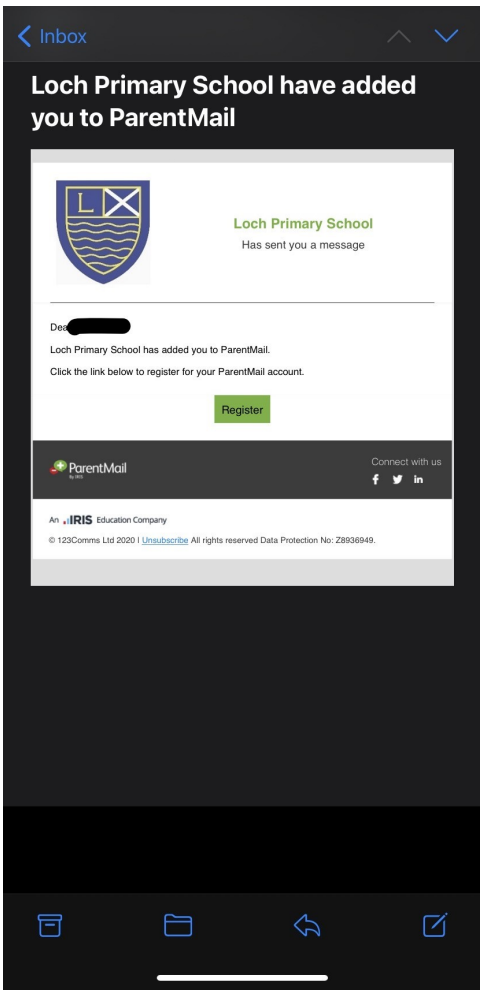
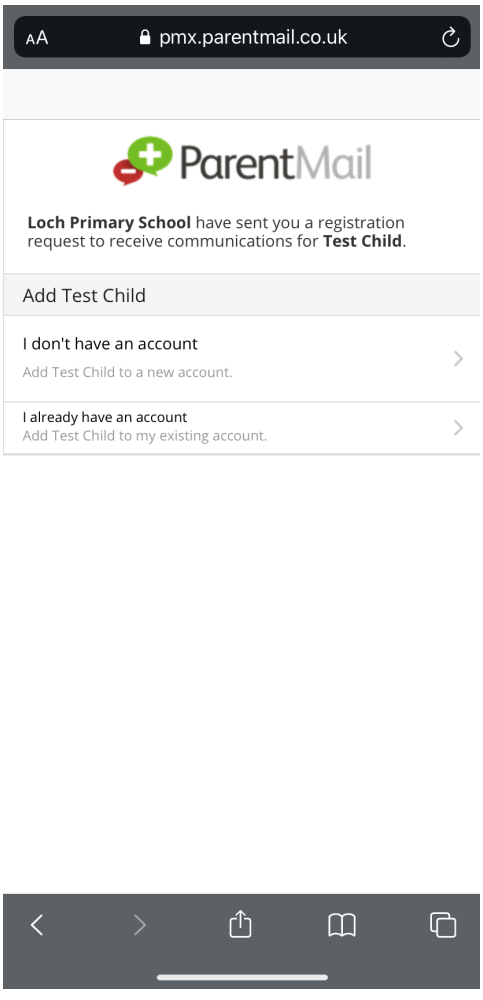
Downloading the ParentMail App



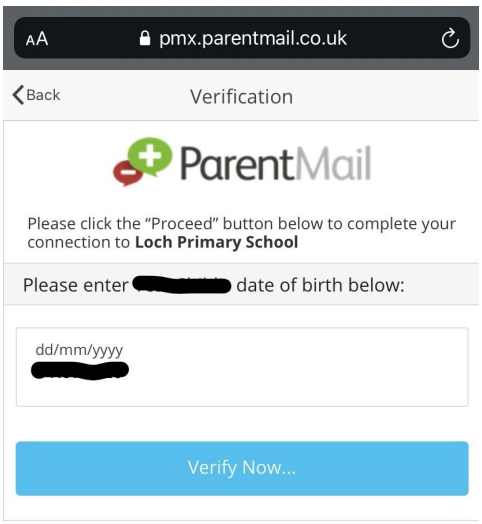
Step 1

If you have not yet registered for a Parent Mail account, please follow the link sent to you in the registration text or email. If you cannot find this message, contact the school to be re-issued a link.



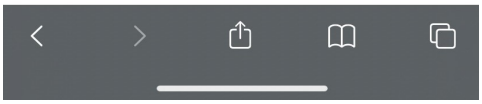
Step 2

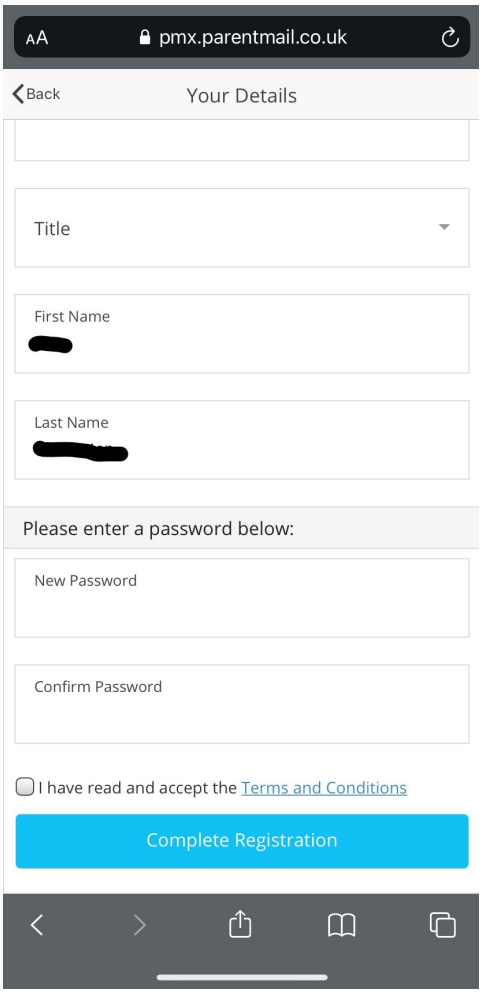
Please create a free Parent Mail account by selecting the 'I don't have an account' option.



Step 3

Please enter your child's date of birth to proceed. This should take the format dd/mm/yyyy e.g. 04/11/2020



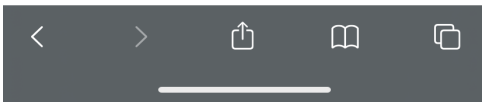


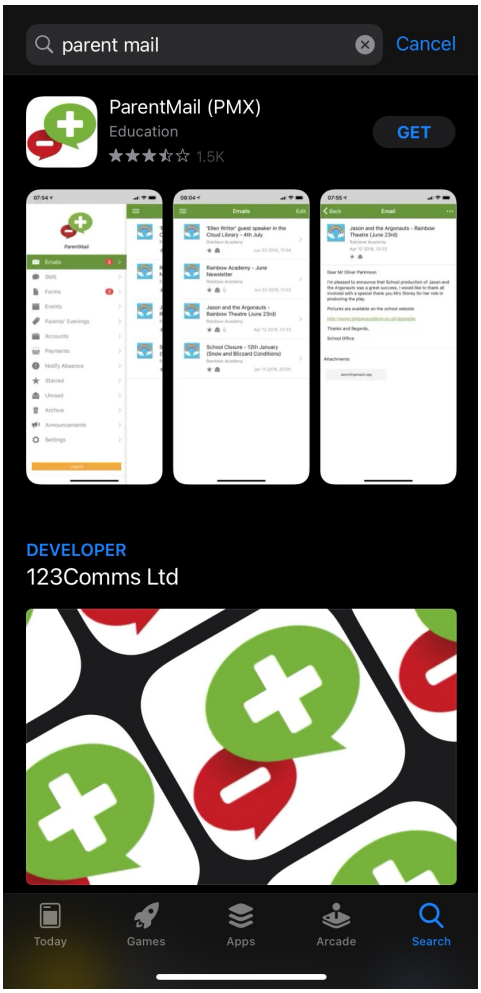
Step 4

Please enter your own details to finish creating your account and create a password. You will be asked for this password when signing into the app.

Step 5

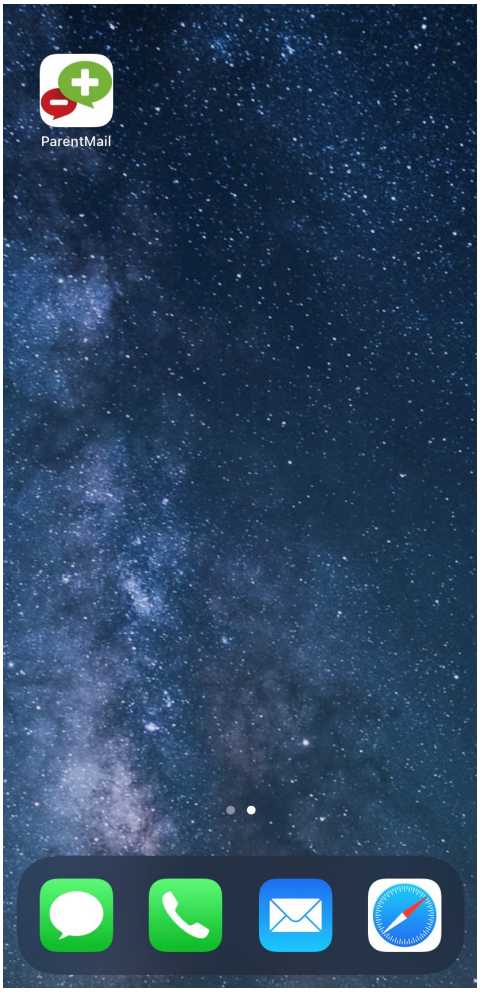
Click the 'Let's Go' button to enter your account. Here you will be able to see text and email messages that have been sent to you from the school, report your child's absences, respond to forms and book Parents' Evening appointments.





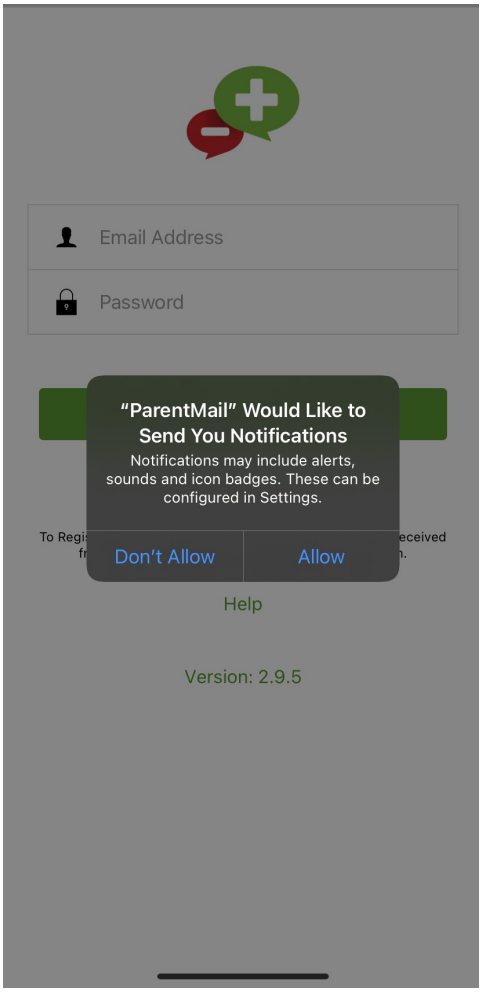
Step 6

To make it easier to access the information listed in step 5, please use your phone or tablet to search for ParentMail in your app store and download it for free.



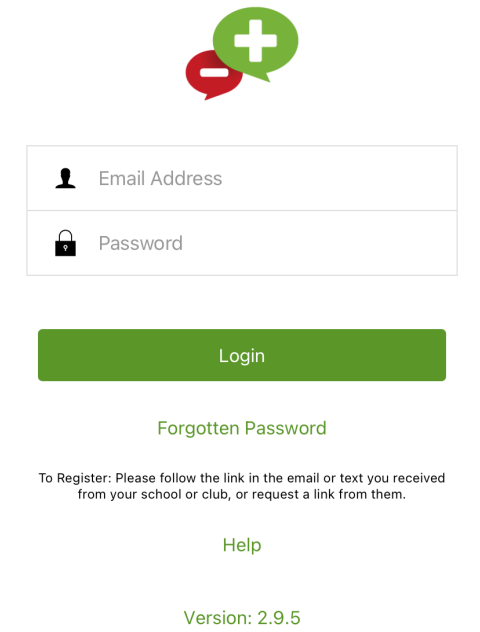
Step 7

Once downloaded, you will now be able to see the ParentMail app on your device's home screen.



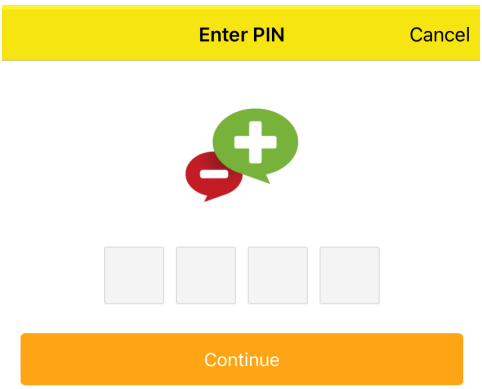
Step 8

When you open your app for the first time, allow notifications so that you will be alerted each time the school sends out a message or link.



Step 9

Using the email address and password you used to register for a ParentMail account, please sign in to the app.



Step 10

You will now be asked if you want to create a pin number. When you open your app you will be asked to enter the 4-digit pin instead of re-entering your username and password each time to make it easier to access.

If you have any further questions, please contact Miss Harrington via email (gw10harringtongina@glow.sch.uk) or via the school office on 0141 634 7217.

ParentMail also has it's own 'help' section on their website with a number of answers to frequently asked questions.

ParentMail

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