

# 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](http://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**.

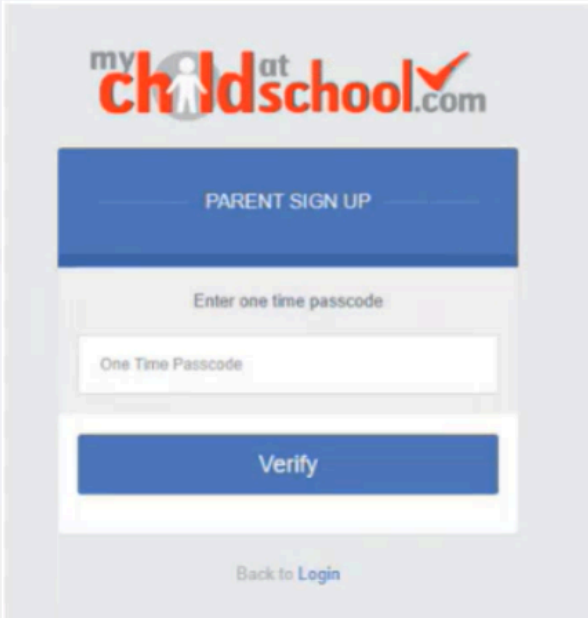
Parents will see the message *'To complete your registration, we have sent an email to the email address you provided. Please access your email and follow the steps to create your password'*.

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**.

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The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue header with the text 'PARENT SIGN UP'. Underneath is a prompt 'Enter one time passcode' followed by a text input field labeled 'One Time Passcode'. A blue button labeled 'Verify' is positioned below the input field. At the bottom of the form 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**.



The screenshot shows the 'my child at school.com' logo at the top. Below it is a blue button labeled 'CREATE YOUR PASSWORD'. Underneath are two input fields: 'Enter Password' and 'Confirm Password'. At the bottom of the form is a blue button labeled 'Create Password'. Below the form 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](http://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.