

## Activating your My Child At School account

1. Each contact with parental responsibility on record will receive an email with activation details. It will look like this:

**From:** [sealoffice@inspirefederation.co.uk](mailto:sealoffice@inspirefederation.co.uk)  
**Sent:** Tuesday, December 13, 2022 2:37:45 PM  
**To:** youremailaddress@emailprovider.com  
**Subject:** MCAS - Redeem Invitation Code

Hello from MyChildAtSchool.com

A request to setup your account has been received.

These are the details to setup your account.

School ID: **13866**  
Username: **YourUsername**  
Invitation Code: **YourInvitationCode**

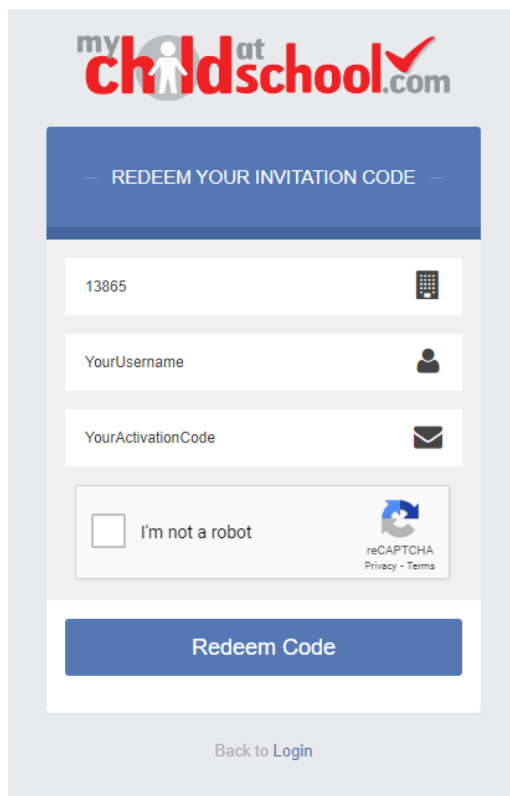
If you did not request an Invitation Code, please contact your school.

Please click [Here](#) to redeem your invitation code.

Please do not reply to this email as any received emails are deleted immediately.

Regards  
MyChildAtSchool.com

2. Click where it says 'Here' in the email to redeem your activation code. This will take you to a web page that will be pre-populated with the activation information. It will look like this:



The screenshot shows a web page for redeeming an invitation code. At the top is the logo for 'my child at school.com' with a red checkmark. Below the logo is a blue header bar with the text 'REDEEM YOUR INVITATION CODE'. The main content area contains three input fields: '13865' (with a calendar icon), 'YourUsername' (with a person icon), and 'YourActivationCode' (with an envelope icon). Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom of the form is a large blue button labeled 'Redeem Code'. Below the button is a link that says 'Back to Login'.

3. Click on the button to confirm you are not a robot and then select 'Redeem Code'.
4. You will now be asked to confirm your email address by entering it twice and create a new password by entering it twice. Please be aware that passwords need to be at least 8 characters containing a combination of letters, numbers and at least one special character. (?, !, \*, &, etc)
5. You can now login with your username (visible on the original redeem invitation code email you received) and your newly created password. **The School ID for Seal Primary School is always 13866.**

**NOTE:** The username is the username you received on the original activation email, it is **NOT** your email address.

6. After logging in for the first time, you will be asked to verify your email address. Please choose to do this. You will be sent another email with a link to verify your address.
7. You can now begin to use the My Child At School system.