



Registering your account

Registering your ParentMail account can be done in just 5 easy steps!

Step 1 – Receiving the registration email

You should have received an email that looks like this:



Click the link below to verify your account.

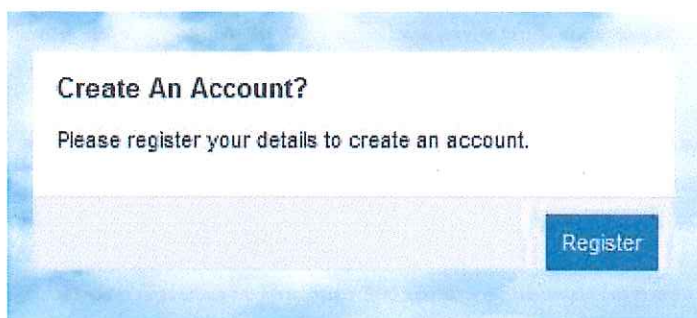
[Verify my account](#)

If you have received this email, click [Verify my account](#).

If you haven't received this email, please contact the school and ask them to resend the registration. This email will expire after 7 days. Please note, the email could also be hiding in your junk and spam, so please log in directly to your inbox rather than using a supporting APP, so that you can check all possible folders.

Step 2 – Register your account

Once you have clicked 'Verify my account' you should see this window:



Click Register.

You should now be presented with this screen, Have an account already? This section is only if you have had a PMX account before. If you are not sure, please just select Register in the Create an Account box.

Step 3 – Your child's DOB

You will now be asked for your Child's DOB. (If you have multiple children at the school please enter your eldest child's DOB) If you receive an error message saying invalid, please check the DOB is correct and try again. If you are still getting an error message, please contact the school and ask them to check what DOB they have for your child on ParentMail.

Step 4 – Your details

Once you have entered the correct DOB you will then be asked to enter your details. First of all enter your Title, Forename, and Surname. Please note – you can use your preferred name.

Next are your contact details. The only mandatory field here is your Email Address, however, we would advise that you also enter your Mobile Number just in case the school need to contact you urgently. You can fill in your address details if you wish, although this information is not mandatory.

Step 5 – Create a password

Next, create yourself a Password (your password must be at least 6 letters and 1 number) then enter your DOB. You must tick the box to agree to our T&C's before selecting continue, these are available on our website [here](#).

Congratulations! You have successfully registered your account!



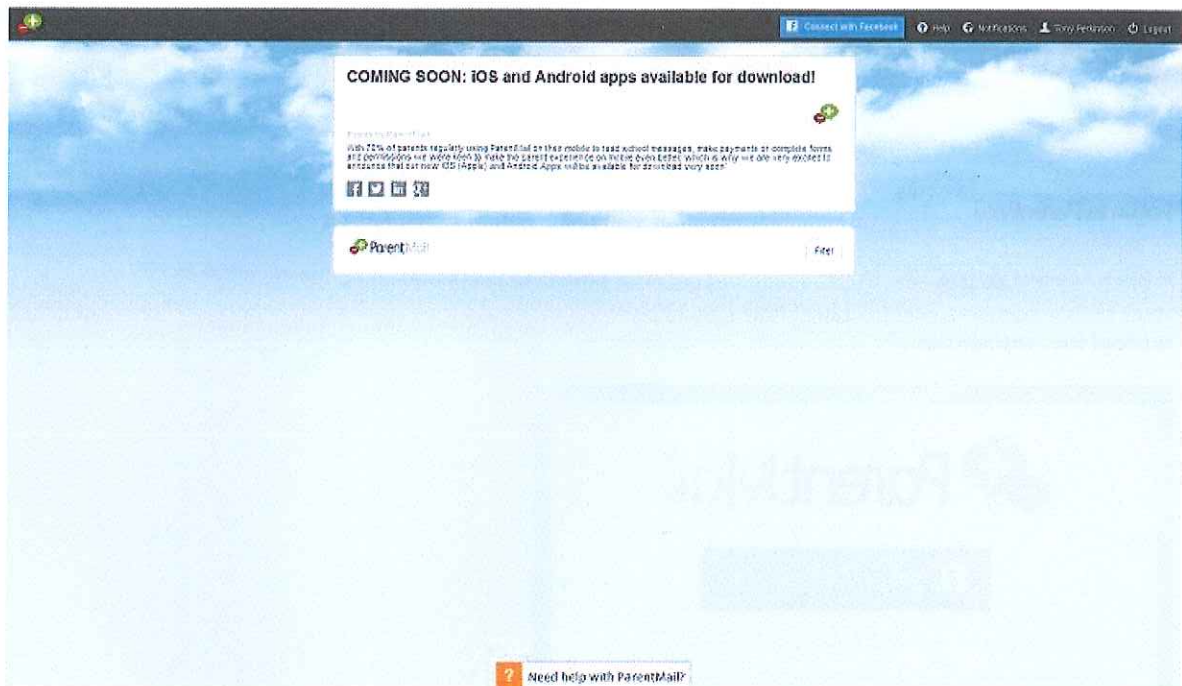
Log in to ParentMail

To login to ParentMail [click here](#).

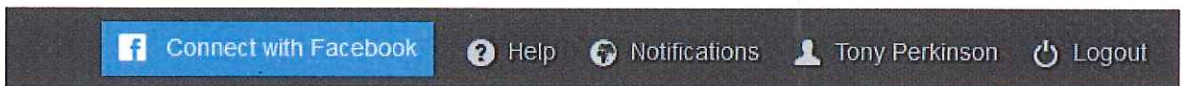
You should now see this login page:

A screenshot of the ParentMail login page. At the top is the ParentMail logo. Below it is a blue button with the Facebook logo and the text "Login with Facebook". A dashed line with the word "OR" in the center separates this from the login fields. There are two text input fields: "Email Address" and "Password". Below these is a section titled "Keep me logged in for:" with a dropdown menu currently set to "1 hour". At the bottom left of the form area is a link "Forgot my Password" and at the bottom right is a blue "Login" button. At the very bottom of the page is a navigation bar with a small ParentMail logo and links for "About", "Blog", "Terms", "Cookies", and "Privacy".

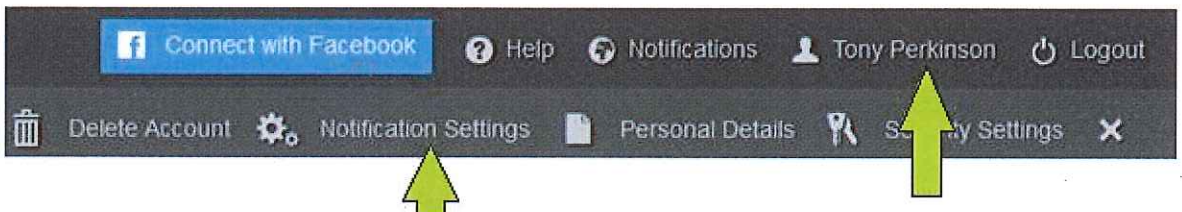
Please enter your Email address, and the Password you have just created. This will now open your PMX home page.



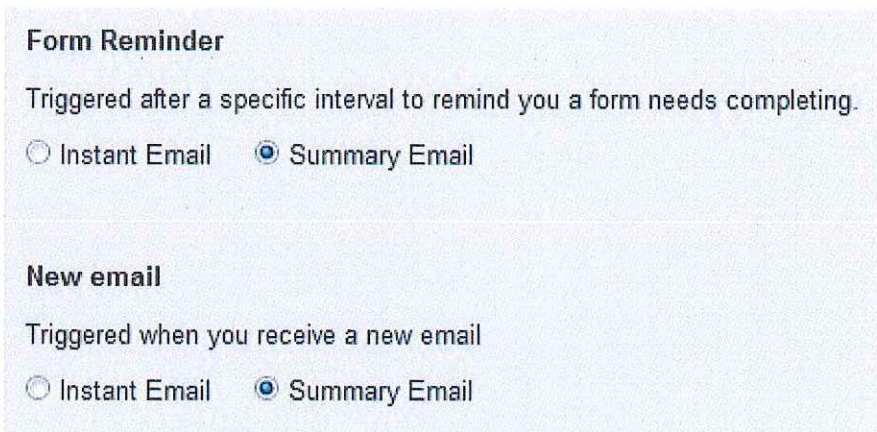
Now you are logged in, any messages sent to you will be stored in notifications. If you see a bubble with a number over notifications it means you have some pending messages waiting, please select notifications and you should see a list of messages.



If you don't want to be notified for each email or form you receive, you can change your settings so that you only receive one summary message detailing everything you have received throughout the day. You can do this by selecting your Name, and then Notification Settings.



You can edit these settings by clicking your preferred option and then selecting Save at the bottom.



From this section you can also Delete your Account. You can change your contact information via Personal Details – all you need to do is overtype the old information and select Save at the bottom.

You can also update your password in Security Settings. Simply enter your current password and then enter a new password. Click confirm and then Save.

We also have a new feature to be able to log in with Facebook. You can do this once you have registered your account. To do this, select 'Connect with Facebook.'



Enter your Facebook login details and select log in.

A blue header bar with the Facebook logo and the word 'Facebook'. Below it, the text 'Log in to use your Facebook account with ParentMail.' is displayed. There are two input fields: 'Email or Phone:' and 'Password:'.

Facebook

Log in to use your Facebook account with ParentMail.

Email or Phone:

Password:

We will then confirm we are only using your public profile and email address, when ready select OK.



ParentMail will receive the following info: your public profile and email address.

You will now be asked, are you sure you want to link this account to your ParentMail? When ready select Yes.

Congratulations, you can now log into ParentMail using your Facebook details.