

The Parent Portal

Contents

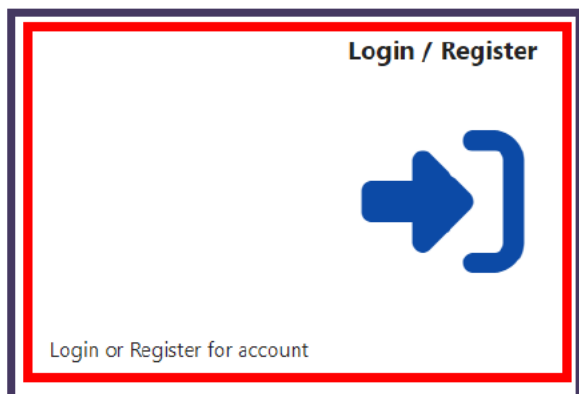
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Introduction

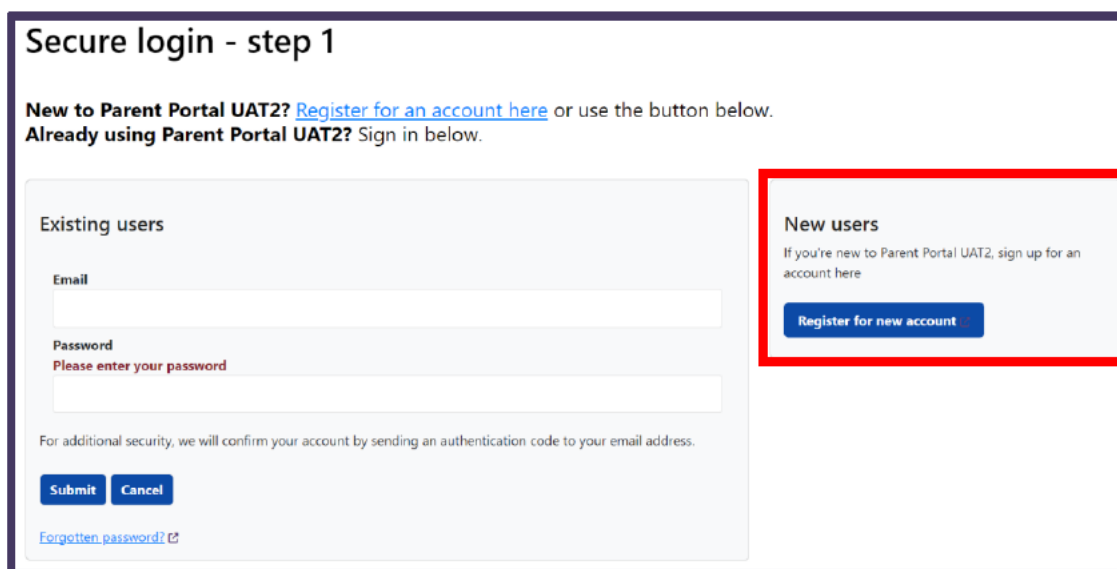
This guide will explain how to use the Parent Portal, including login troubleshooting, how to register for an account, and other common queries.

Login / Register for an Account

From the Home page, click **Login / Register**.



If you do not have an account, click on **Register for new account**.

A screenshot of the "Secure login - step 1" page. The page has a header "Secure login - step 1". Below it, there is a line of text: "New to Parent Portal UAT2? [Register for an account here](#) or use the button below." followed by "Already using Parent Portal UAT2? Sign in below." The page is divided into two main sections. On the left, under the heading "Existing users", there are input fields for "Email" and "Password". The password field has a red error message "Please enter your password" below it. Below these fields, there is a note: "For additional security, we will confirm your account by sending an authentication code to your email address." At the bottom of this section are "Submit" and "Cancel" buttons, and a link "Forgotten password? [?](#)". On the right, under the heading "New users", there is a note: "If you're new to Parent Portal UAT2, sign up for an account here" and a blue button labeled "Register for new account". This right-hand section is highlighted with a red rectangular border.

Complete the steps to enter your details and create a password.

You can then login to your account using the steps below.

If you already have an account, enter your email and password and click **Submit**.

Secure login - step 1

New to Parent Portal UAT2? [Register for an account here](#) or use the button below.
Already using Parent Portal UAT2? Sign in below.

Existing users

Email

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit

Cancel

[Forgotten password?](#)

New users

If you're new to Parent Portal UAT2, sign up for an account here

[Register for new account](#)

A verification code will be sent to your email address. Enter the code and click **Finish**.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

Finish

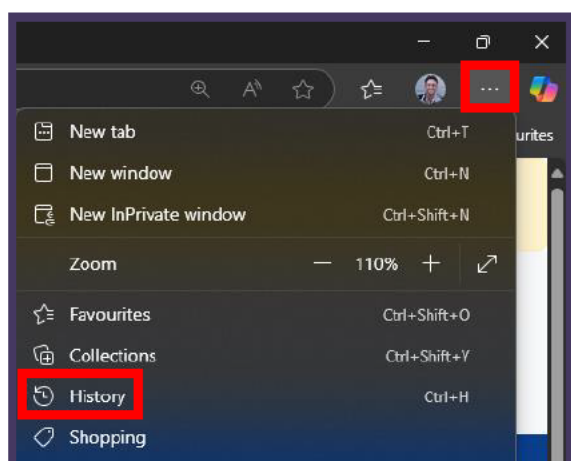
Cancel

[Please send me a new code](#)

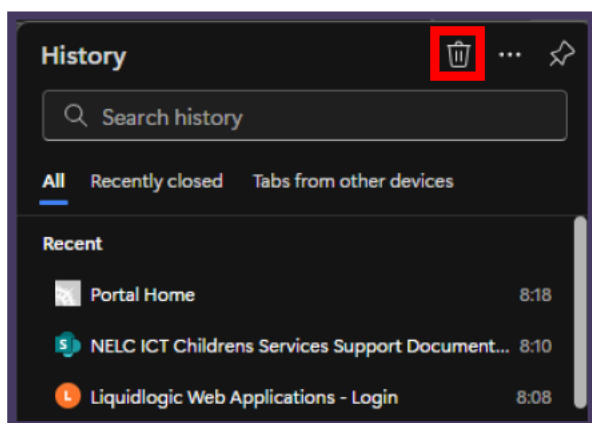
Note: if you are still having trouble logging in, please clear your cache/cookies on your internet browser or open a private tab, this usually resolves most issues accessing the portal page.

Clearing Cache/Cookies

From any tab on your internet browser, click the **three dots** icon in the top righthand corner of the screen and select **History** from the list.

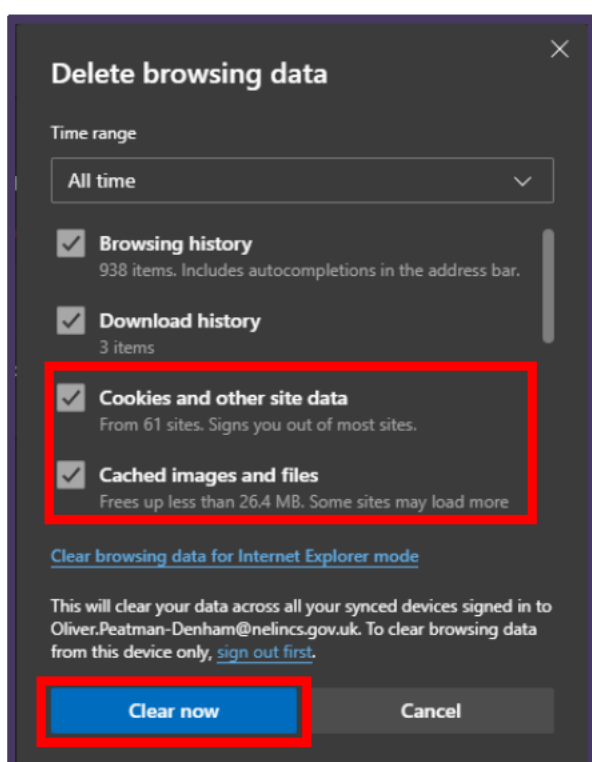


Click on the **bin/delete** icon at the top of the **History** screen.



Ensure **Cookies and other site data** and **Cached images and files** are both selected.

Click **Clear now** on the **Delete browsing data** pop-up window.




Close the **Settings** tab, refresh the **Parent Portal** tab, then follow the login steps again.




Completing Forms & Applications

From the **Home** page, click on the relevant icon to see forms available for completion.

School, Learning and Early Years

Admissions

Apply for a school place

Home to School Transport

Apply for Home to School Transport

Click on the **Apply Online** button.

For school admissions applications, please refer to the guide [here](#).

Home to School Travel

Apply for Home To School Travel

The quickest way to apply is online.

Apply online

Each section of the form is displayed on the left. Work through each section completing the information requested.


Anything mandatory will be marked with a red asterisk (*).

Hover over the blue question mark (?) for guidance on how to complete each section.

Apply for a School Place

1 About You
2 About the Child
3 Type of Application
4 Preferences
5 Supporting Information
6 Summary
7 Submit

About You

Your Details 

Title *

Miss

First Name *

Niamh

Last Name *

Parent

*Note: when completing a transport application, SEN schools do not display in the “search local establishments” list. Instead, select **Enter Establishment Manually** and enter the name in the box below.*

Apply for Home To School Travel

1 About you and your child >

2 Application Details >

3 Submit Application >

Application Details

Application Type * ☒ Secondary Application Form (Free Travel Pass)
☐ Statutory Bus Pass Application
☐ BAC/Medical/SEN/Additional Needs Transport Request
☐ Post 16 Travel Application

Secondary school children

This bus pass application is for children who live in North East Lincolnshire, who will be aged 16 years or under on 31 August and
· Attend one of three nearest suitable schools to their home address and
· Qualify for free school meals and
· The school must be not less than two miles (by the shortest walking route) and not more than six miles from their home address.

School/Academy Attended

Select Search Option * ☐ Search Local Establishments
☐ Search OCA Establishments
☒ Enter Establishment Manually

Establishment Name

Bus Pass Start Date *

Bus Pass End Date *

At the bottom of the page, there are arrows which will take you to the **previous** or **next** page. You will not be able to move to the next page without completing the mandatory information.

Once you have completed all sections of the form, there will also be a button to **Submit**.

There is also an option to **Save for later**.

Save for later

← Previous

Next →

If you click **Save for later**, you can then close your form. You will receive an email with a link to continue with your form.

U

UAT North East Lincs Education<donotreply@liquidlogic.co.uk>

To:

Niamh Tynan (NELC)

⚠

This sender donotreply@liquidlogic.co.uk is from outside your organisation.

Saved Assessment Form

Please visit the [recover a form](#) page in order to continue with your form.

Click on the link to be taken to your **Saved Forms**. Click on the application to continue editing.

Saved Forms

My messages >
My applications >
Saved Forms >
Submitted Forms >
Manage Account >

No.	Start Date	Name(s)	Description	Days Left
1	20 Jun 2025 10:53 AM	Home to School Travel Application	Home to School Travel Application	31 days

Prev 1 Next

Cancel

Once submitted, a confirmation email will be sent to your email address.

UAT North East Lincs Education <donotreply@liquidlogic.co.uk>
To: Oliver Peatman-Denham
Tue 23/07/2024 2:06 PM

This sender donotreply@liquidlogic.co.uk is from outside your organisation. Block sender

Dear Oliver Peatman-Denham,

Thank you for submitting your school application for Florence Peatman-Denham (01-Sep-2012).

Your submitted application is detailed below. Please keep this email for your records as it is proof of your application.

If you would like to edit or withdraw the application before the closing date, please log in to the Admissions Portal. If you need to add any additional evidence to the application before the closing date, you can do this by editing the application, attaching the evidence and submitting it.

Yours sincerely
School Admissions Team

Education Service, New Oxford House, 2 George Street, Grimsby, DN31 1HB
Email schooladmissions@nelincs.gov.uk
Telephone (01472) 326291 (option 4)

For Parents

Click on **For Parents** at the top of the screen. Here you can start applications for different services.

Home **For Parents** For Businesses Family Information Service My Favourites Niamh Parent

Home > For Parents

For Parents

School Admissions Service

Apply for a school place.

Apply for a school place

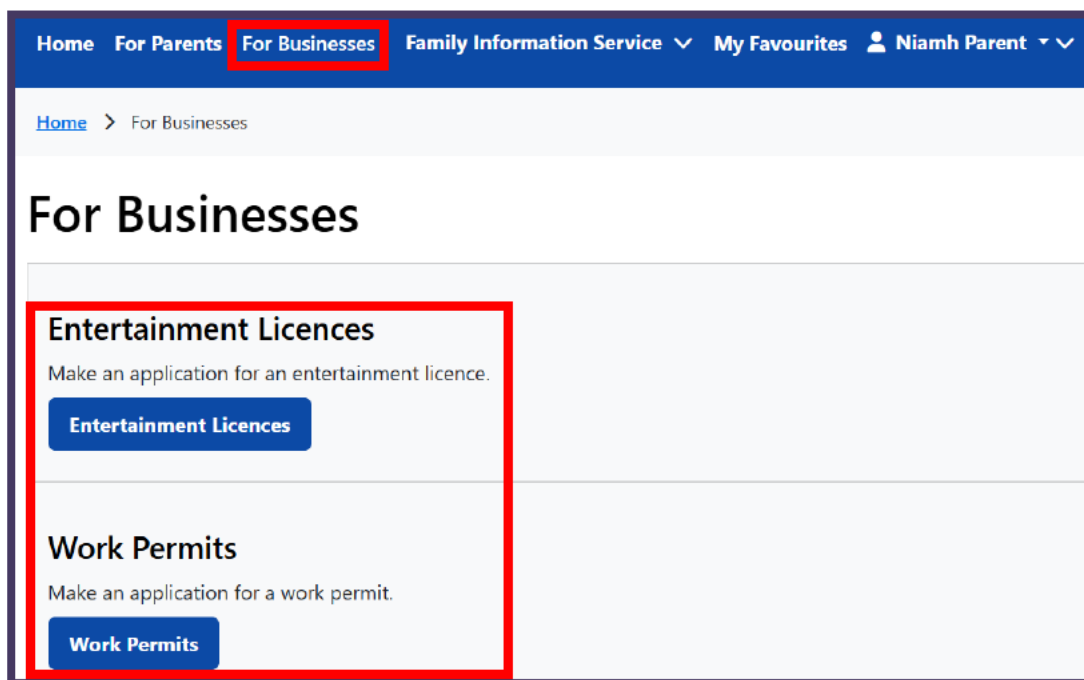
Home to School Travel

Find out who is eligible for free travel to school.

Home to School Travel

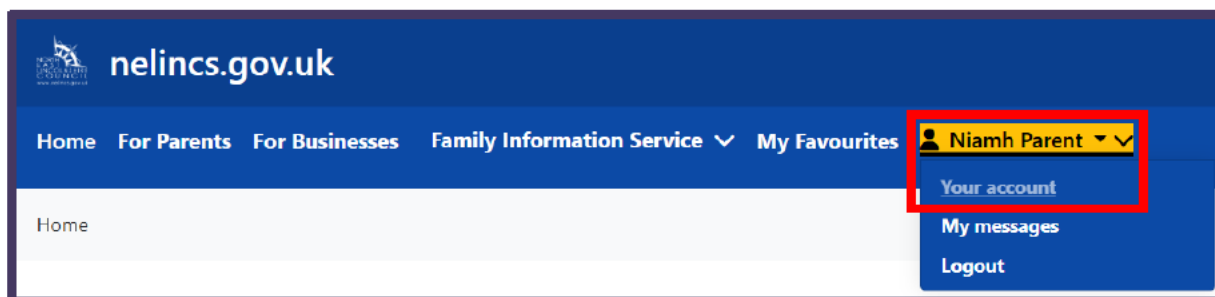
For Businesses

Click on **For Businesses** at the top of the screen. Here you can start applications for work permits.

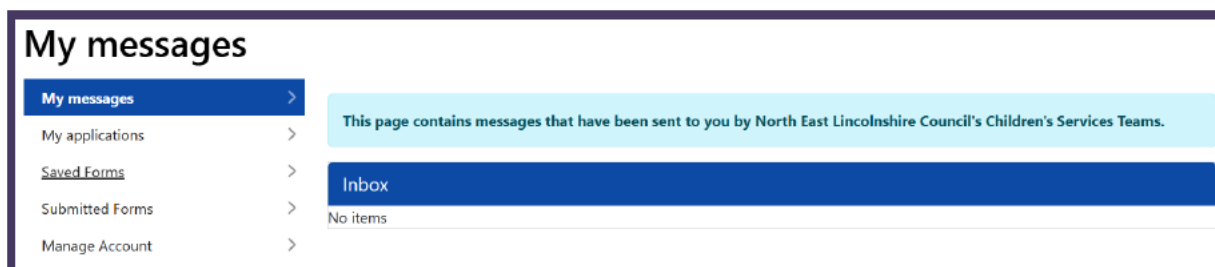


Your Account

Click on your name at the top of the screen, then click **Your account**.



The **Messages** tab will show any messages from the local authority. You will also receive an email asking you to check the portal for messages.



The **Applications** tab shows your completed forms and applications.

The status of each form displays here and is updated once the form is processed. Check on this tab for updates.

My applications

My messages >

My applications >

Saved Forms >

Submitted Forms >

Manage Account >

My Admissions Applications

No items

This section lists all the other applications you have made

My Other Applications

No.	Submitted	Applicant	Reference	Type	Status	Info
1	09-Apr-2025	-	TZ-OV6M-PJ94	Home to School Travel Application	Entitled	
2	10-Mar-2025	-	PW-FOPO-AVA9	Home to School Travel Application	Application Submitted	

The **Saved Forms** tab will be where your uncompleted forms will be saved to return to. Click on a form in the table to open it and continue editing.

Saved Forms

My messages >

My applications >

Saved Forms >

Submitted Forms >

Manage Account >

Saved Forms

No.	Start Date	Name(s)	Description	Days Left
1	20 Jun 2025 10:53 AM		Home to School Travel Application	31 days

Prev 1 Next

Cancel

The **Submitted Forms** tab shows recently submitted forms within the last 30 days. Click on a form to view it.

Submitted Forms

My messages >

My applications >

Saved Forms >

Submitted Forms >

Manage Account >

Recently Submitted Forms (Last 30 Days)

Description	Name(s)	Date	Response	Unique Reference	Version
Home to School Travel Application	test test	20 Jun 2025	No response posted		

Prev 1 Next

Cancel

The **Manage Account** tab allows you to review your account details and change your password.

Manage Account

My messages >

My applications >

Saved Forms >

Submitted Forms >

Manage Account >

Account Details

Email Address

niamh.tynan@nelincs.gov.uk

View More

Change profile details

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change profile details

Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

Change email address

Logout

Click on your name at the top of the screen, then click **Logout**.

