Parents Guide to Admissions

Registration Process

Registration

Home

Don't have an account? Please **register**

Email Address

Welcome to the ONE Citizens Portal

To use this site you will need to first register the...
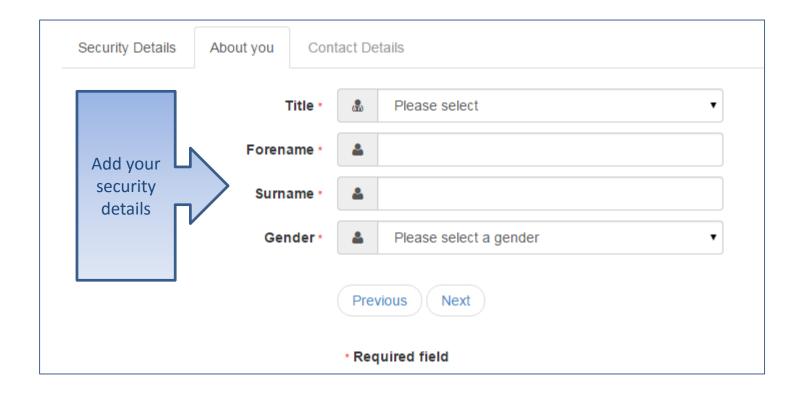
Click **register**

Add your security details

Registration

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to e... process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details | About you | Contact Details

Email Address * | ✉ |
Confirm Email * | ✉ |
Password * | 🔑 |
Confirm Password * | 🔑 |
Secret Question * | 🔒 | Mothers Maiden Name ▼
Secret Answer * | 🔓 |

Next

Who you are

Where do you live

Registration

You need to first register with us in order to apply for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

etails   About you   **Contact Details**

nome address please enter your postcode and then click Find Address. If you do not know your postcode, look it up here. If your address is not listed, press the 'Enter ually' and type the correct address in the boxes provided

Enter your Post Code ➡

Postcode *   🏠 [   ]

Find Address

I don't have a Postcode

⬅ **Find Address**

y a telephone number where you can be contacted during normal office hours, if necessary.

Postcode *   🏠 MK41 6AS

Find Address   **Enter Address Manually**

•If you don't find your address you can type it in **Enter Address Manually**

25, Milton Road, Clapham, Bedford, MK41 6AS
44, Milton Road, Clapham, Bedford, MK41 6AS
66, Milton Road, Clapham, Bedford, MK41 6AS
85, Milton Road, Clapham, Bedford, MK41 6AS
101, Milton Road, Clapham, Bedford, MK41 6AS

⬅ **Click on Address**

Select ➡ **Select**
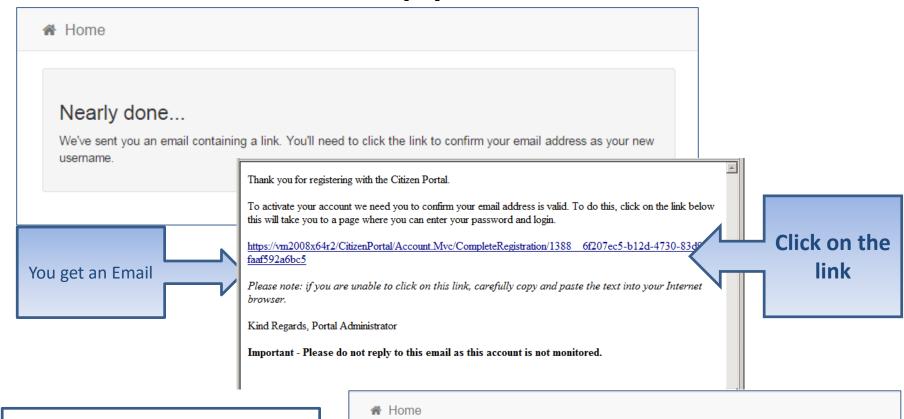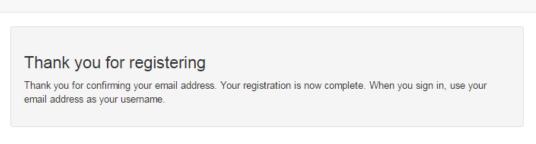
Give us your contact details

Security Details   About you   **Contact Details**

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, I Address Manually' and type the correct address in the boxes provided

House Number	🏠	85
House Name	🏠	
Building Name	🏠	
Street Name	🏠	Milton Road
District / Village	🏠	Clapham
Town	🏠	Bedford
County	🏠	
Postcode *	🏠	MK41 6AS
Country	🌐	United Kingdom ▼

Find Address

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone	☎	
Mobile Number	📱	
Work Phone	☎	

Previous

Submit Registration

* **Required field**

Enter your telephone Numbers

Submit Registration

What happens Next

🏠 Home

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1388___6f207ec5-b12d-4730-83d9-faaf592a6bc5

Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.

Kind Regards, Portal Administrator

Important - Please do not reply to this email as this account is not monitored.
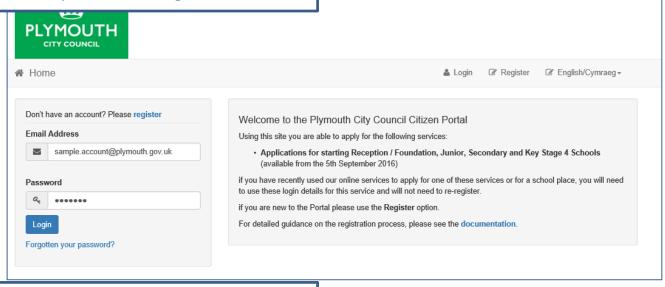
You get an Email

Click on the link

•If the email is not in you inbox, check your Junk Mail folder
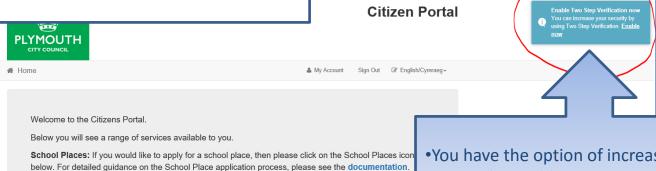•If the link is not highlighted copy and paste into your browsers URL box

🏠 Home

Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

Citizen Portal

PLYMOUTH
CITY COUNCIL

🏠 Home   👤 Login   ☑ Register   ☑ English/Cymraeg ▾

Don't have an account? Please **register**

Email Address

✉ sample.account@plymouth.gov.uk

Password

🔑 ••••••••

[**Login**]

Forgotten your password?

Welcome to the Plymouth City Council Citizen Portal

Using this site you are able to apply for the following services:

- **Applications for starting Reception / Foundation, Junior, Secondary and Key Stage 4 Schools** (available from the 5th September 2016)

if you have recently used our online services to apply for one of these services or for a school place, you will need to use these login details for this service and will not need to re-register.

if you are new to the Portal please use the **Register** option.

For detailed guidance on the registration process, please see the **documentation**.

•Once logged in your home page will look like this…

Citizen Portal

Enable Two Step Verification now
You can increase your security by using Two Step Verification. **Enable now**

PLYMOUTH
CITY COUNCIL

🏠 Home   👤 My Account   Sign Out   ☑ English/Cymraeg ▾

Welcome to the Citizens Portal.

Below you will see a range of services available to you.

School Places: If you would like to apply for a school place, then please click on the School Places icon below. For detailed guidance on the School Place application process, please see the **documentation**.

[📰 School Places]   [✉ Messages]   [👥 My Family]

•You have the option of increasing your security by enabling Two Step Verification. To do this click on the banner shown above

To enable Two Step Verification select 'Email' from this dropdown list then click 'Save'.

At this point you will be logged out of the system. When you attempt to log back in you will be asked to supply a Verification Code. This will be sent to you via email. Enter the unique code and you will gain access to the system. From this point on you will receive a unique code each time you log into the Portal.