Children's portal user guide

Contents

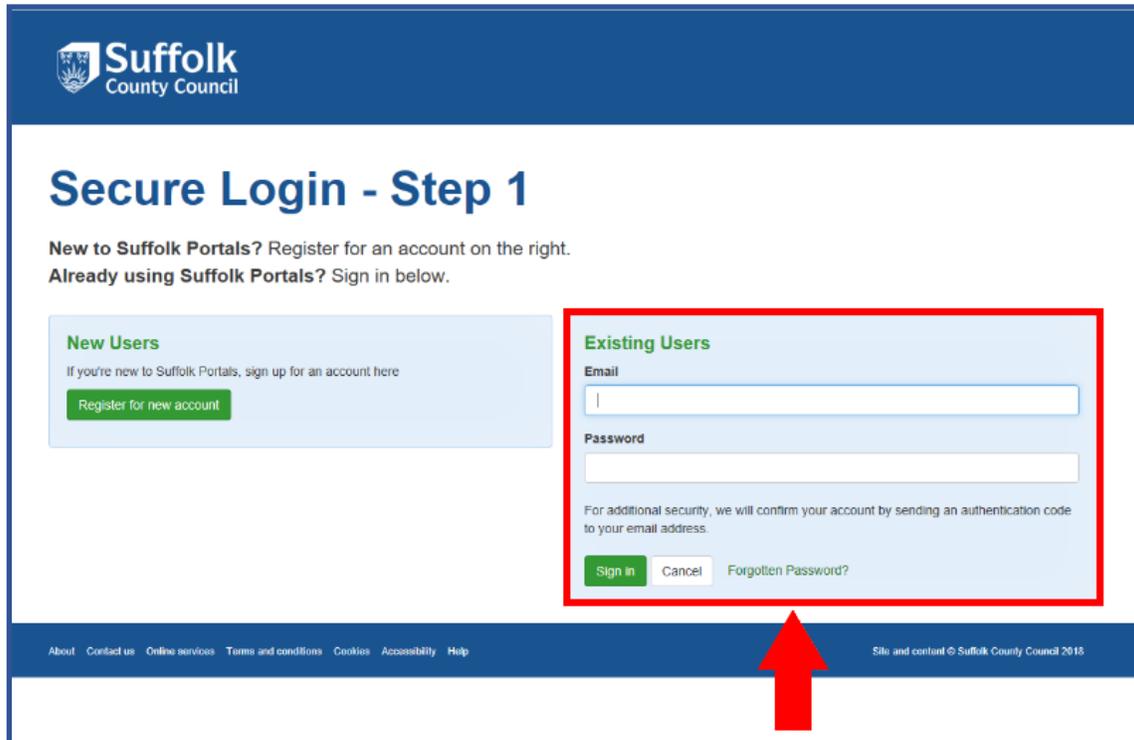# Creating and logging into your account

Go to *"My Account"*

To create an account register as a new user, and follow the on screen instructions
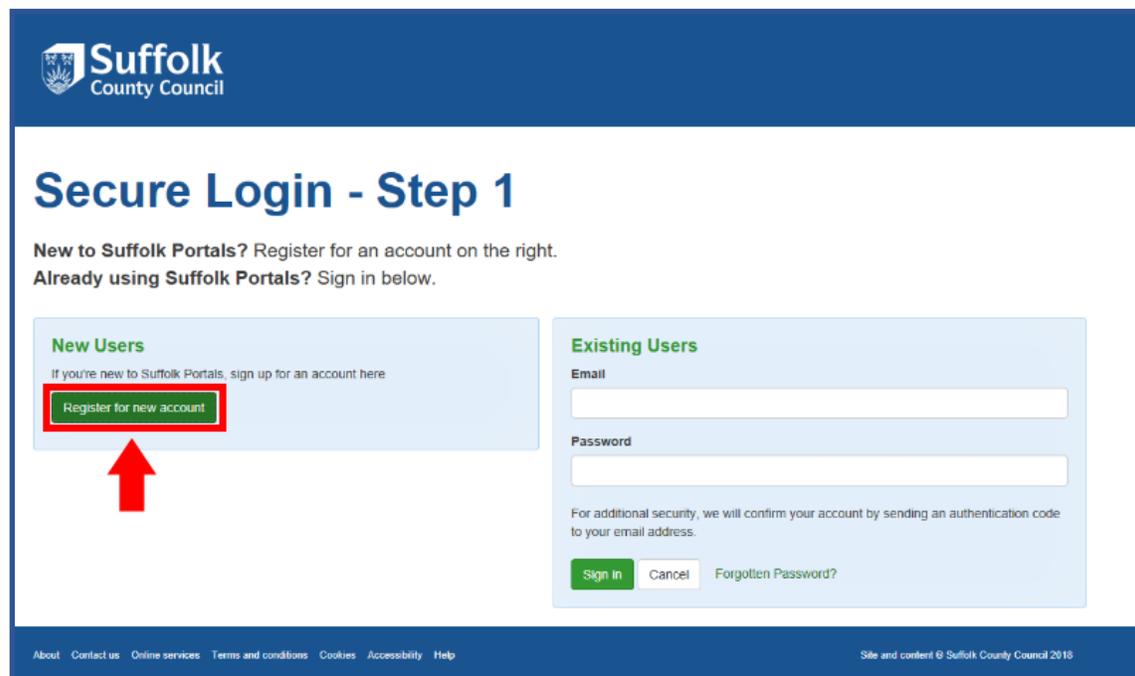
To log into an account use your details to sign in, then follow the onscreen instructions

Once your details have been accepted, you will be sent an email with a verification code

Copy this code into the space provided to log in.
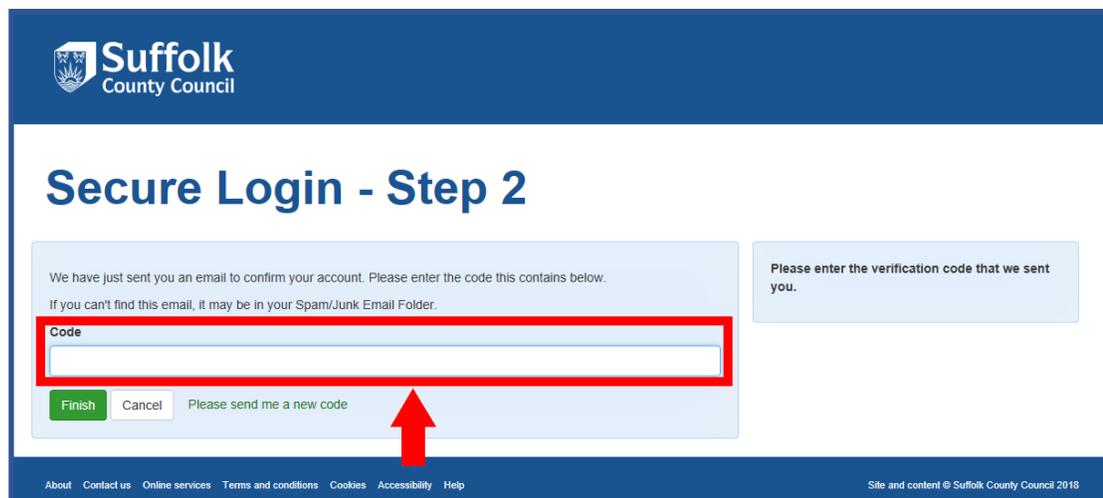
Forgotten your password?

Go to *"My Account"*

Then *"Forgotten Password"*
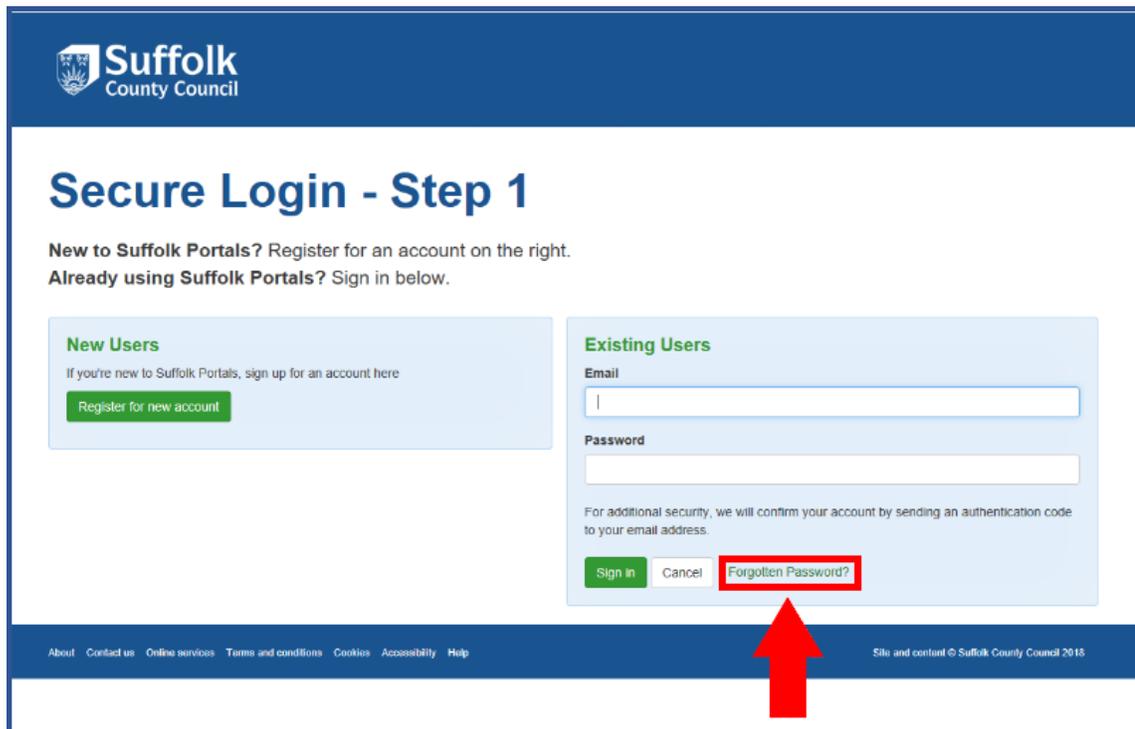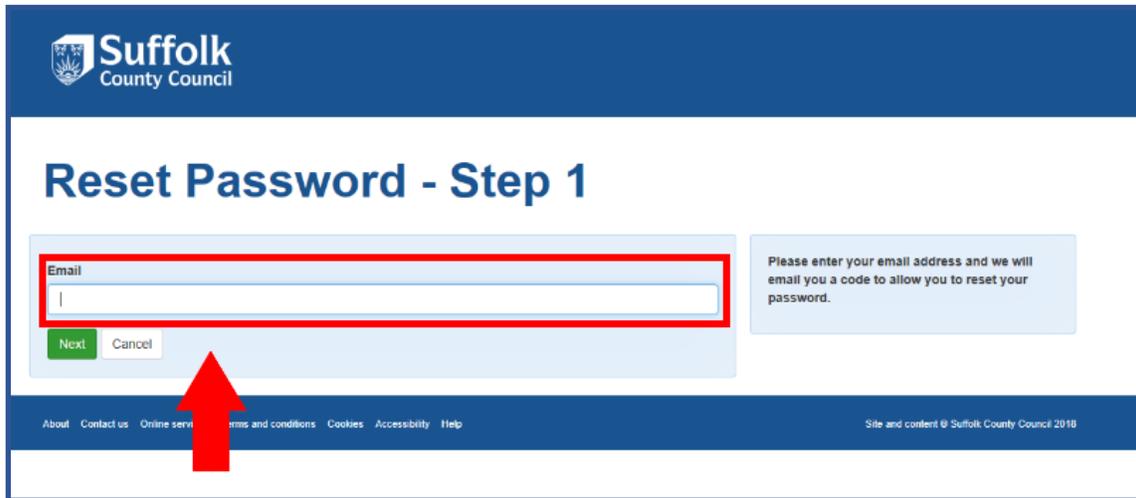
Type your email address then follow the on-screen instructions

See your saved forms

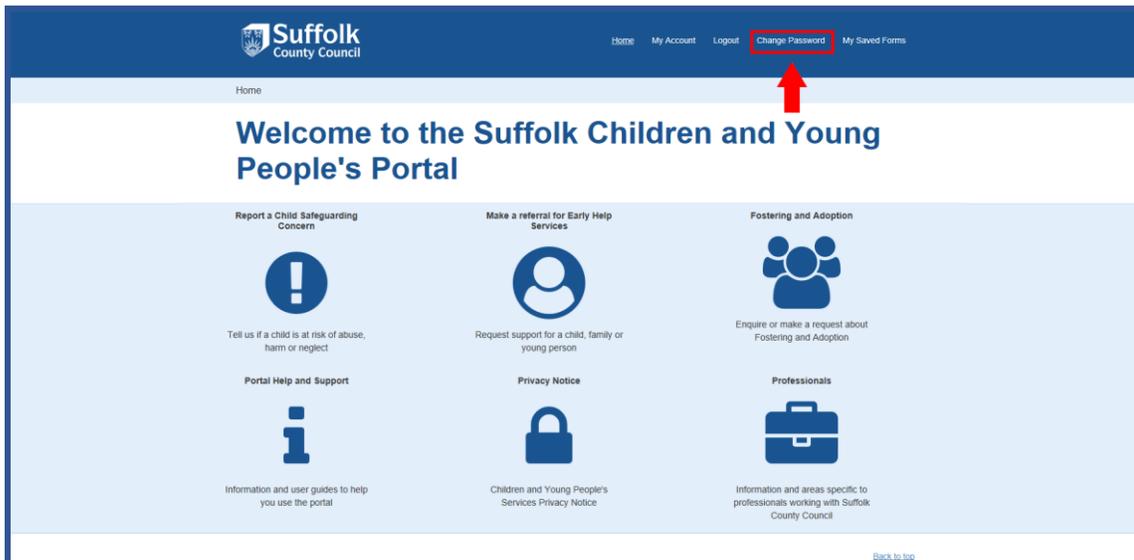Log into your account, once you have logged in go to *"My Saved Forms".*
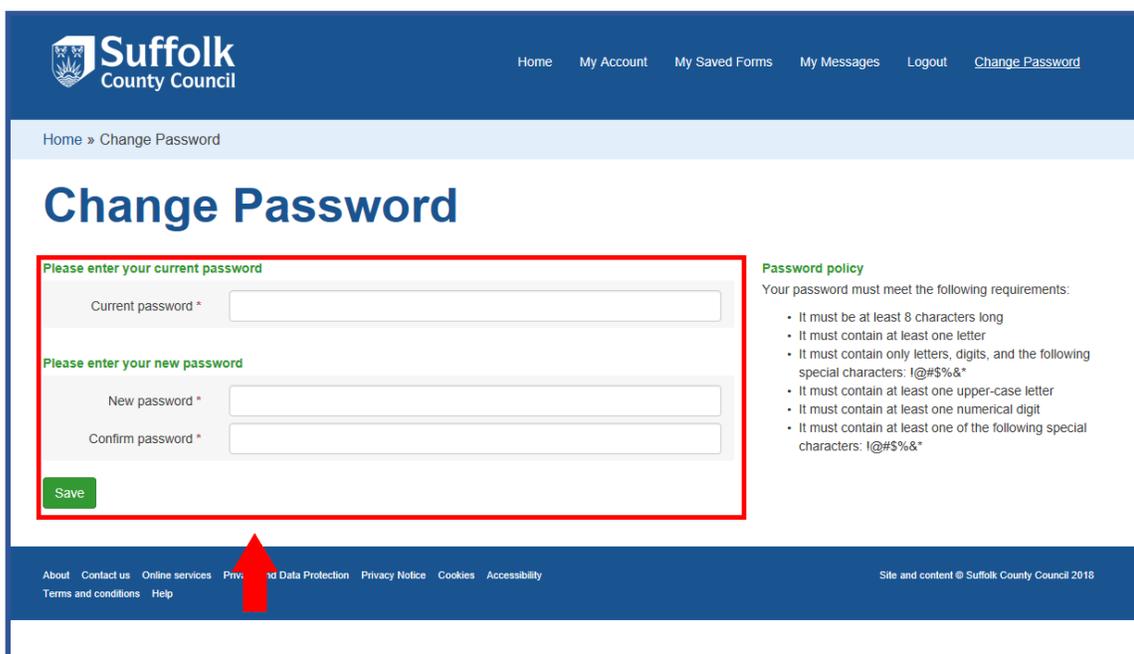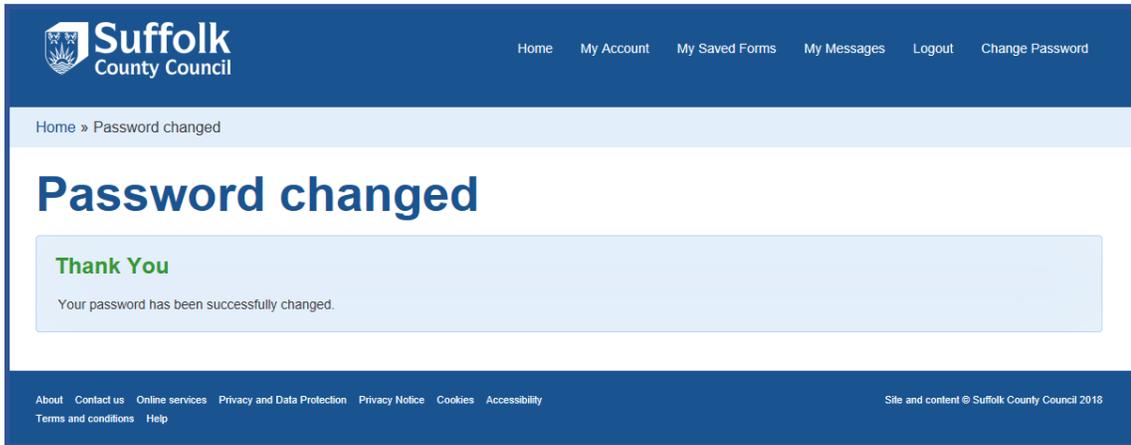

Select the form needed to view.
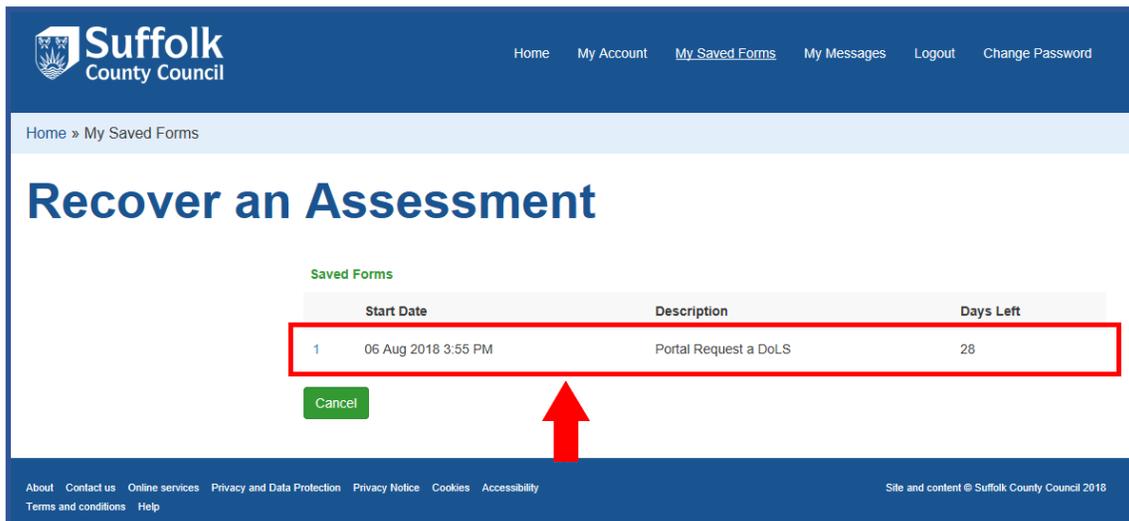
Reset your password

Log into your account (Link to log in instructions?) , and go to *"Change Password*

Type your current password and your new password, then press *"Save".*

If your new password is accepted, you will see this screen.

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Home | My Account | My Saved Forms | My Messages | Logout | Change Password

Home » Password changed

Password changed

Thank You

Your password has been successfully changed.

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