

## Downloading the ParentMail App





### <u>Step 1</u>

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.

### Coch Primary School have sent you a registration request to receive communications for Test Child.

Add Test Child

I don't have an account Add Test Child to a new account. I already have an account

Add Test Child to my existing account.

### <u>Step 2</u>

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



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<b>〈</b> Back	Verification
	€ ParentMail
Please click connection	the "Proceed" button below to complete your to <b>Loch Primary School</b>
Please ent	ter date of birth below:
dd/mm/yy	YY
	Verify Now

### <u>Step 3</u>

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



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KBack	Y	our Detai	ls	
Title				•
First Name				
Last Name				
Please ente	er a passw	vord belov	v:	
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### <u>Step 4</u>

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.



Thanks, your account is now set up!



### <u>Step 5</u>

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.



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### <u>Step 6</u>

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.



### <u>Step 7</u>

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

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L	Email Address		
•	Password		
To Regit	"ParentMail" N Send You No Notifications may sounds and icon bac configured i	<b>Nould Like to</b> <b>otifications</b> / include alerts, lges. These can be n Settings.	eceived
ţı	Don't Allow	Allow	r.
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	Version	: 2.9.5	

### <u>Step 8</u>

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.

Ş
L Email Address
Password
Login
Forgotten Password
To Register: Please follow the link in the email or text you received from your school or club, or request a link from them.
Help
Version: 2.9.5

### <u>Step 9</u>

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



### <u>Step 10</u>

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.

