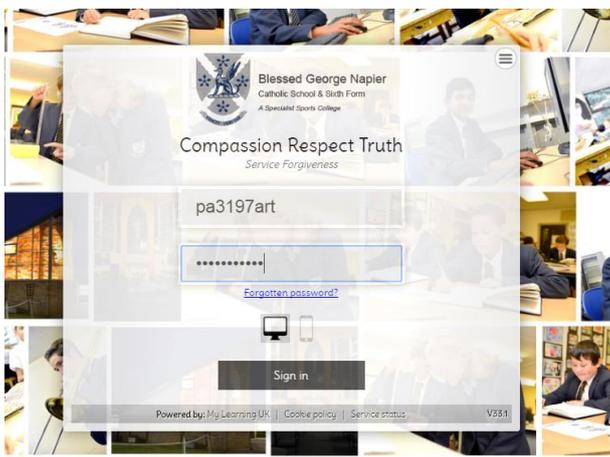# HELP SHEET FOR PARENT PORTAL

Activating your parents account

1. Go to bgn.myvle.co.uk

2. Login using your child's unique ID username and password provided on the letter

3. Click **Create account** to register yourself

4. Fill in the registration form and submit

5. Once you have received your activation code by email, click **Activate now**
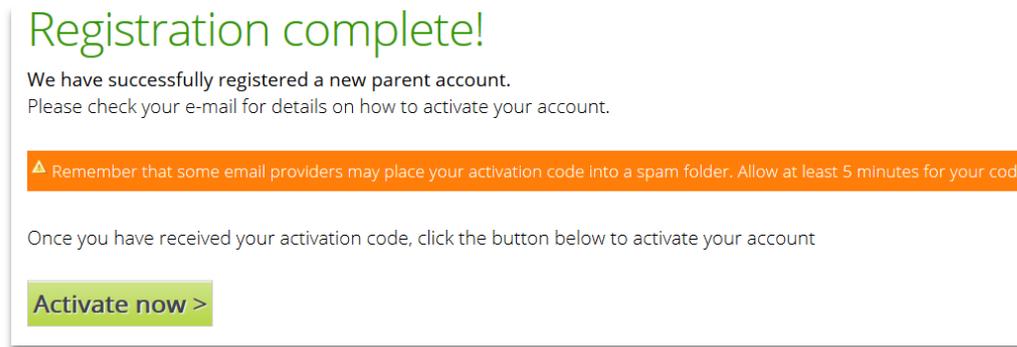

Registration complete!

We have successfully registered a new parent account.
Please check your e-mail for details on how to activate your account.

⚠ Remember that some email providers may place your activation code into a spam folder. Allow at least 5 minutes for your code

Once you have received your activation code, click the button below to activate your account

Activate now >

6. Enter the activation code into the box and click **Activate**
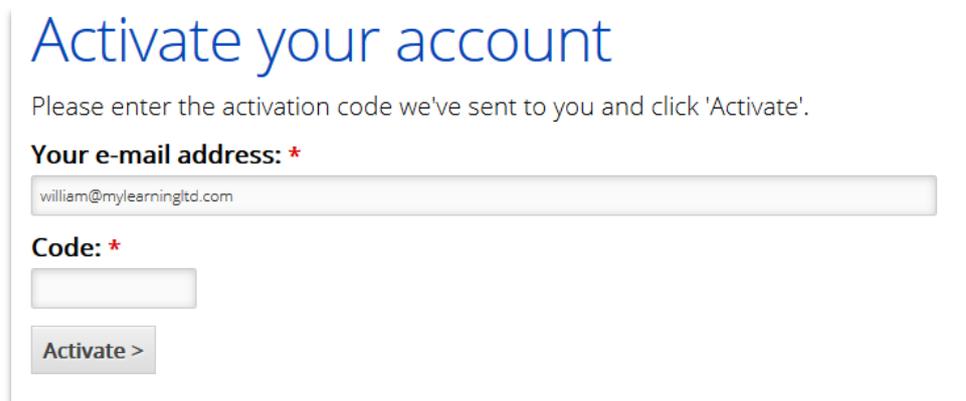
Activate your account

Please enter the activation code we've sent to you and click 'Activate'.

Your e-mail address: *

william@mylearningltd.com

Code: *

Activate >

You will now be able to browse the areas of My Learning that your child uses.

If you have more than one child at the school, you can click the 'Add Child' button to register additional children using the Unique ID provided for each child.