure your password meets the list of requirements shown at the bottom of step 3 . When it is accepted the bar will turn green. Type the password again to confirm and Click Next Step.



The screenshot shows a form titled "Confirm Password*" with a password input field containing ten dots. Below the input field is a checkbox labeled "Show Characters". At the bottom of the form are two buttons: "BACK" and "NEXT STEP".

Step 4 will be displayed.

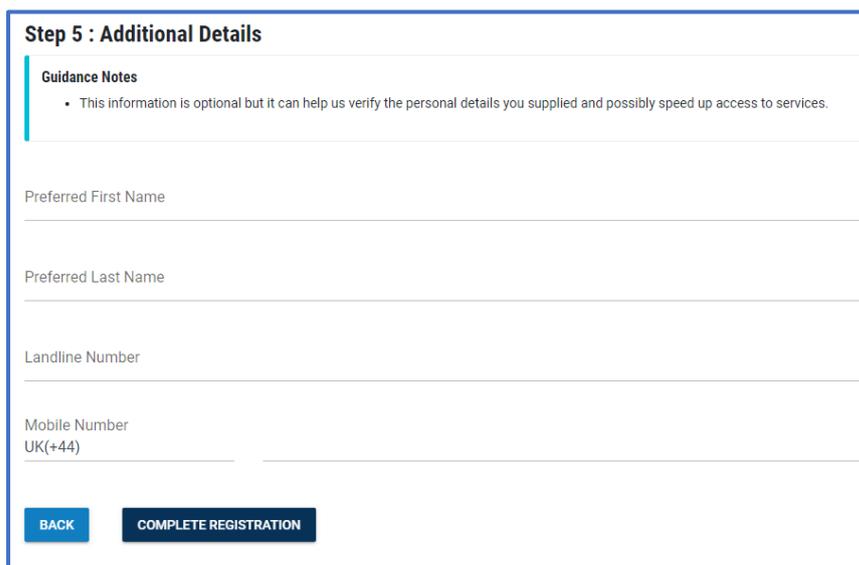
10. Step 4 gives you the ability to check your details. You can edit them if they are incorrect. When you are read to proceed. Click the check box to confirm you have read the terms and conditions and Click the button Yes, My details are correct.



The screenshot shows a form with a checkbox and the text "I have read, understood and agreed to the [Terms And Conditions page](#) *". Below this is a dark blue button labeled "YES, MY DETAILS ARE CORRECT".

Step 5 will be displayed.

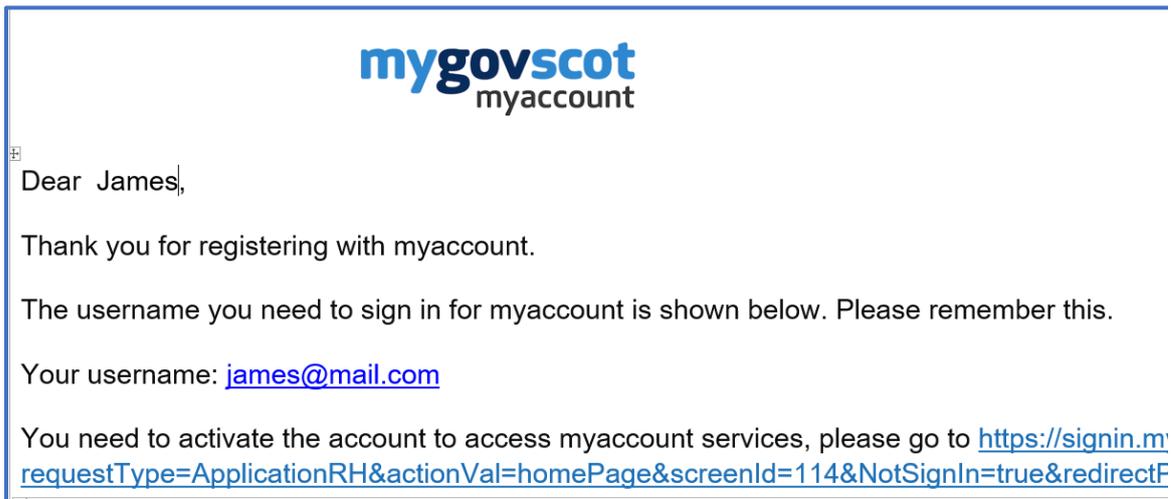
11. Step 5 will allow you to add additional details including your preferred name and your landline and mobile number. Fill in the appropriate details and click Complete Registration.



The screenshot shows a form titled "Step 5 : Additional Details". It includes a "Guidance Notes" section with a bullet point: "This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services." Below this are four input fields: "Preferred First Name", "Preferred Last Name", "Landline Number", and "Mobile Number" (with "UK(+44)" as a prefix). At the bottom are two buttons: "BACK" and "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

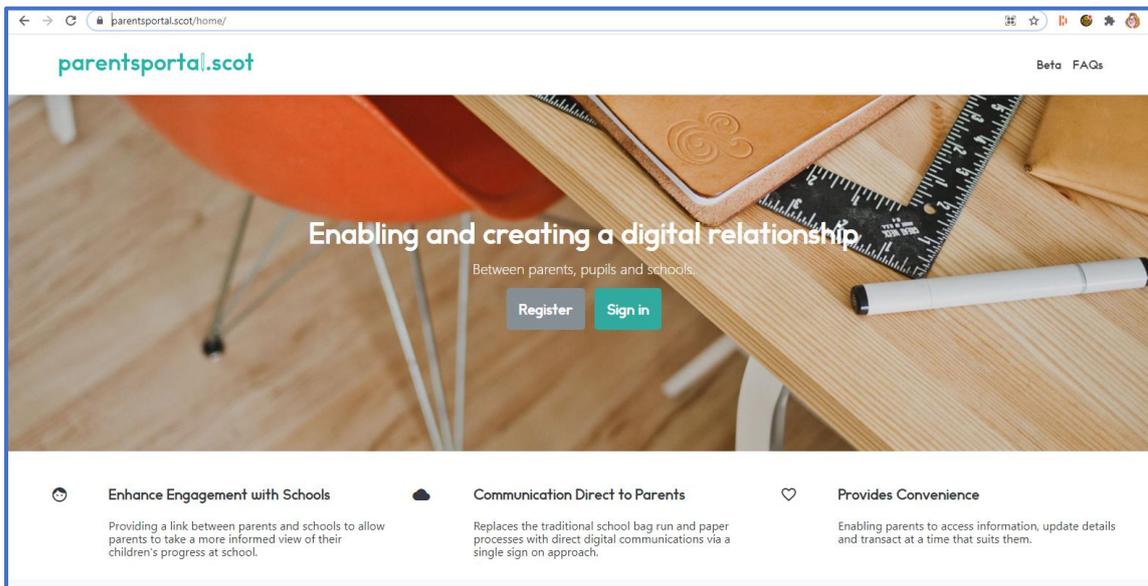


An acknowledgement will be provided.

SECTION2 - LOGGING IN TO PARENT'S PORTAL

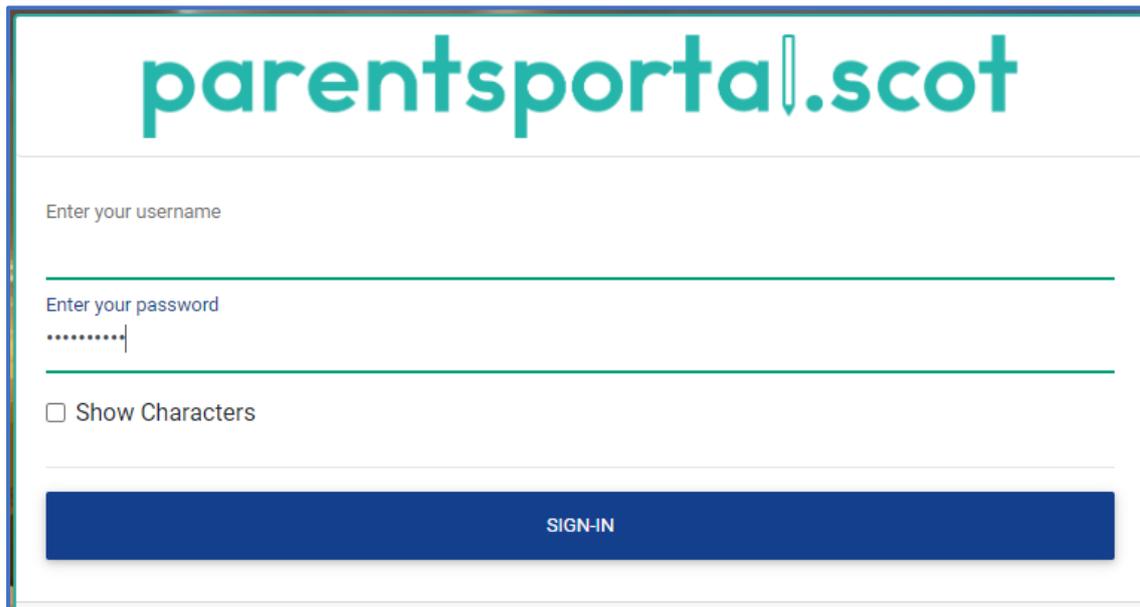
Now that you have a valid MyAccount you can login to Parents Portal and start the process of linking with your child and their establishment.

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



The homepage will be displayed.

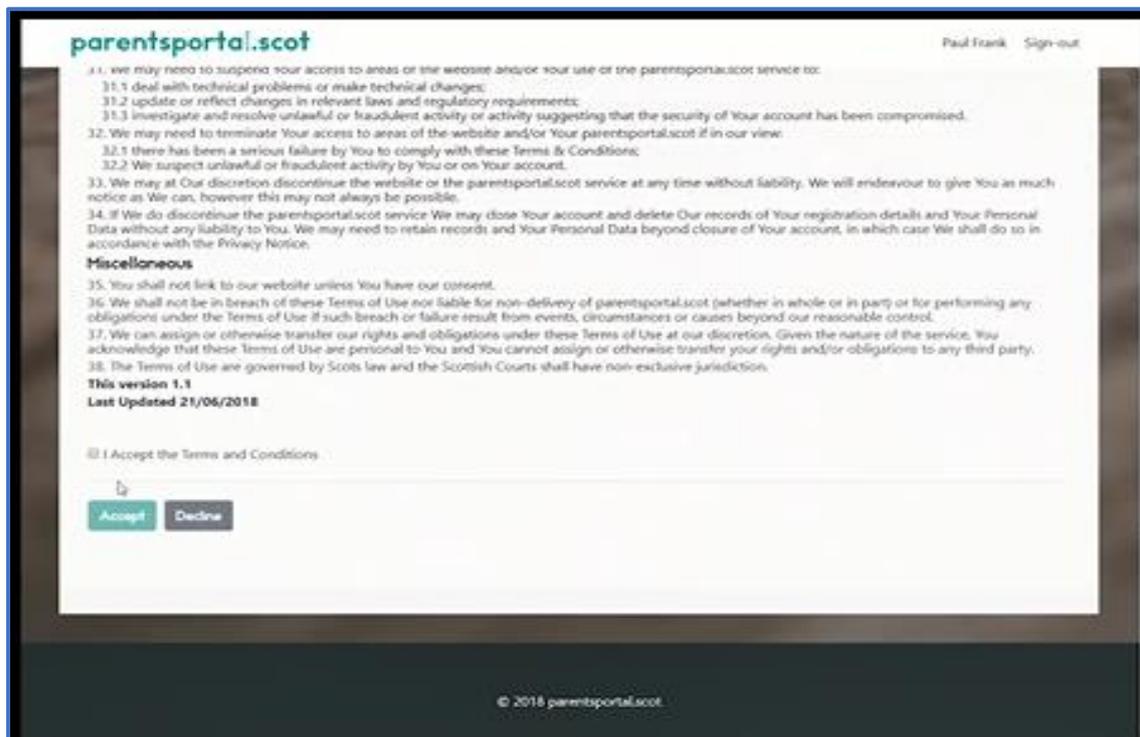
2. Click Sign in.



The screenshot shows the login page for parentsportal.scot. At the top, the logo 'parentsportal.scot' is displayed in a teal font. Below the logo, there are two input fields: 'Enter your username' and 'Enter your password'. The password field contains several dots and a cursor. Below the password field, there is a checkbox labeled 'Show Characters'. At the bottom of the form, there is a large blue button with the text 'SIGN-IN' in white capital letters.

The login page will be displayed.

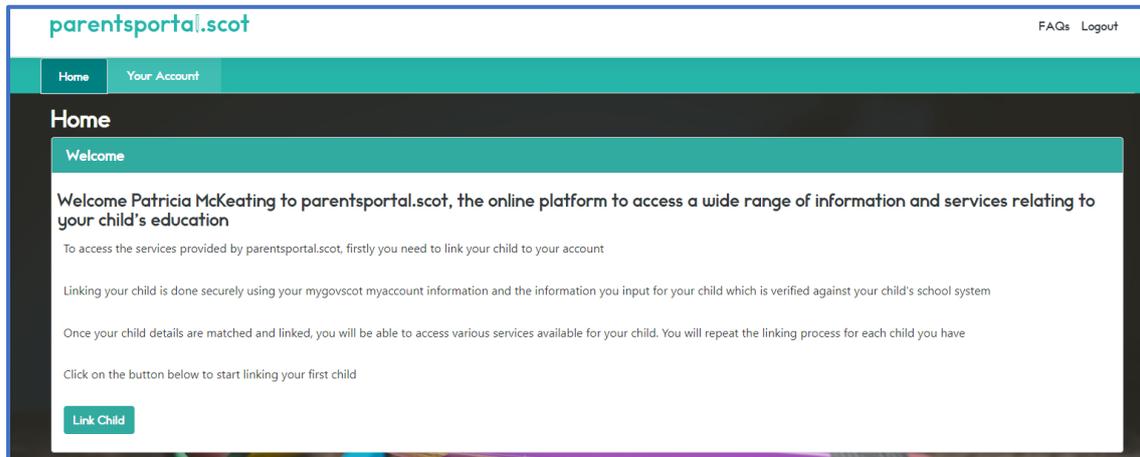
3. Type in your username and password you created previously and Click SIGN IN.



The screenshot shows the terms and conditions page on parentsportal.scot. The page header includes the logo 'parentsportal.scot' on the left and 'Paul Frank Sign-out' on the right. The main content area contains several numbered clauses (11.1 to 11.3, 12, 12.1, 12.2, 13, 14, 15, 16, 17, 18) detailing the service's terms, including suspension of access, termination of access, and discontinuation of the service. A section titled 'Miscellaneous' contains clauses 15, 16, 17, and 18. At the bottom of the page, there is a checkbox labeled 'I Accept the Terms and Conditions' which is currently unchecked. Below the checkbox are two buttons: 'Accept' and 'Decline'. The footer of the page reads '© 2018 parentsportal.scot'.

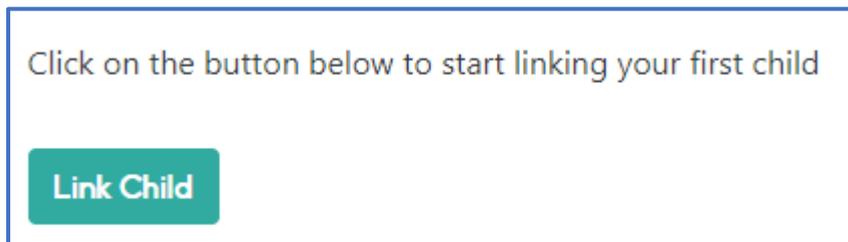
The first time you login you will have to accept a set of terms and conditions before you can proceed any further.

- 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).



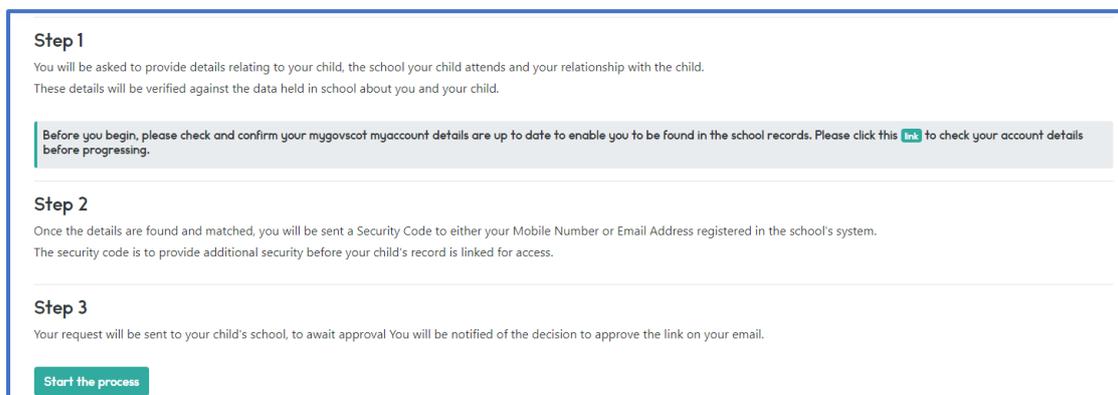
SECTION 3 – LINKING TO YOUR CHILD

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

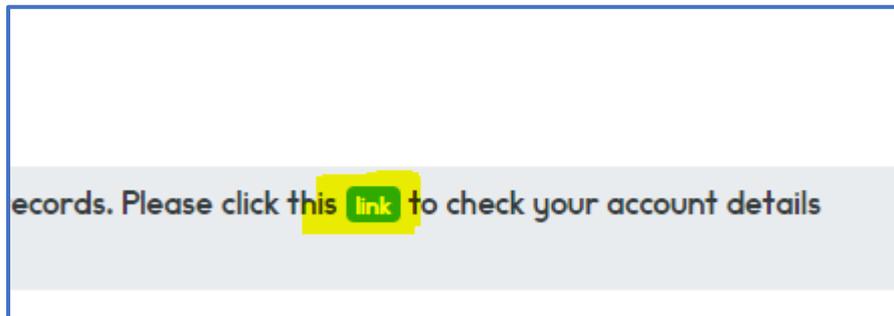


The 3 stage process of linking a child will commence.

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



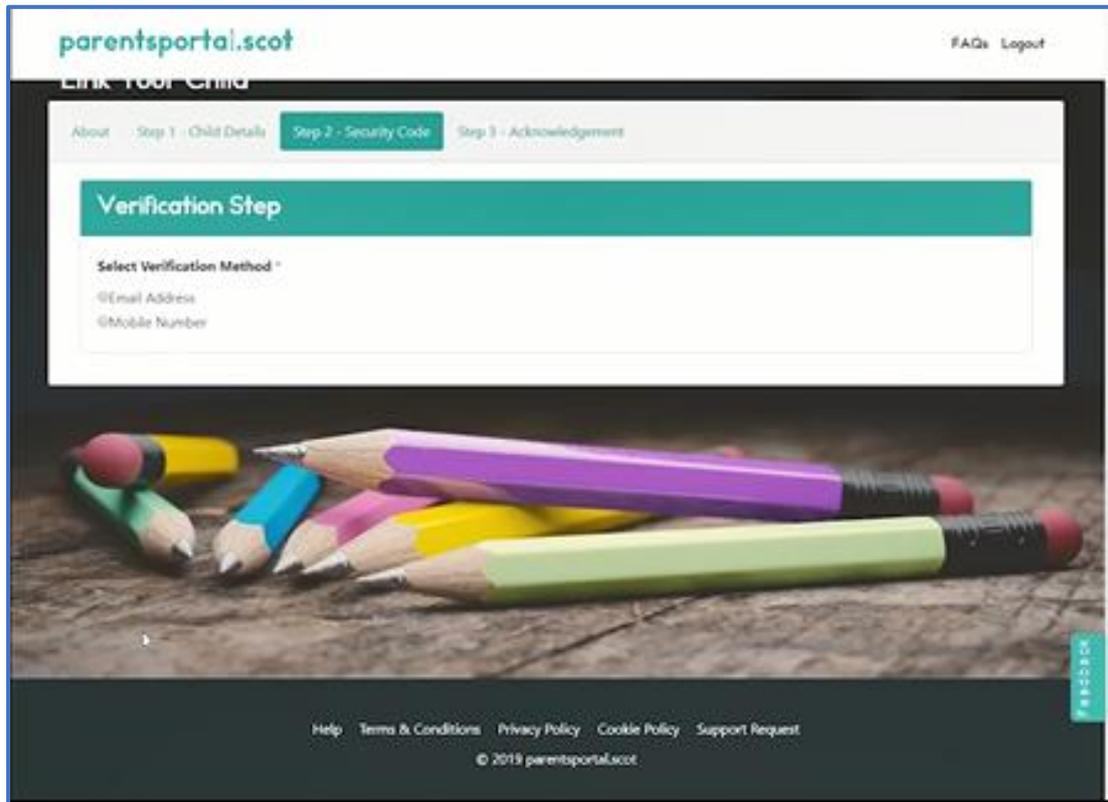
3. Click the link to your myaccount details to check. Once checked you can return to the previous page and start the process.



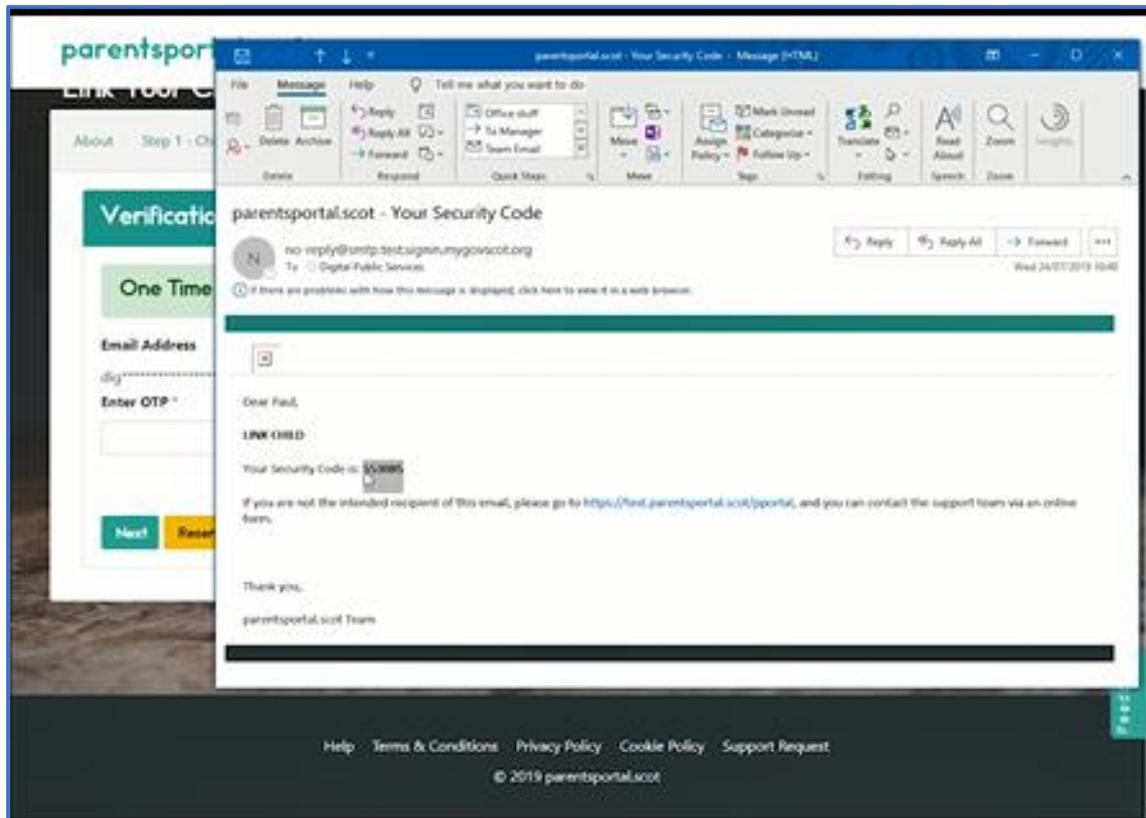
4. Click Start the Process and enter the Child Details, the School details and the Child Address. Always making sure that this will match the details that are held in school for your child. If you have multiple children you will need to complete this process for each child.

<h3>Child Details</h3> <p>Enter the details of your child.</p> <p>Forename *</p> <input type="text" value="Enter the Forename"/> <p><small>Forename including any middle names</small></p> <p>Surname *</p> <input type="text" value="Enter the Surname"/> <p>Date Of Birth *</p> <p>Day <input type="text" value=""/> Month <input type="text" value=""/> Year <input type="text" value=""/></p> <p>Gender *</p> <input type="text" value="--- Select ---"/> <p>Relationship *</p> <input type="text" value="--- Select ---"/>	<h3>School Details</h3> <p>Select the details of the schools your child goes to.</p> <p>Local Authority *</p> <input type="text" value="--- Select ---"/> <p>School *</p> <input type="text" value="--- Select ---"/> <p>School Year *</p> <input type="text" value="--- Select ---"/> <p><small>P = Primary & S = Secondary</small></p>	<h3>Child Address</h3> <p>Select the address where your child lives as per school records.</p> <p>Postcode *</p> <input type="text" value="Enter postcode"/> <p>House number or name</p> <input type="text" value="Enter house number or name"/> <p>Find your address</p>
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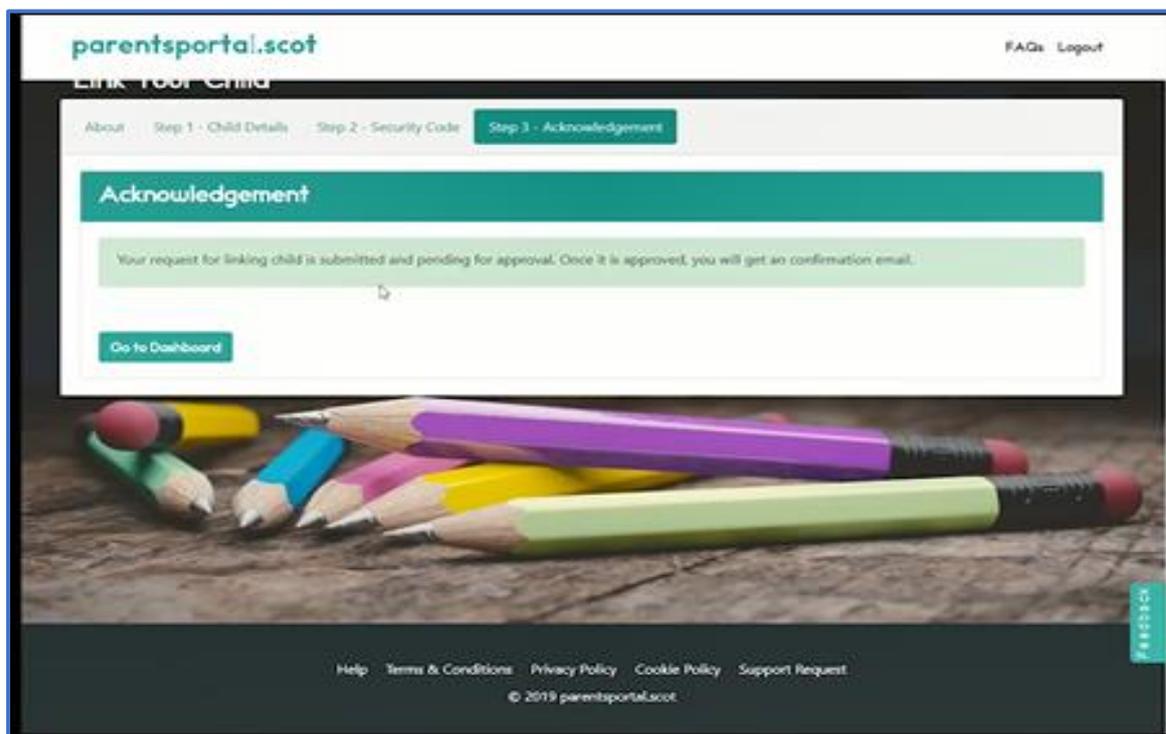
5. Click Next. This is Step 2 - Security Code. Click to select whether you wish to receive the verification by Email or Mobile.



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

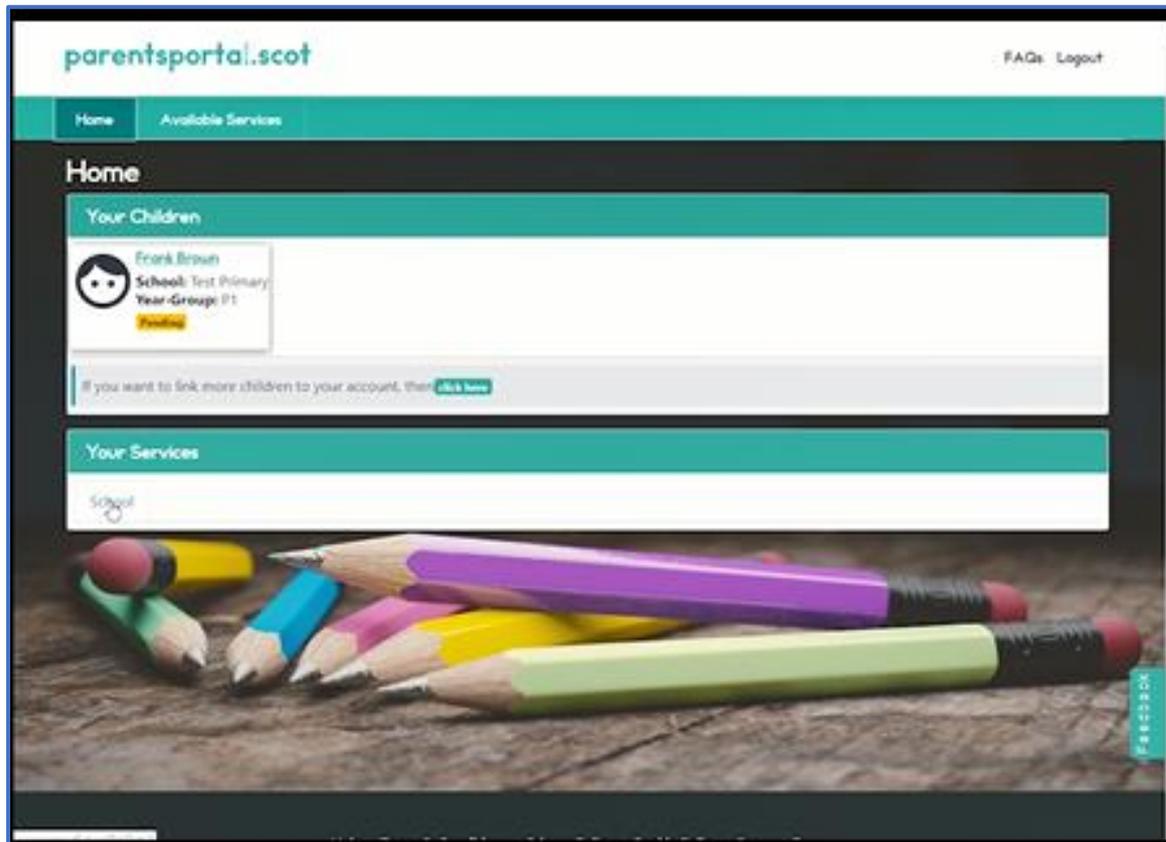


- Enter your security Code into the Verification Screen and Click Next.



You will receive an acknowledgement.

- 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.

- 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 you 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/pportal>, and you can contact the support team via an online form.

Thank you,
parentsportal.scot Team

- 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 email, please go to <https://test.parentsportal.scot/pportal>, and you can contact the support team via an online form.

Thank you,
parentsportal.scot Team

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

