

Email Registration

Welcome to your ParentMail account, we hope you're going to enjoy receiving your school communications online! First things first, you need to register your account – the good news is, this can be done in minutes!

If you would rather download and print this guide, please click on the appropriate link below –

[How to register with ParentMail for the first time via email](#)

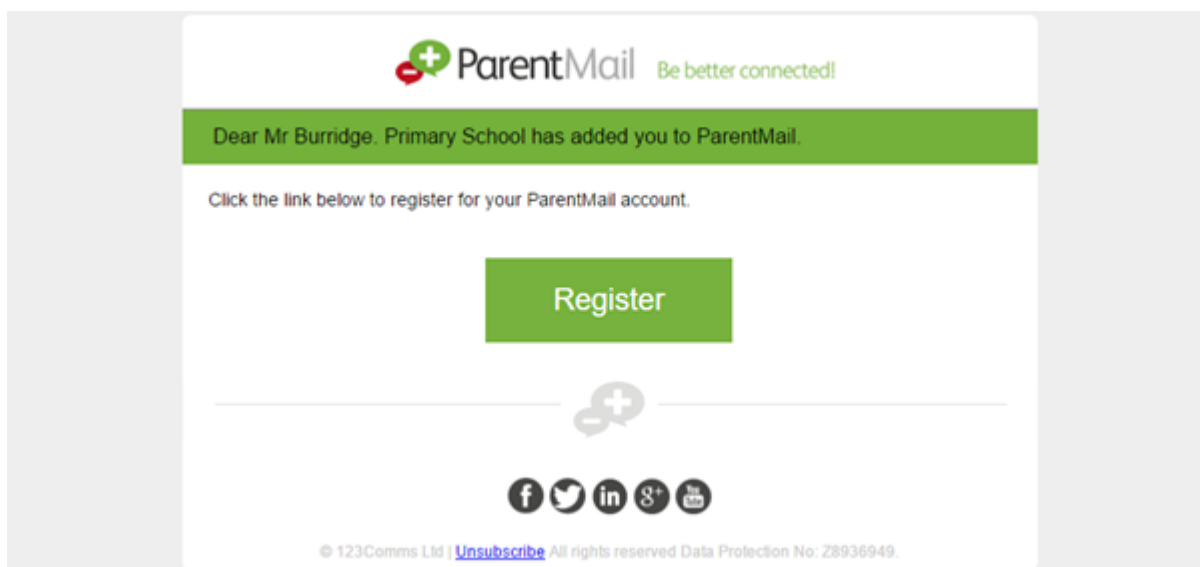
[How to register with ParentMail as an existing user via email](#)

How to register with ParentMail for the first time via email

Your school will send you an email registration link if they have your email address in their ParentMail system.

If you haven't registered with ParentMail before, please follow the instructions below to register as a new user.

You will receive an email which looks like the image below to your email account




Click 'Register'.

If you haven't received the email from your school, please note it may take a couple of minutes before the email arrives. However, if after a few minutes you still haven't received the email, please check your spam/junk folders. If you find the email in your spam/junk folder, please change your account settings to mark ParentMail as a safe sender. Please also add [**info@parentmail.co.uk**](mailto:info@parentmail.co.uk) to your contact address book to avoid missing out on emails.

Once you have clicked 'Register', the below window will appear –

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. >

Click 'I don't have a ParentMail PMX account'.

Enter your child's date of birth by either typing in the field, or use the arrow on the far right to select from the calendar. Once you have entered the date of birth, click 'Verify Now...'

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...

The below window will appear. Check your details are correct. You can edit any incorrect details in the fields. Please also enter a password.

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

Now click '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 have created your ParentMail account!

You will now receive messages from your child's school. If you have more than one child at the school, you will receive messages for both/all!

Click 'Let's Go!' to visit your ParentMail feed and to start managing your account.

If you have an Android or Apple device, download the free ParentMail App to pick up messages on the go!

When logged into your ParentMail account on a desktop computer your feed will appear as below –



If you can't see any messages, your school haven't sent any messages to you yet! When you do start to receive communications from your school, notification badges will appear next to the appropriate application.

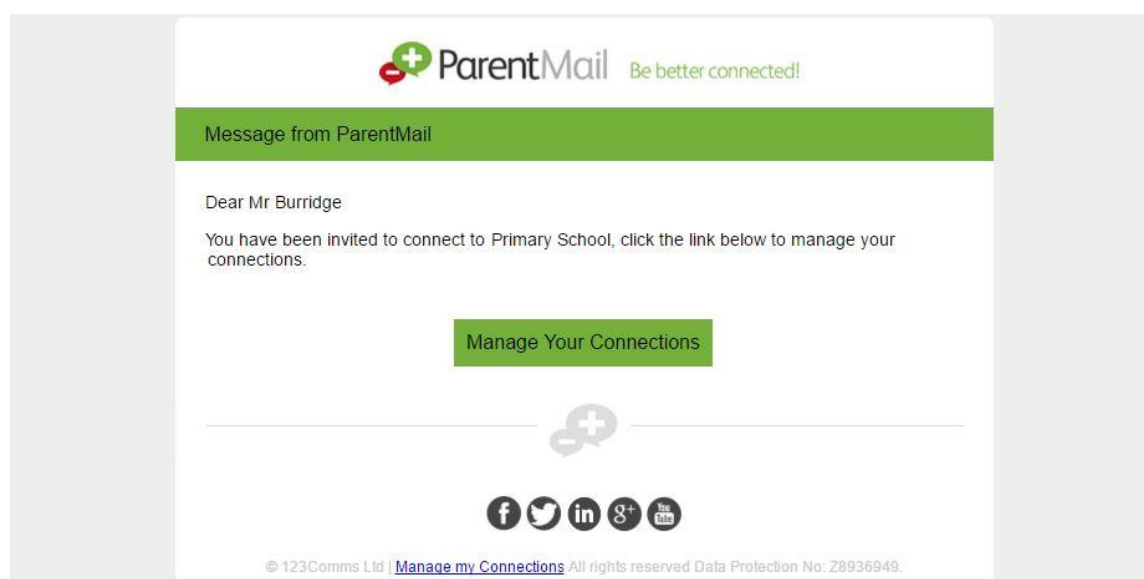


How to register with ParentMail as an existing user via email

Your school will send you an email registration link if they have your email address in their ParentMail system.

If you have previously registered with ParentMail, please follow the below instructions to connect as an existing user.


You will receive an email which looks like the image below to your email account –




Click 'Manage Your Connections'.

If you haven't received the email from your school, please note it may take a couple of minutes before the email arrives. However, if after a few minutes you still haven't received the email, please check your spam/junk folders. If you find the email in your spam/junk folder, please change your account settings to mark ParentMail as a safe sender. Please also add info@parentmail.co.uk to your contact address book to avoid missing out on emails.

The below window will appear:


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.	>

Click 'I already have a ParentMail PMX account'. The below window will appear:

Verification

For security we need to verify that you should be connected to Holly Burridge .
Please enter Holly Burridge's date of birth below:
<div>dd/mm/yyyy 02/02/2002</div>
Verify Now...

Enter your child's date of birth by either typing in the field, or use the arrow on the far right to select from the calendar.

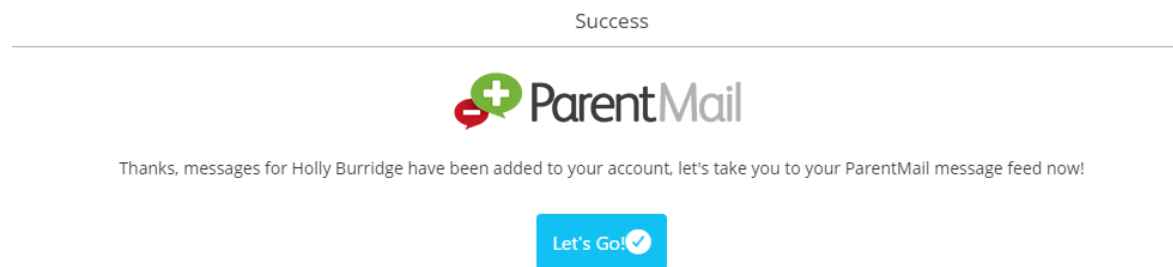
Once you have entered the date of birth, click 'Verify Now...' The below window will appear:

Login

Login to your ParentMail account to receive messages for Holly Burridge .
Please enter your email address and password below:
<div>Email Address youremailaddress@email.co.uk</div> <div>Password</div>
Login
Forgot your Password?

You now need to enter the login details previously used to register with ParentMail. Don't worry if you have forgotten your password; simply click 'Forgot your Password?' and a new window will open asking you to enter your email address. You will then receive an email to your inbox which will allow you to reset your password to a new one. After you have reset your password, return to the login details window and log into your account.

Now click 'Complete Registration'.

The below window will appear:



Success! You have created your ParentMail account!

You will now receive messages from your child's school. If you have more than one child at the school, you will receive messages for both/all!

Click 'Let's Go!' to visit your ParentMail feed and to start managing your account.

If you have an Android or Apple device, download the free ParentMail App to pick up messages on the go!