# User Guide Activating Your Parent Account



### Introduction

This document will inform you how to activate your parent account.

#### *Important!*

Whilst accessing any of these services, you must still comply with the College's Acceptable Use and GDPR policies.

#### **Knowing your Username**

Your username would have been sent to your personal registered email account at the beginning of the academic year.

Your username will use your son / daughter's 6-digit Student ID (234567) and will be constructed in either of these formats.

p\_234567 or p2\_234567

### Setting or Changing your Password

#### *Important!*

To access our services, we require your current mobile number.

If we hold an incorrect mobile number for yourself, please contact the College via email <u>info@stbrn.ac.uk</u> with your full name and new mobile number for us to update this for you.



## User Guide Activating Your Parent Account



O Microsoft Office Home     x	Once received, type in the security code into the 'Code' box and click 'Check Code'.
Forgotten Password To verify your identity, a security code has been sent to you at *****7710. Please click the link in the email or copy and paster the security code have. Your security code should are very diseavery. If you have walked for a while and haven't yet received a code, click the resent code button to receive a new code. Resent Code	
Code	
Check Code Go Back Cancel Go Back Cancel Go Motion/ Office Hare Code Go Back Structure Code Go Back Cancel Structure Code Go Back Cancel Code Code Code Code Code Code Code Code	Click 'Continue', to proceed to change your password.
Forgotten Password Thate You' Your security code sent to """"7710 has been verified. Continue Cancel Control of the password Acceleration of the password SSPR Self Service Password Reset	Follow the displayed instructions to change your password, once complete, click 'Change Password'.
<section-header><section-header><section-header><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><section-header></section-header></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></section-header></section-header></section-header>	
have used before or your name. Password cannot end in a number Password must contain: 1 number 1 lowercase ketre i typeccase ketre Thanka. Plesse type your new password New Password Confirm Password Channel Channel Channel Channel	
Currence Passandoll Calificatione  Calificatione	Click 'Continue', to complete the process.
Success The password has been changed successfully Continue	

You have now activated your Parent Account

### **Further Information**

Should you need further assistance activating your account, please email, <u>eLearning Systems Support@stbrn.ac.uk</u>

Changing your contact details, please email, info@stbrn.ac.uk