

HOW TO REGISTER ON PARENTMAIL

1. First, visit the ParentMail 2 login page www.parentmail2.co.uk and click the "Create and Account" link.
2. Click "next" as per the on screen instructions.
3. Enter the registration code from the top of the letter from your school and click "Next"
4. Enter your personal details and click "next".
5. Enter your contact details, email address is mandatory. Click "next".
6. Set up a password and security question and click "next. It is important that you remember your password as you will need this if you wish to change your details at any time.
7. Read and agree the Terms and Conditions and click "Confirm".
8. Click "finish" and your account has been created.
9. From the inbox of the email address that was used to register, open the Registration email and click on the "Confirm Your identity" link.
10. This link will take you to a page where you will be asked to enter the password you set during the registration process. Enter the Password and click "finish".
11. You will then be directed to your home page.

LOGIN AND HOME PAGE

Once you have successfully registered with ParentMail and verified your account you will be able to login and enjoy the benefits of ParentMail. You can log in by typing www.parentmail2.co.uk into your browser and typing in your username and password. Your username is the email address that you used to register with ParentMail and the password will be the password that you specified when you registered.

Once successfully logged in you will be presented with your home page. The parent home page includes:

1. The personalised welcome tool bar at the top of the page
2. The menu options panel on the left hand side of the page including
 - eLetters to view received email from the school. These will also arrive in your inbox.
 - Mobile to view received SMS messages from the school. These will also arrive on your mobile phone
 - My Account - your personal account details and settings

LINK TO MULTIPLE CHILDREN

1. One of the first tasks you may wish to complete is to add an additional child to your account. To do this you will need the registration code from the school, each code is specific to a child at the school and can be used twice to link to 2 people. If more people need to be linked to a child then an additional code will need to be generated by the school.
2. To add an additional child please log into your account and click the Add new child/school button at the top left of the Home Page.
3. Enter the code provided to you by the school, enter your child's Date of Birth and set your relationship type to your child. Then click "confirm" to complete the process.
4. Now click the My Account button from the left hand menu and scroll down to the children panel to see which children you are linked to.