



**User guide for Registration and
Resetting passwords**

LGfL



**AdEPT
Education**



Contents

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Registration

The following slides explain the registration process.

Registration 1


Welcome to eAdmissions

First time visitors
Create a new account.




[Register](#)

Returning visitors
Sign into an existing account.



[Sign in](#)

Find schools
In your area.



[Find](#)

Important information

Apply here for a school place for the year starting September 2021. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)

In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)
- A University Technical College (Year 10)

This website is funded and supported by 33 London authorities and Surrey County Council.

Please be aware that this website will be unavailable on Saturday 2 November at 11.00 until 13.30 for essential planned maintenance.

To register for an account to make an eAdmissions application, please first visit the website www.eadmissions.org.uk and then choose one of the options to "Register" on the home page.

Registration 2

You will then be taken to the Registration section, where you will need to enter your details on the different screens that will appear.

Please click "Continue" on this page.



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Create New Account

Completing this form will create a new account on the [eAdmissions website](#).

You can then easily find details about the schools maintained by the 33 London Local Authorities and Surrey County Council, and complete an application online.

[Continue](#)

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New Account


Please enter your details below.

Title *

First name *

Last name *

Postcode * 

I am a Crown servant 

Continue

Registration 3

Please enter your Title, First name, Last name and Postcode. Once these have been entered, please click on the "Search" button to find your address.

If you need help with a particular question, please click on the "i" icon.

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New Account


Please enter your details below.

Title *


First name *

Last name *

Postcode * 

Please Select Address 

- Please Select Address
- 10 DOWNING STREET, LONDON, SW1A 2AA

I am a Crown servant 

Continue

Registration 4

Please then select your address from the list that will appear.

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New Account

Please enter your details below.

Title *

First name *

Last name *

Postcode * 

10 DOWNING STREET
LONDON
SW1A 2AA

I am a Crown servant 

Registration 5

You address will now appear on the screen, and can be changed by clicking on the “Edit” button.

If you are a crown servant, please tick the “I am a Crown servant” box, otherwise click “Continue”.


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Contact Details

These details will be used for communications from the eAdmissions system.

Email address *

Confirm email address *

Phone number * 

Home phone number

Work phone number

Mobile phone number

Continue


Registration 6

On this screen you will need to enter your contact details. Please enter your email address and at least one phone number before clicking "Continue".

Registration 7

You will now need to choose the password for your eAdmissions account. Please enter it in the password box and then re-enter it in the box below. The password complexity rules are displayed at the top of the screen.

Once your password has been entered, please review the privacy policies before ticking the box and then clicking "Create".



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Set Password

- The password must be between 6 and 12 characters long.
- Allowed characters:
 - all letters and numbers,
 - !\$^&()!;.-=_+[]{}/#.
- Password must not start with a special character.

Password *

Confirm Password *

I agree to the [Privacy Policy](#) and [Privacy Policy](#) [USO](#)

[Create](#)

Registration 8

Your account has now been created and you will receive an email to the email address supplied with a link to validate your account. Please find this email and click on the link.

You can then choose whether to login to the eAdmissions website now or setup security questions for your account. In this tutorial we will be setting up the security questions.



Account Created Successfully

Your username is **smith7776.uso**

We have sent you an email to **validate your email address**. Please click on the link in this email to complete your account's creation before attempting to log into the website.

[Login to eAdmissions](#)

To help confirm your identity, if you forget your password and it needs to be reset, please configure your security questions.


[Setup Security Questions](#)

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Security Questions


These questions and answers will be used if you ever lose access to your account.

Security Question 1

What's your favourite colour? 


green

Security Question 2


What was the name of your first pet? 

felix

Security Question 3

What was your mother's maiden name? 

jones

 Save

Registration 9

Please select your security questions and your answers. Once set, security questions can be used to recover access to your eAdmissions account.

Once the questions and answers have been entered, please click "Save".

Registration 10

The security questions have been successfully entered, please click “Login to eAdmissions”.



Security Questions Configured

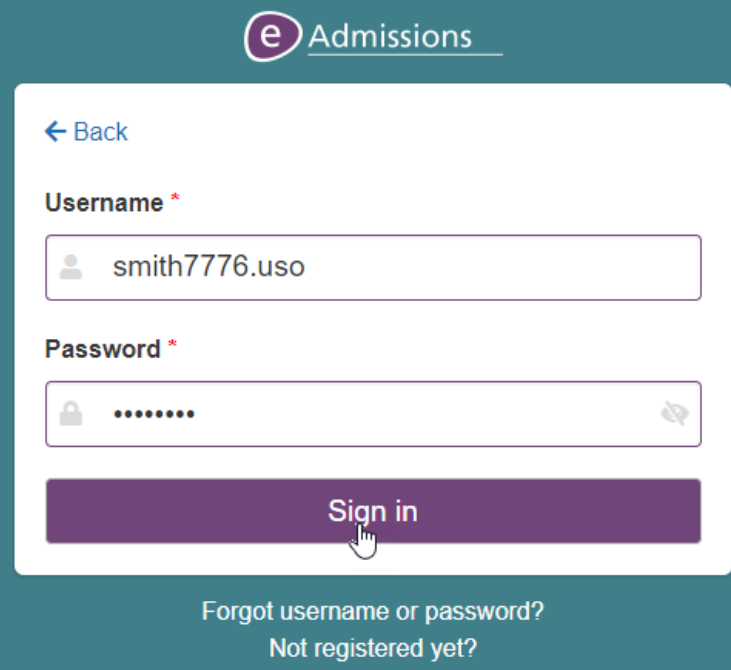
Your username is **smith7776.uso**

Login to eAdmissions

Registration 11

Your username will automatically be put in the username field for you and your password will need to be entered before clicking "Sign in".

Please make a note of your credentials as you will need them to log into the website in the future.



The screenshot shows a mobile application interface for 'eAdmissions'. At the top left is a blue back arrow with the text 'Back'. Below it is the 'eAdmissions' logo. The form contains two input fields: 'Username *' with the text 'smith7776.uso' and a user icon, and 'Password *' with masked characters and a lock icon. A purple 'Sign in' button is at the bottom of the form, with a hand cursor over it. Below the form are two links: 'Forgot username or password?' and 'Not registered yet?'.



Your email address has not been validated. You will not receive any further emails or be able to make application until you have completed the validation process.

You would have received an email to **johnsmith@logmeout.co.uk** with a link to validate your account. If you have not received this, then please resend it below. Alternatively you can change your email address by clicking 'change details' button.

Email address not validated

Your email address has not been validated. You will not receive any further emails or be able to make an application until you have completed the validation process.

You would have received an email to **johnsmith@test.com** with a link to validate your account. If you have not received this, then please resend it below. Alternatively you can change your email address by clicking 'Continue' and then using the 'change details' button.

Resend validation email

Continue

First Name

John

Last Name

Smith

Address

10 Downing Street
London
SW1A 2AA

Upon logging in you will either be taken straight to your home page, if you have validated your account already, otherwise you will be taken to this screen that will ask you to validate your account.

If you have not validated your account yet, please now find the validation email that has been sent to you and click on the link to validate.

If the email hasn't been received, you can click on the "Resend validation email" button.

Registration 13

Your Home Page

Start Application

My Account
Check and update your details.
[View](#)

Find schools
In your area.
[View](#)

Help & Tutorials
On the eAdmissions system.
[View](#)

Your email address has now been validated successfully.

Please click [here](#) to see details on how to install eAdmissions!

Upon clicking the validation link in your email, you will be informed that it has been validated successfully and will now be able to start an application.

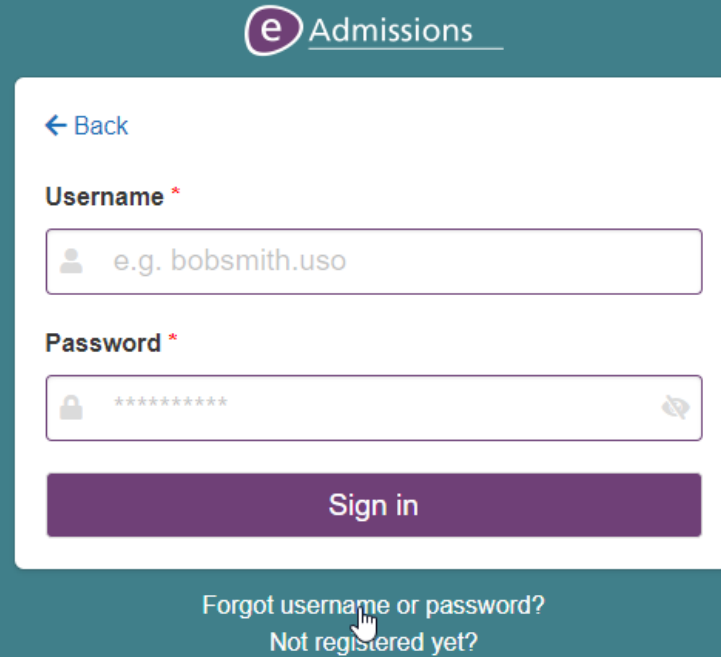


Reset

The following slides explain the username & password reset process.

Reset 1

If you have forgotten your eAdmissions username and/or password, these can easily be reset. To do this first click on the "Forgotten username or password?" link on the login screen.



The screenshot shows the eAdmissions login interface. At the top, there is a logo with a purple circle containing a white 'e' followed by the text 'Admissions'. Below the logo is a white login card with a blue 'Back' link. The card contains two input fields: 'Username *' with a placeholder 'e.g. bobsmith.uso' and 'Password *' with a masked password '*****' and a toggle icon. A purple 'Sign in' button is at the bottom of the card. Below the card, there are two links: 'Forgot username or password?' and 'Not registered yet?'. A mouse cursor is pointing at the 'Forgot username or password?' link.

[e Admissions](#)

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Username *

Password *

[Sign in](#)

[Forgot username or password?](#)

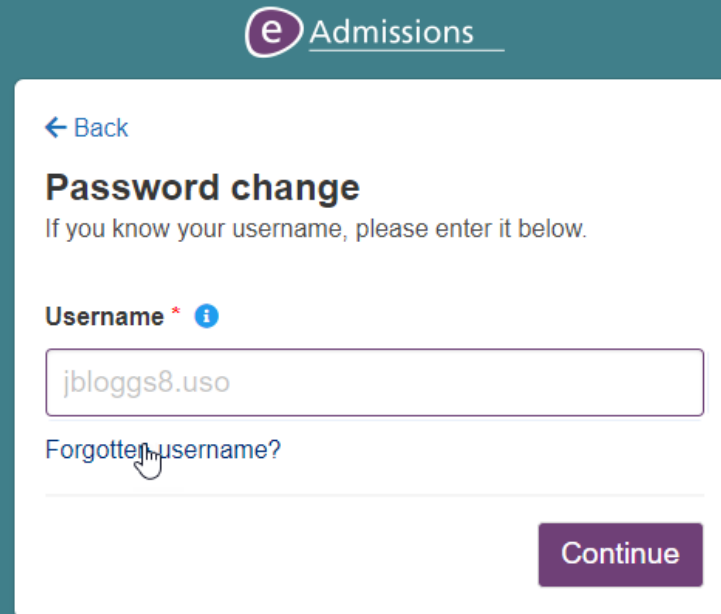
[Not registered yet?](#)

Reset 2

If you need to reset your password only, and know what your username is, you can enter your username in the box and then click "Continue".

If you are not sure of what your username is, please click on the "Forgotten username?" link.

In this tutorial, we will recover the username and reset the password.



The screenshot shows a web form titled "Password change" with a "Back" link. Below the title is the instruction "If you know your username, please enter it below." The form has a "Username" label with a red asterisk and an information icon. A text input field contains the text "jbloggs8.uso". Below the input field is a link labeled "Forgotten username?". At the bottom right of the form is a purple "Continue" button.

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Password change

If you know your username, please enter it below.

Username * ⓘ

[Forgotten username?](#)


[Continue](#)

[← Back](#)

Find your username

At least two of the following three pieces of information should be provided so that your account can be identified.

Email address

 johnsmith@test.com

Home Postcode

 SW1A 2AA

Mobile Number

 07xxx xxxxxx

Continue

Reset 3

To recover your username, please enter your details on this screen. At least two pieces of information need to match your account for it to successfully provide your username.

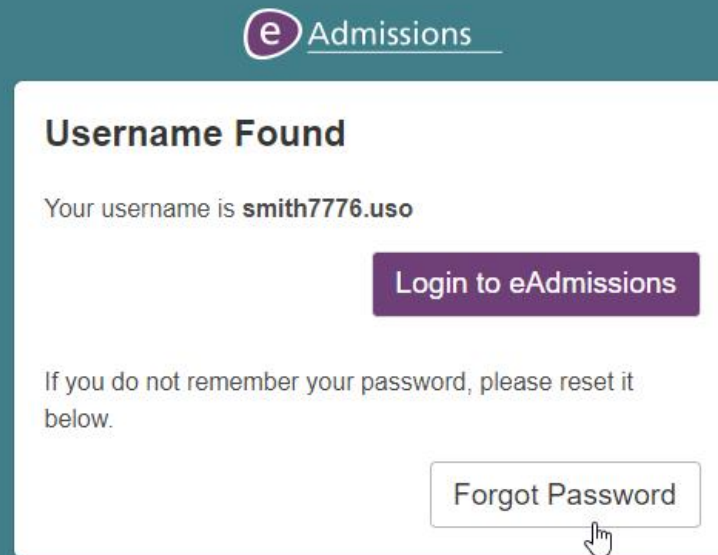
Once your details have been entered, please click "Continue".


If it is unable to find your username, please click the details you have entered before clicking "Continue" again.

Reset 4

Your username should now be displayed on the screen.

If you know what your eAdmissions password is, you can click the "Login to eAdmissions" button otherwise click "Forgot Password"



 **eAdmissions**

Username Found

Your username is **smith7776.uso**

[Login to eAdmissions](#)

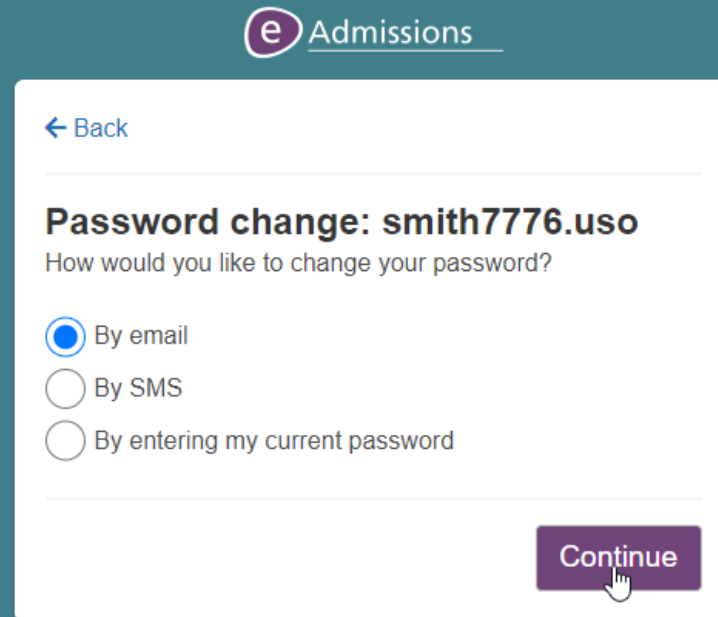
If you do not remember your password, please reset it below.


[Forgot Password](#)

Reset 5

You now need to choose how you would like to reset your password. The different options available to your account will be displayed on the screen.

In this example we will reset the password by email, and so will click on "By email" and then "Continue".



 **e Admissions**

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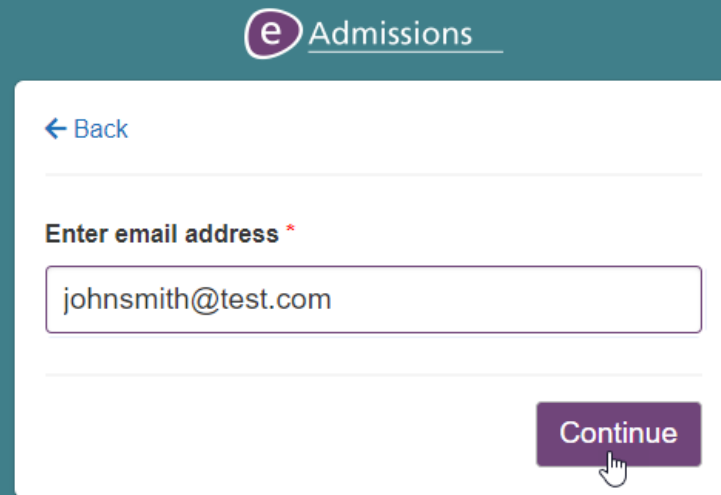
Password change: smith7776.uso
How would you like to change your password?

By email
 By SMS
 By entering my current password

[Continue](#)

Reset 6

Please enter the email address on your account, or other information asked for if a different option has been selected on the previous step, and then click "Continue".



The screenshot shows a white rectangular form on a teal background. At the top left of the form is a blue arrow pointing left followed by the text "Back". Below this is a horizontal line. The label "Enter email address *" is positioned above a text input field. The input field contains the text "johnsmith@test.com". Below the input field is another horizontal line. At the bottom right of the form is a purple button with the text "Continue" in white. A white hand cursor icon is positioned over the "Continue" button.

e Admissions

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Enter email address *

johnsmith@test.com

Continue

Reset 7

Your password will now be sent to you via email and you will be able to use it, along with your username, to log into your account.

Please click “Login to eAdmissions” to be taken to the login page.



Password Reset Successfully

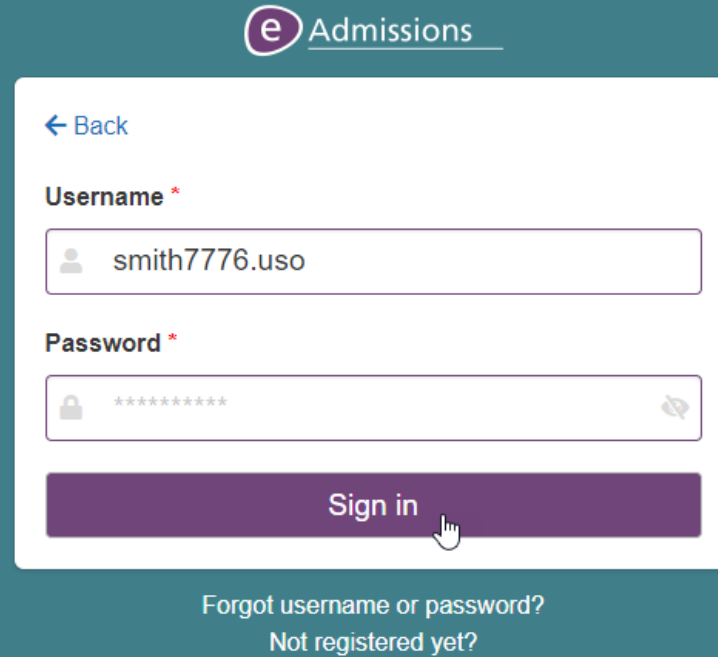
Password for **smith7776.uso** has been successfully updated and sent to you via **email**.

[Login to eAdmissions](#)

Reset 8

Please then enter your username and your password to log into your account.

Please note that after you have logged in, you will get the option to change the password that has been generated for you to something memorable.



The screenshot shows a login interface for 'eAdmissions'. At the top left is a blue arrow pointing left with the text 'Back'. Below this is the 'Username *' label, followed by a text input field containing 'smith7776.uso'. Underneath is the 'Password *' label, followed by a password input field with ten asterisks and a small eye icon on the right. A large blue button with the text 'Sign in' is positioned below the password field, with a mouse cursor hovering over it. At the bottom of the form, there are two links: 'Forgot username or password?' and 'Not registered yet?'.