Parents Guide to Admissions

Registration Process
Registration

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 the process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

<table>
<thead>
<tr>
<th>Security Details</th>
<th>About you</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Password</td>
<td></td>
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<tr>
<td>Confirm Password</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secret Question</td>
<td></td>
<td>Mothers Maiden Name</td>
</tr>
<tr>
<td>Secret Answer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next
Who you are

Add your security details
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

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 manually' and type the correct address in the boxes provided.

If you don’t find your address you can type it in Enter Address Manually.

Click on Address

Select

Find Address

Enter Address Manually

[Postcode] MK41 6AS

[Address List]
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
Give us your contact details

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

- House Number
- House Name
- Building Name
- Street Name
- District / Village
- Town
- County
- Postcode
- Country

Find Address

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

- Home Phone
- Mobile Number
- Work Phone

Submit Registration
What happens Next

You get an Email

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

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://ym2008x64r2/CitizenPortal/Account_Mvc/CompleteRegistration/1388_6f207ce-5-b12d-4730-83d7- ffa592a6bc5

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.

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.
Once logged in your home page will look like this...

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.