

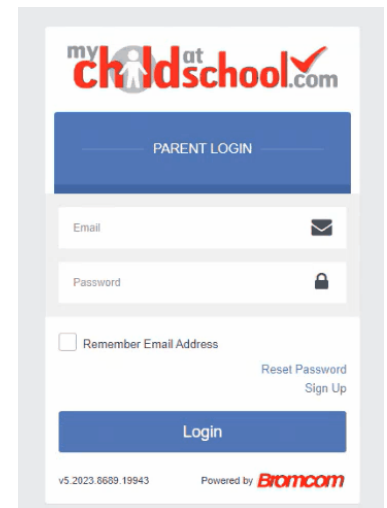
How to Self-Sign Up for Parents

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

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

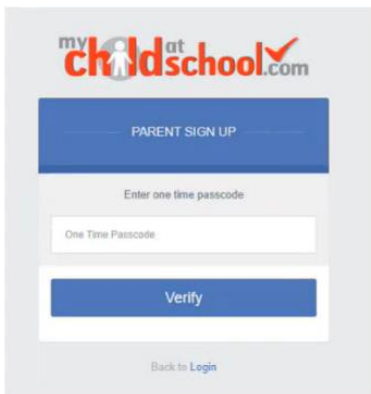
Once in the **Parent Login** screen you should follow these steps:

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



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'PARENT LOGIN'. Underneath are two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. There is a checkbox for 'Remember Email Address' and links for 'Reset Password' and 'Sign Up'. A large blue 'Login' button is at the bottom. At the very bottom, it says 'v5.2023.8689.19943' and 'Powered by Bramcom'.

You will then receive an email from **MyChildAtSchool** with a link to a **one-time passcode**.



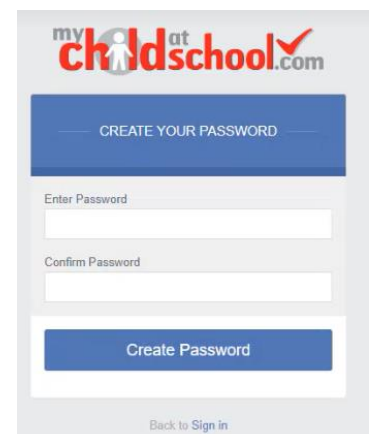
The screenshot shows the 'my child at school.com' logo. Below it is a blue button labeled 'PARENT SIGN UP'. Underneath is a section titled 'Enter one time passcode' with a text input field labeled 'One Time Passcode'. Below that is a blue 'Verify' button. At the bottom, there is a link that says 'Back to Login'.

- 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, you will be prompted to enter a **password**.

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

Once the password has been created, you 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.



The screenshot shows the 'my child at school.com' logo. Below it is a blue button labeled 'CREATE YOUR PASSWORD'. Underneath are two input fields: 'Enter Password' and 'Confirm Password'. Below that is a blue 'Create Password' button. At the bottom, there is a link that says 'Back to Sign in'.