



## Welcome to ParentMail!

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!

### How to register with ParentMail as an existing user via SMS

Your school will send you an SMS if they have your mobile number saved in their ParentMail system.

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

- 1) Click on the link in the text message to register your account.



You will be taken to a window as shown below.



2) Click 'I already have a ParentMail PMX account' and the below window will appear.



3) Enter your child's date of birth and click 'Verify Now'.

The below window will appear. 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. After you have reset your password, return to the login details window and log into your account.



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!

