

How to Self Sign Up for parents

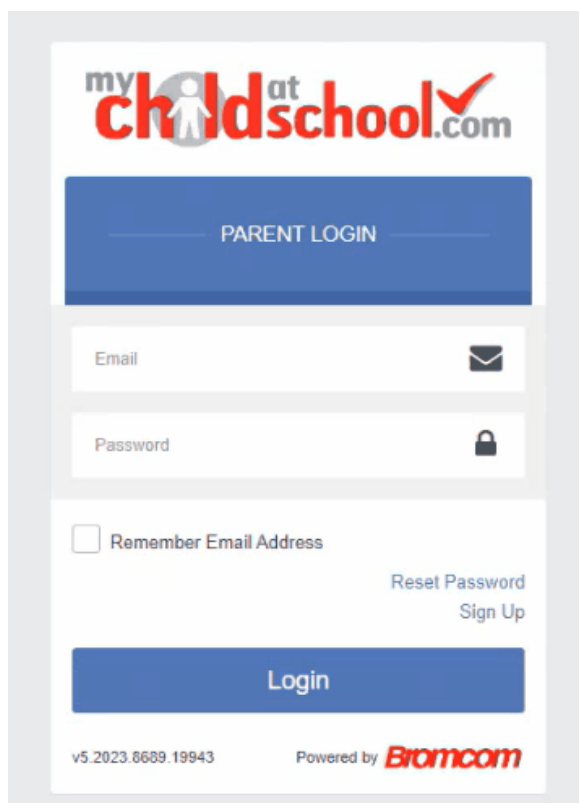
Parents can access the **Parent Login** screen in two ways:

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:

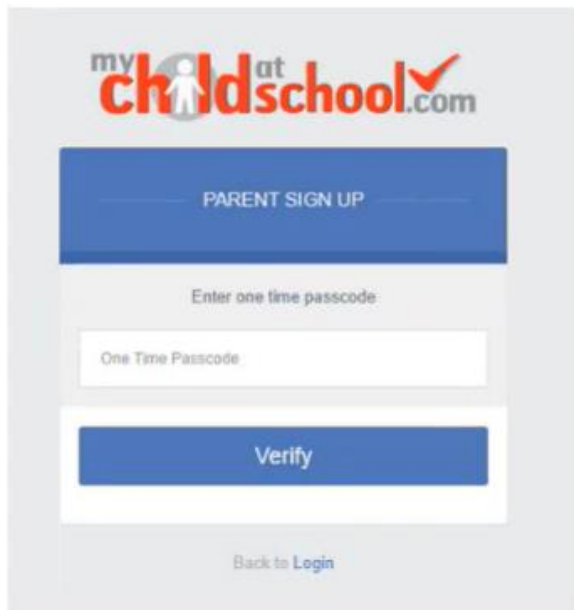
- Click on the **Sign Up** link in the Parent Login screen.
- Enter the **school's Postcode** or **School ID**.
- Select the school from the list in the dropdown.
- Click **Continue**.
- Enter the registered email address.
- Click **Sign Up**.

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 image shows a screenshot of the 'my child at school.com' Parent Login page. At the top is the logo with a red checkmark. Below it is a blue header bar with 'PARENT LOGIN' in white. There are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below the password field is a checkbox labeled 'Remember Email Address'. To the right of the checkbox are links for 'Reset Password' and 'Sign Up'. At the bottom is a large blue 'Login' button. The footer contains the version number 'v5.2023.8689.19943' and 'Powered by Bromcom'.

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**.



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**.



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.