

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 then



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 the 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 *

Secret Answer *

[Next](#)

Who you are

Security Details About you Contact Details

Add your security details

Title *

Forename *

Surname *

Gender *

[Previous](#) [Next](#)

* Required field

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.

Details About you Contact Details

Home 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 Address Manually' and type the correct address in the boxes provided

Postcode *

Find Address

I don't have a Postcode

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

Enter your Post Code

Find Address

Postcode *

Find Address

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

Select

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

Click on Address

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, click 'Address Manually' and type the correct address in the boxes provided

House Number	<input type="text" value="85"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK41 6AS"/>
Country	<input type="text" value="United Kingdom"/>

Find Address

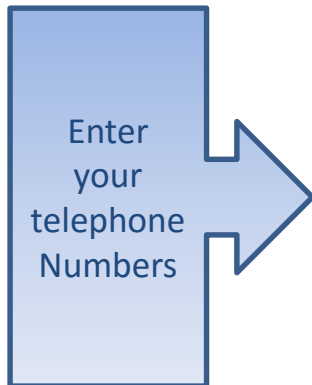
Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone	<input type="text"/>
Mobile Number	<input type="text"/>
Work Phone	<input type="text"/>

Previous

Submit Registration

* Required field



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.

You get an Email

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-4730-83d8-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.

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.

•The link in your email will take you back to the Home screen where you can now login...

The screenshot shows the Plymouth City Council Citizen Portal login page. At the top left is the Plymouth City Council logo. The main header includes a 'Home' link, a user icon, 'Login', 'Register', and a language dropdown for 'English/Cymraeg'. On the left, there is a registration form with fields for 'Email Address' (containing 'sample.account@plymouth.gov.uk') and 'Password' (with a masked password '*****'). A 'Login' button is below the password field, and a link for 'Forgotten your password?' is at the bottom. On the right, a welcome message states: '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...

The screenshot shows the Plymouth City Council Citizen Portal home page after login. The header includes 'Home', 'My Account', 'Sign Out', and the language dropdown. A blue banner at the top right says 'Enable Two Step Verification now. You can increase your security by using Two Step Verification. Enable now'. Below the banner, a welcome message reads: '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.' At the bottom, there are three blue buttons: 'School Places', 'Messages', and 'My Family'.

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

Citizen Portal

PLYMOUTH CITY COUNCIL

Home My Account Sign Out English/Cymraeg

My Account

- Personal Details
- Contact Details
- Change Email Address
- Change Password
- Change Secret Question
- Change of Circumstances
- Two Step Verification**

Two Step Verification

Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.

Preferred method

Email

Save

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.

File Message Tell me what you want to do...

Ignore Delete Reply Reply All Forward Meeting IM More To do's Team Email Reply & Delete

Thu 18/05/2017 15:07

portal.admin@plymouth.gov.uk

Your Verification Code

To Thorn, Gary

Your verification code is 979778

Home

Verification Code sent

Your Verification Code has been sent. Please enter your Verification Code to continue.

Your Verification Code

Verify