



# ParentMail

ACHIEVING  
**excellence**  
BELONGING  
**together**  
CHALLENGING  
**mind-sets**

## What is the ParentMail App?

The ParentMail App is a central location for our school to contact you about your child. The ParentMail App can also be used to manage your child's lunch money allowance as well pay for school trips or other school items.

## How do I register?

### Step 1: Receiving the registration email



If you have received this email, click Verify my account.

If you haven't received this email, please contact the school and ask them to resend the registration. This email will expire after 7 days. Please note, the email could also be hiding in your junk and spam, so please log in directly to your inbox rather than using a supporting APP, so that you can check all possible folders.

### Step 2 – Register your account

Once you have clicked 'Verify my account' you should see this window:

**Create An Account?**  
Please register your details to create an account.

Register

Click **Register**.

You should now be presented with this screen '**Have an account already?**' This section is only if you have had a **PMX** account before. If you are not sure, please select **Register** in the **Create an Account** box.

**Have an account already?**  
Please login to Connect to your new school.

Login with Facebook

OR

Email Address

Password

Forgot my password

Login

**Create An Account?**  
Please register your details to create an account.

Register

## Step 3 – Your child’s DOB

You will now be asked for your Child’s DOB. (If you have multiple children at the school please enter your eldest child’s DOB.) If you receive an error message saying invalid, please check the DOB is correct and try again. If you are still getting an error message, please contact the school and confirm the correct DOB.

**Complete Your Registration Details**

We just need a few details to help protect your account and allow us to provide you our best service.

Please enter your Child's DOB for the Anthony's Test school of Greatness organisation.

Child's DOB

Answer

## Step 4 – Your details

Once you have entered the correct DOB you will then be asked to enter your details. First of all enter your Title, Forename, and Surname. Please note - you can use your preferred name.



The image shows a registration form with the following fields:

- Name**: A dropdown menu with "Miss" selected.
- First Name**: A text input field containing "Tony".
- Surname**: A text input field containing "Perkinson".

Next are your contact details. The only mandatory field here is your **Email Address**; however, we would advise that you also enter your **Mobile Number** just in case the school need to contact you urgently. You can fill in your address details if you wish, although this information is not mandatory.

## Step 5 – Create a password

Next, create yourself a **Password** (your password must be at least 6 letters and 1 number) then enter your **DOB**. You must tick the box to agree to our T&C's before selecting continue

**Congratulations! You have successfully registered your account!**

## How do I get the app?

For iOS devices download from the [App Store](#)

For Android devices download from [Google Play](#)

## What if you don't have my email address?

If we do not have your most up to date contact details, then please contact the School Office on 0121 453 1778 so that we can update our records.