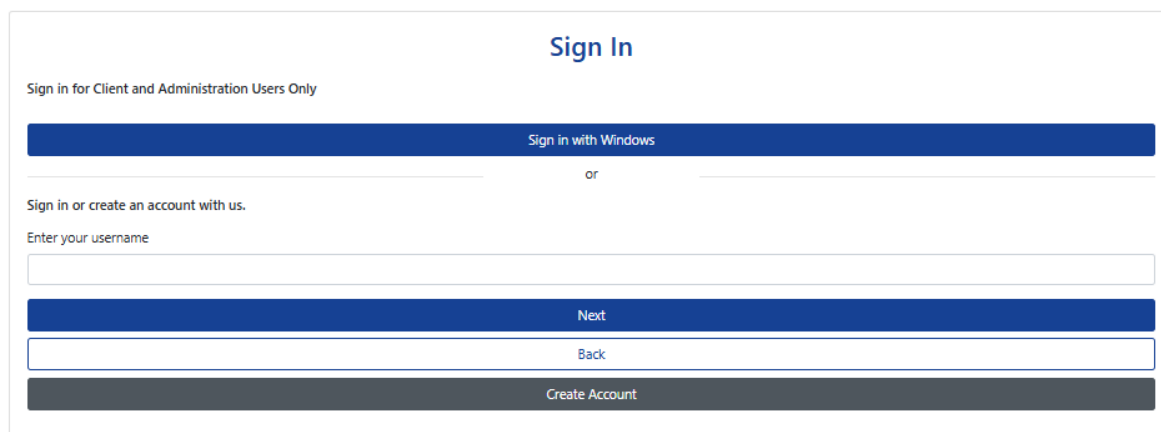


How to create an online account

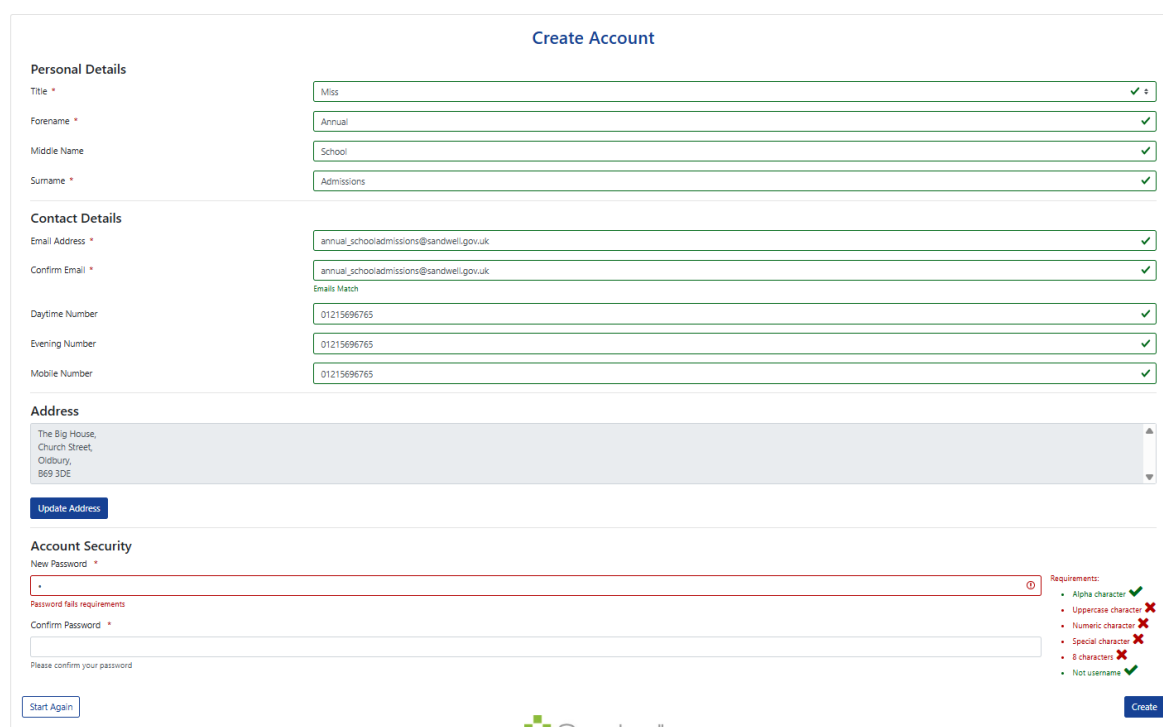
<https://www.sandwell.gov.uk/school-admissions/apply-school-place>

1. Once you have accessed the link to the parent portal, you will need to click the 'create account' option at the bottom.



The 'Sign In' page features a blue header with the title 'Sign In'. Below the header, a sub-header reads 'Sign in for Client and Administration Users Only'. A prominent blue button labeled 'Sign in with Windows' is at the top. Below this, a horizontal line with the word 'or' in the center separates it from the next section. The section 'Sign in or create an account with us.' contains a text input field for 'Enter your username'. Below the input field are three buttons: a blue 'Next' button, a white 'Back' button with a blue border, and a dark grey 'Create Account' button.

2. You will need to complete the boxes below with your information.



The 'Create Account' page is divided into several sections. The 'Personal Details' section includes fields for Title, Forename, Middle Name, and Surname, each with a green checkmark indicating successful input. The 'Contact Details' section includes fields for Email Address, Confirm Email, Daytime Number, Evening Number, and Mobile Number, all with green checkmarks. The 'Address' section shows a text area with a sample address and an 'Update Address' button. The 'Account Security' section includes a 'New Password' field with a red error message 'Password fails requirements', a 'Confirm Password' field, and a 'Please confirm your password' instruction. To the right of the password fields is a 'Requirements' list: Alpha character (checked), Uppercase character (unchecked), Numeric character (unchecked), Special character (unchecked), 8 characters (unchecked), and Not username (checked). At the bottom left is a 'Start Again' button, and at the bottom right is a 'Create' button. The Sandwell logo is centered at the bottom.

Your password must include the following –

1. A uppercase character e.g. A, B, C
2. Lowercase letters e.g. a, b c
3. A numeric character e.g. 1, 2, 3
4. A special character e.g. !, ?, @
5. Must be 8 or more characters long.
6. Your password cannot be your username.

How to create an online account

- Once you have clicked create account, you will be sent an email to verify your email. Please be sure to check your junk/spam folders if not received. The email will come from ecs_adtra@sandwell.gov.uk

Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

[Back](#)[Resend email in 7 seconds.](#)

- At the bottom of the verification email, there will be a link that you will need to click on to complete the creation of your account.

Parent Portal account verification

EA

ecs_adtra@sandwell.gov.uk
To ● inyear admissions

10:47

Retention Policy

8 Year deletion Policy for Emails (8 years)

Expires on 03/09/2033

Dear Parent/Guardian

Thank you for creating your Parent Portal account.

To activate your account and allow you to use the system we need to confirm that your email address is valid.

To do this:

Please click on the link below; this will take you to a page where you can enter your password and login OR copy/paste the link in your browser.

Important - please do not reply to this email, as it has been sent from an automated process.

Kind Regards

Sandwell Admissions Team

- After your account has been verified, it will ask you to sign in with your username and password. You will then be able to log in and start the application process.

Your username will be your email address used to make the account.

Account Management

[Account Info](#)[Applications](#)[Documents](#)[Notifications](#)

[My Details](#)[My Children](#)[Security](#)

My Details

All of your details can be found below.

Personal Details

Update your personal details using the below fields. When you are happy with your changes, click save at the bottom of the page. Your email address can be updated by going to the Security section. Required fields are marked with a *

Title *

Mrs

Forename *

Amal

Middle Name

School

Surname *

Admissions

ID#

Ni Number

National Insurance Number

NADS Number

National Asylum Support Service Number

Address

The Big House,
Church Street,
Oldbury,
W81 3JH

Account Management

[Account Info](#)[Applications](#)[Documents](#)[Notifications](#)

[Applications Home](#)[Admissions](#)[Childcare](#)[Family Hub](#)

Admissions

All of your admissions applications are listed below. You may continue an existing application from where you left off, unsubmit an existing application which hasn't yet been processed by the Local Authority, or respond to completed applications.

[Start Application](#)

Order by Newest Application