

How to Self Sign Up for Parents

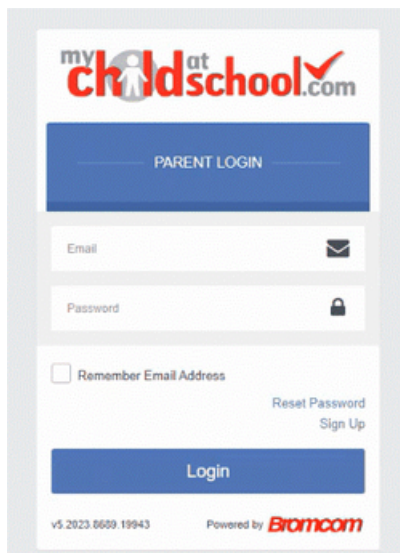
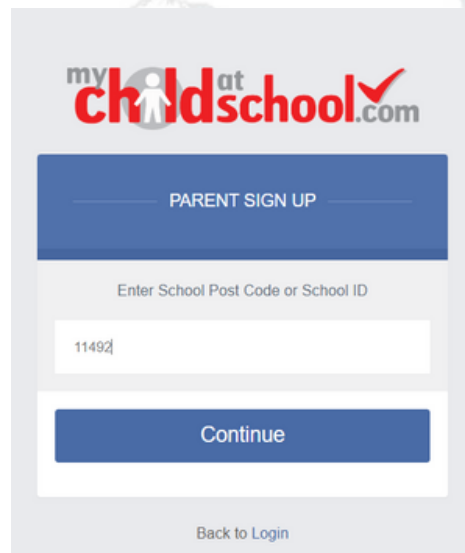
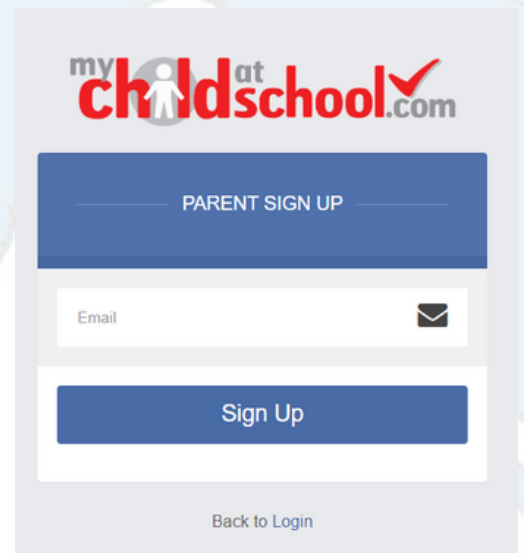
Parents can access the **Parent Login** screen in two ways:

1. From within the web browser type www.mychildatschool.com, this will open the **Parent Login** screen.
2. From the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Once in the **Parent Login** screen parents should follow these steps:

- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's postcode** or **School ID:**
 - **11492**
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the registered email address.
- Click **Sign Up**.

Parents will see the message 'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'.

The 'Parent Login' screen features the 'my child at school .com' logo at the top. Below it is a blue header with the text 'PARENT LOGIN'. The form includes an 'Email' field with an envelope icon, a 'Password' field with a lock icon, and a checkbox labeled 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. A blue 'Login' button is at the bottom. The footer contains the text 'v5.2023.0609.19943' and 'Powered by Bromcom'.The 'Parent Sign Up' screen features the 'my child at school .com' logo at the top. Below it is a blue header with the text 'PARENT SIGN UP'. The form prompts the user to 'Enter School Post Code or School ID' with a text field containing '11492'. A blue 'Continue' button is at the bottom. A 'Back to Login' link is at the very bottom.The 'Parent Sign Up' screen features the 'my child at school .com' logo at the top. Below it is a blue header with the text 'PARENT SIGN UP'. The form includes an 'Email' field with an envelope icon. A blue 'Sign Up' button is at the bottom. A 'Back to Login' link is at the very bottom.



Parents will receive an email from **MyChildAtSchool** with a link to a **one time passcode**.

- Click on the **link** for the one time passcode.
- Enter the one time passcode.
- Click **Verify**.

A screenshot of the 'PARENT SIGN UP' verification screen. At the top is the 'my child at school.com' logo. Below it is a blue header bar with the text 'PARENT SIGN UP'. The main area is light grey and contains the text 'Enter one time passcode' above a white input field labeled 'One Time Passcode'. Below the input field is a blue button labeled 'Verify'. At the bottom is a link that says 'Back to Login'.

As soon as the **one time passcode** has been verified, parents will be prompted to enter a **password**.

- **Enter Password.**
- **Confirm Password.**
- Click **Create Password**.

A screenshot of the 'CREATE YOUR PASSWORD' screen. At the top is the 'my child at school.com' logo. Below it is a blue header bar with the text 'CREATE YOUR PASSWORD'. The main area is light grey and contains the text 'Enter Password' above a white input field, followed by 'Confirm Password' above another white input field. Below the input fields is a blue button labeled 'Create Password'. At the bottom is a link that says 'Back to Sign in'.



Once the password has been created, parents can login from within the web browser and type www.mychildatschool.com, or access the **MyChildAtSchool** mobile phone app, this will open the **Parent Login** screen.

Note: Parents should contact the school if:

- **Self Sign Up** has not been enabled for the school.
- **Parental Responsibility** has not been assigned to the parent, then a message will appear *'Email address invalid. Please contact the school to gain access to your child's account.'*
- The parent's email address is not recognised. Schools should update the email address for that Contact in *Modules > MyChildAtSchool > Administration > User Accounts > User Account Maintenance or Students > Student Details > Contacts.*

Note: Parents should go back to the login screen if the email address already exists:

- Enter email address and password to sign into your account.
- Use Forgot Password if the user has forgotten their password.