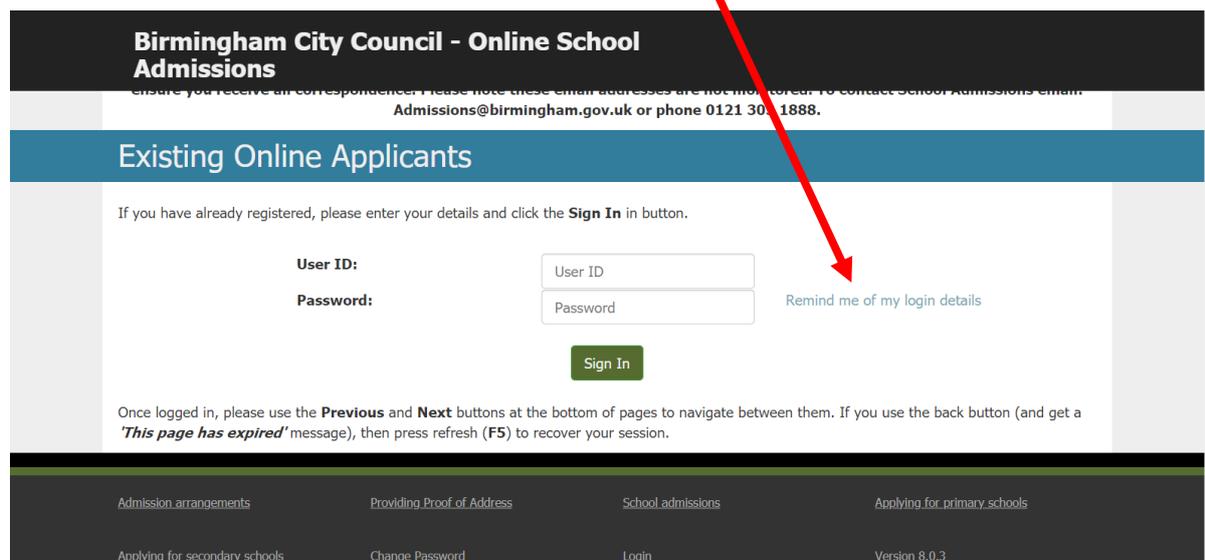


Forgotten Password Guidance

Click on option in Existing online applicants: **'Remind me of my login in details'**



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ensure you receive all correspondence. Please note these email addresses are not monitored. To contact School Admissions email: Admissions@birmingham.gov.uk or phone 0121 303 1888.

Existing Online Applicants

If you have already registered, please enter your details and click the **Sign In** in button.

User ID:

Password:

[Remind me of my login details](#)

Once logged in, please use the **Previous** and **Next** buttons at the bottom of pages to navigate between them. If you use the back button (and get a **'This page has expired'** message), then press refresh (**F5**) to recover your session.

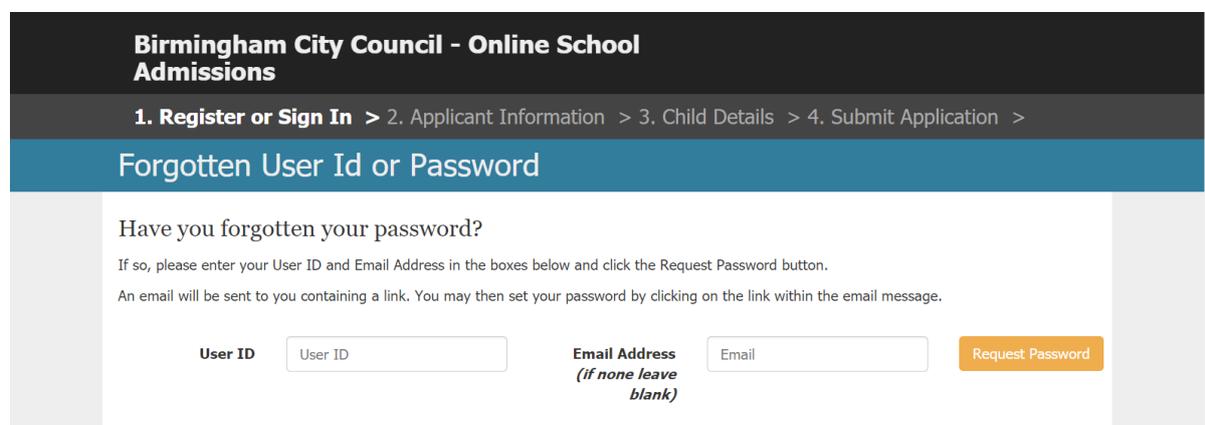
Admission arrangements Providing Proof of Address School admissions Applying for primary schools

Applying for secondary schools Change Password Login Version 8.0.3

Enter User ID and email address used on application and click on **'Request password'**

If you used an email address when you registered for your account a password reset link will be sent to that email address. Click on the link and change your password. The link will last for **4 hours** after that it expires.

Important: If you did not use an email address when you registered for an account or your email address has changed since you registered for an account, you will not be able to receive a reset password link. You will need to create a new account.



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1. Register or Sign In > 2. Applicant Information > 3. Child Details > 4. Submit Application >

Forgotten User Id or Password

Have you forgotten your password?

If so, please enter your User ID and Email Address in the boxes below and click the Request Password button.

An email will be sent to you containing a link. You may then set your password by clicking on the link within the email message.

User ID

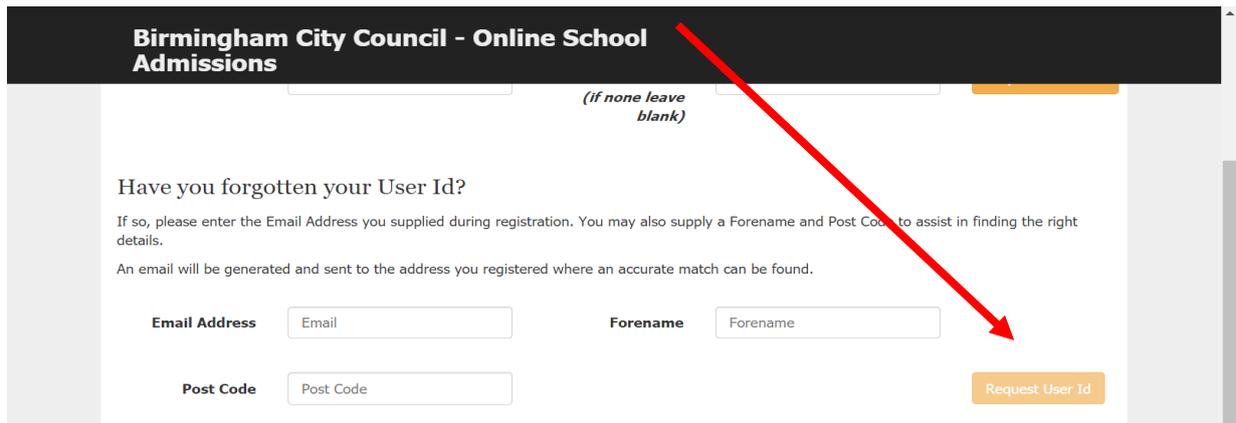
Email Address
(if none leave blank)

Creating a password guidance

This will need to match the following password rules;

- at least 8 characters
- at least one-character Uppercase
- at least one-character Lowercase
- at least one special character (non-alpha-numeric), examples ! ? . ,
- at least one Number

'Have you forgotten your User ID' function. Enter your email, your first name and postcode to be sent a reminder. Please note you must complete this form with the same details you used when you first registered.



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(if none leave blank)

Have you forgotten your User Id?

If so, please enter the Email Address you supplied during registration. You may also supply a Forename and Post Code to assist in finding the right details.

An email will be generated and sent to the address you registered where an accurate match can be found.

Email Address **Forename**

Post Code

Important: If you did not use an email address when you first registered for an account or your email address has changed since you registered for an account, you will not be able to receive a user ID reminder.

You may need to create a new account if this applies to you, please refer to the guidance on the website: [Parents guide to how to complete an online application | Birmingham City Council](#)