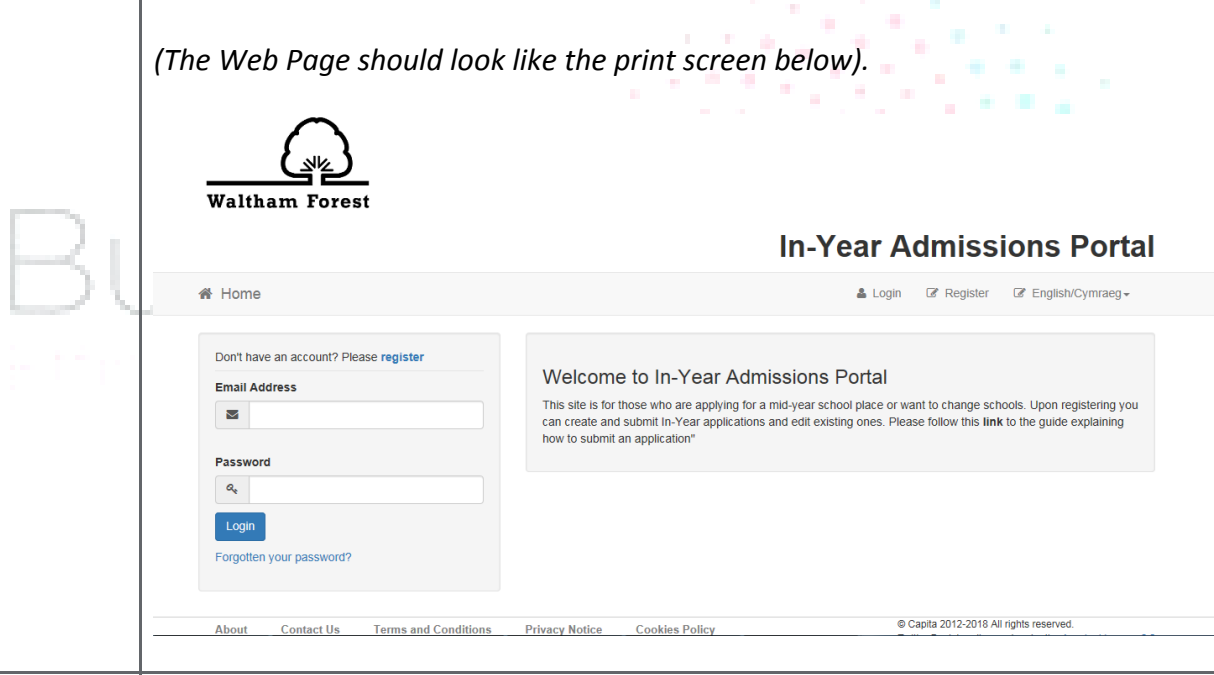
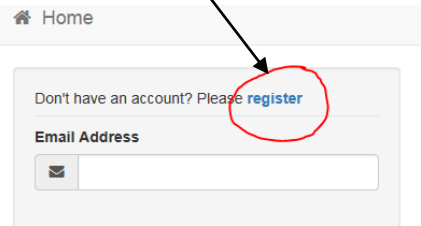


BUSINESS SUPPORT SCHOOL
ADMISSIONS

**How to Register online with
the In-Year Admissions
Portal**



How to Register online with the In-Year Admissions Portal	
Description:	<p>In-Year Admissions Portal:</p> <p>You must have a personal existing email address which you have full access to and use regularly in order to make an In Year School Admission application.</p> <p><i>(You will need an email address in order to Register, if you do not have one you will need to create one).</i></p>
Step 1	<p>Go onto our main Waltham forest Council Website and Search In-Year Admissions.</p> <p>Select the link for In-year admissions Portal.</p> <p>The Webpage for the In-Year Admissions Portal Will appear.</p> <p><i>(The Web Page should look like the print screen below).</i></p> 
Step 2	<p>Click on Register</p> 

Step 3

Once you click on register, The Webpage Below will appear which contains a Registration form.

*(Please make sure all parts of the form are completed especially the fields which have a Red star * Next to them. These fields are known as required fields and you will not be able to go on to the next stage if you leave any of them blank.)*



In-Year Admissions Portal

Home Login Register English/Cymraeg

Registration

You need to first register with us in order to apply for In-Year Admissions for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Email Address *
 Confirm Email *
 Password *
 Confirm Password *
 Secret Question * Your first school
 Secret Answer *
 Title * Please select
 Forename *
 Surname *
 Gender * Please select a gender

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

[Find Address](#)
I don't have a Postcode

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone
 Mobile Number
 Work Phone

[Submit Registration](#)

* Required field

[About](#) [Contact Us](#) [Terms and Conditions](#) [Privacy Notice](#) [Cookies Policy](#)

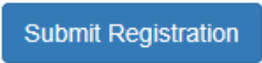
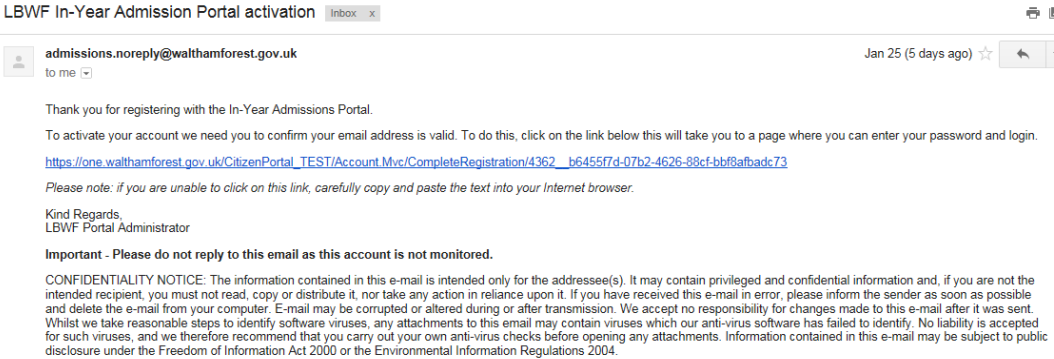
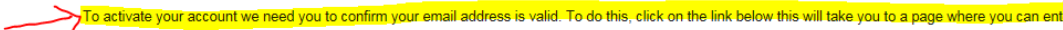
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 Twitter Bootstrap licensed under the Apache License v2.0

Please complete the registration form with your details.

(The user Registering must be the person who has full Parental Responsibility for the child).

Please make sure all the details you enter are correct and up to date.

(We advise all users to make sure you write down the email address and the password you choose to use. Your password must be confidential please do not give your password to anyone else. The email address and the password you enter at this stage will be your user name and password for your In-year admissions portal account.)

	<p>Once you have correctly entered your details please click on “Submit Registration”.</p>  <p>* Required field</p>
<p>Step 4</p>	<p>Log into your personal email address which <u>you have used to register</u>.</p> <p>You will be sent a activation email for verification, this email will be sent to the email that you entered inorder to register.</p> <p><i>(This email will ask you to verify your email address to enable you to activate your In-year Admissions portal Account).</i></p> <p>The email you will receive will look like the one shown below:</p>  <p>Please read the email and follow the instructions by clicking on the link provided.</p>  <p>Thank you for registering with the In-Year Admissions Portal.</p> <p>To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.</p> <p>https://one.walthamforest.gov.uk/CitizenPortal_TEST/Account.Mvc/CompleteRegistration/4362_b6455f7d-07b2-4626-88cf-bbf8afbac73</p> <p>Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.</p> <p>Kind Regards, LBWF Portal Administrator</p>
<p>Step 5</p>	<p>When you click on the link provided within the activation email, you will be taken to a webpage like the one shown below, this is where you can re-enter your password and email address.</p> <p><i>(This is the password and email address you used to register.)</i></p>



In-Year Admissions Portal

Home

Login Register English/Cymraeg

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgotten your password?](#)

Welcome to In-Year Admissions Portal

This site is for those who are applying for a mid-year school place or want to change schools. Upon registering you can create and submit In-Year applications and edit existing ones. Please follow this [link](#) to the guide explaining how to submit an application?

Once you have entered your Email Address and Password Correctly, Click on "Log in"

Login

Step 6

Once you have Clicked on "Log in", you will be taken into your personal In-year admissions portal account, which will look like the one shown below:

You have now successfully registered and Logged into your In-year Admissions Portal account.



In-Year Admissions Portal

Home

My Account Sign Out English/Cymraeg

Welcome to the In-Year Admissions Portal

Select School Places if you would like to:

- Start a new application for a child.
- Change an existing application for a child.
- View an existing application for a child.
- Close an existing application.

Select Messages if you would like to:

- View/read any messages you have received from admissions in regards to the applications you may have submitted.

Select My Family if you would like to:

- Add a child who is not listed already.
- Amend the details for children individually.



School Places



Messages



My Family

*(PLEASE NOTE: You have only registered with the In-Year Admissions Portal at this stage, **this does not mean you have submitted an application and applied for a school place for your child.**)*

In order to apply for an In-year Admissions Application for your Child/ Children , please follow the “How to Complete an In-year Application via the In-year Admissions Portal” Guidance. This can be found on the Waltham Forest website at(link to follow)

Thank you.

Business Hub
Efficient. Effective.

