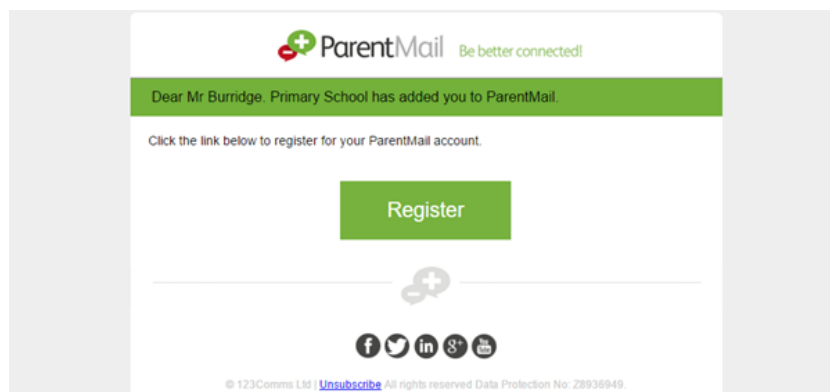


How to use Parent Mail

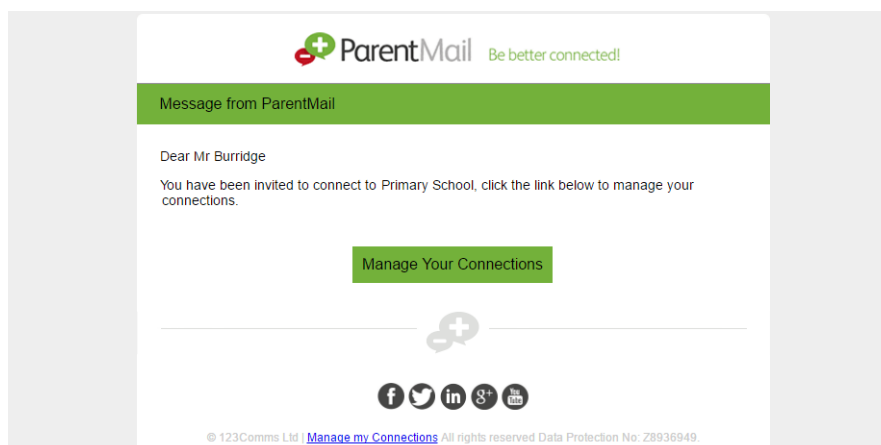
We use an App called 'ParentMail' to communicate with our families. This is used to send messages from your child's class teacher, Ms Woodford, Miss Granite or the School Office. In addition, Parent Teacher meeting appointments can be booked via the App and we take payments electronically via this too for some school items.

Step 1 – Receiving the registration email

You should have received an email that looks like this: ([If not click here and fill out details update form](#))



If you have received this email click 'Register'. If you have already registered with ParentMail, your email may look slightly different (see screenshot below)




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

Step 2 – Registering your account

Once you have clicked ‘Register’ or ‘Manage Your Connections’ you should see this window:

Brierley Primary School



Primary School is using ParentMail for their communications.
They have sent you a registration request to receive communications for **Sam Burridge**.

Add Sam Burridge

I already have a ParentMail PMX account
Add Sam Burridge to my existing ParentMail account. >

I don't have a ParentMail PMX account
Add Sam Burridge to a new ParentMail account. >


If you are registering, select “I don’t have a ParentMail PMX account”.

If you have already registered and are managing your connections, select “I already have a ParentMail PMX account”

I don't have a ParentMail PMX account

Once you have selected this option, you will need to enter the date of birth for your child. Simply type in the DOB, or use the arrow on the far right to select from the calendar.

Verification



For security we need to verify that you should be connected to **Sam Burridge**.


Please enter Sam Burridge's date of birth below:

dd/mm/yyyy
01/01/2001 x ↕ ▼

Verify Now...

Once you have entered the date of birth, select Verify Now...

Your Details



Thanks, that date of birth matched our records.
Finally we just want to check we have the correct details **for you**. Please take a look over these and change anything that's incorrect.

Please verify your details below:

Email Address jeremy.burridge@mailinator.com	Confirm Email jeremy.burridge@mailinator.com	Mobile Number
Title Mr ▼	First Name Jeremy	Last Name Burridge

Please enter a password below:

New ParentMail Password	Confirm ParentMail Password
----------------------------------	--------------------------------------

Complete Registration

You will now need to check that your details are correct – if not, you can simply type over the information we have for you. You will then need to create your password.

Once done, simply select ‘Complete Registration’.

Success



Thanks, messages for Sam Burrige have been added to your account, let's take you to your ParentMail message feed now!

Let's Go! ✓

Success! You will now receive messages for all your child/ren at this school. Click ‘Let’s Go’ to visit your ParentMail feed – and don’t forget to download the free mobile App so that you can pick up messages on the go!

I already have a ParentMail PMX account

Once you have selected this option, you will need to enter the date of birth for your child. Simply type in the DOB, or use the arrow on the far right to select from the calendar.

Verification

The ParentMail logo is centered at the top of the verification form.

For security we need to verify that you should be connected to **Holly Burrige**.

Please enter Holly Burrige's date of birth below:

dd/mm/yyyy
02/02/2002

Verify Now...

Once you have entered the date of birth, select Verify Now...

Login

The ParentMail logo is centered at the top of the login form.

Login to your ParentMail account to receive messages for **Holly Burrige**.

Please enter your email address and password below:

Email Address
youremailaddress@email.co.uk

Password
.....

Login

[Forgot your Password?](#)

Next, please check your email address and password and then select Login. If you can't remember your password, select "Forgot your Password?"

Success



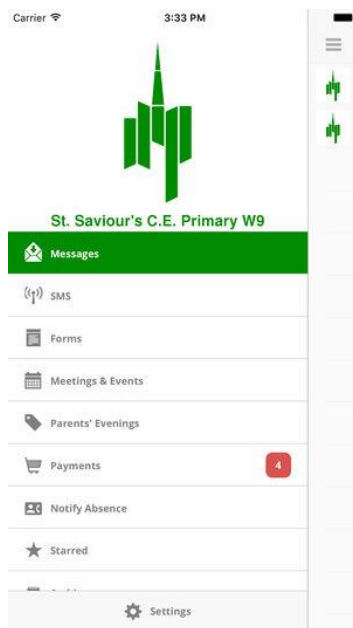
Thanks, messages for Holly Burridge have been added to your account, let's take you to your ParentMail message feed now!



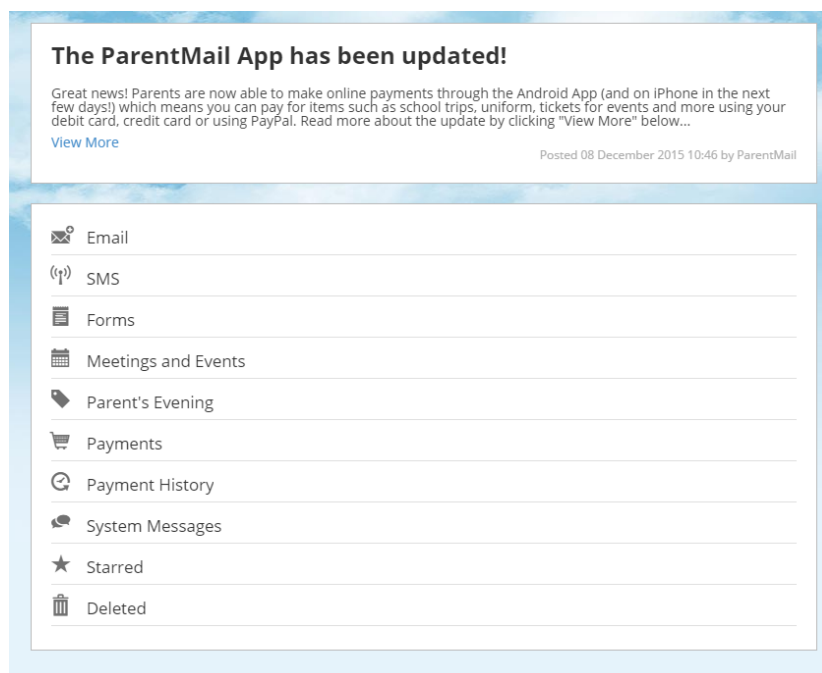
Success! You will now receive messages for all your child/ren at this school. Click 'Let's Go' to visit your ParentMail feed – and don't forget to download the free mobile App so that you can pick up messages on the go.

Step 3 – Download the ParentMail App

If you have an iPhone or Android device we recommend you download the free parent App to pick up school messages instantly! It will look like this once loaded:



If you are logged in on a computer, your feed will look like the image below:



Don't worry if you can't see any messages in your feed yet – it may be that your school hasn't sent you any messages!

Once they begin sending communications home through ParentMail, you will see notification badges appear on each application. (Shown overleaf)

