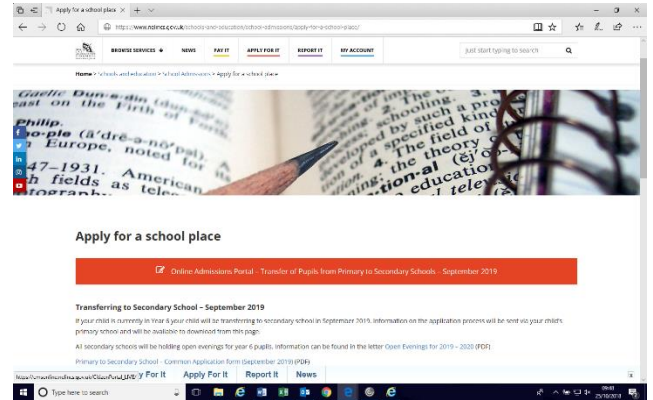
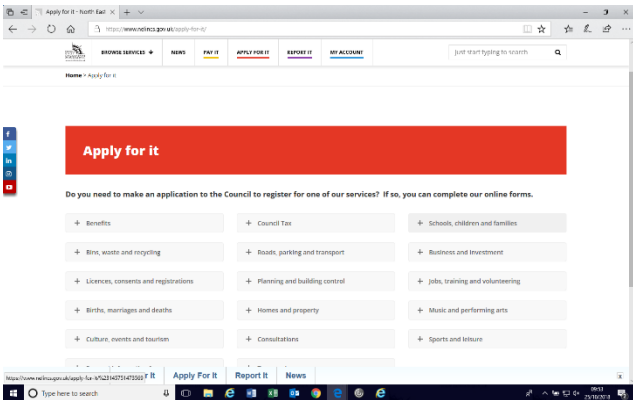


How to create an account and start your school application using the Citizen Portal

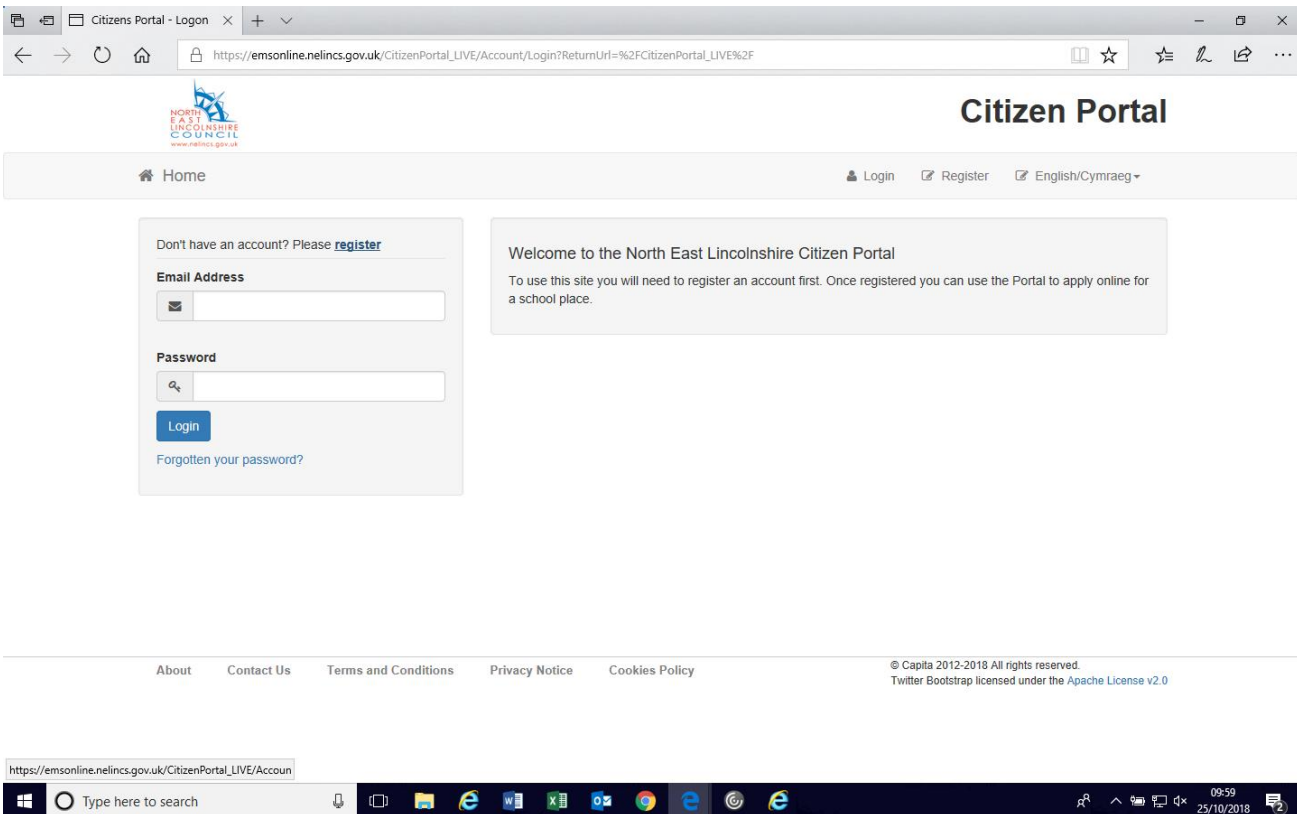


(for Phased Admissions only: Starting School for the First Time; Transferring from Infant to Junior School; Transferring from Primary to Secondary School)

Step 1: Click on the link to the Citizen Portal, accessible on the “[Apply for it](#)” page under “[Schools, children and families](#)” or on the School Admissions area of the council website:



Step 2: Register a Citizen Portal account by clicking on “[Please register](#)”:



Step 3: Enter your details to create your Citizen Portal account. This must be in *your* name, as the applicant (not that of your child).

Use a valid email address as your school place offer will be communicated to you by email. When creating a password, please ensure that it satisfies the following requirements: minimum 10 characters long; includes both upper and lower case letters; includes minimum of 2 numbers; includes a special character (e.g. ! £ \$ % & *).

The screenshot shows a web browser window with the URL https://emsonline.nelincs.gov.uk/CitizenPortal_LIVE/Account/Register. The page header includes the North East Lincolnshire Council logo and the text 'Citizen Portal'. Navigation links for 'Home', 'Login', 'Register', and 'English/Cymraeg' are visible. The main content area is titled 'Registration' and contains the following fields:

- Email Address *
- Confirm Email *
- Password *
- Confirm Password *
- Secret Question * (Dropdown: Mothers Maiden Name?)
- Secret Answer *
- Title * (Dropdown: Please select)
- First name *
- Surname *
- Gender * (Dropdown: Please select a gender)
- Postcode *

A 'Find Address' button is located below the Postcode field. A note at the bottom of the form reads: '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.'

Once completed, please press *“Submit Registration”*. If there are any issues when submitting your registration please check all required information (indicated by a red asterisk ***) has been entered correctly.

Step 4: You will receive an email thanking you for registering with the Citizen Portal. To activate your account you will need to click on the link contained in the email. This will take you back to the Citizen Portal in your web browser where you can log into your account.

Step 5: On your Citizen Portal account home page, click on the “My Family” box. You can then click on “+ Add child” to create a profile of your child/children that you will be applying for.

https://emsonline.nelincs.gov.uk/CitizenPortal_LIVE/

Citizen Portal

Home My Account Sign Out English/Cymraeg

You can use the Portal to apply online for a school place for the following phases (please note that the Portal will only be open for submission of applications at certain times of the year): * Transferring from Primary to Secondary Education in September 2019 (open for period 05/09/18 to 31/10/18) * Starting School for the First Time into Reception Year in September 2019 (open for period 06/11/18 to 15/01/19) * Transferring from Infant to Junior School in September 2019 (open for period 06/11/18 to 15/01/19)

The allocation decision day for pupils transferring to secondary schools is 1st March 2019 and for Starting School for the First Time/Transfer of pupils to Junior schools it is the 16th April 2019.

School Places Messages My Family

Type here to search © Canilla 2012-2018 All rights reserved. 10:36 25/10/2018

Step 6: Enter the details for your child as below. Please note that when entering “Current School” details for a child of nursery age (Starting School for the First Time), if your child’s nursery is not listed please select “Private Day NEL Nursery”.

Citizen Portal

Home My Account Sign Out English/Cymraeg

Add Child

Legal Forename *

Middle Name

Legal Surname *

Gender * Please select a gender

Date of Birth * mm/dd/yyyy

Current School * Please Select Current School

Relationship to Child * Please select

Your relationship to this child (i.e. you are the Father of this child)

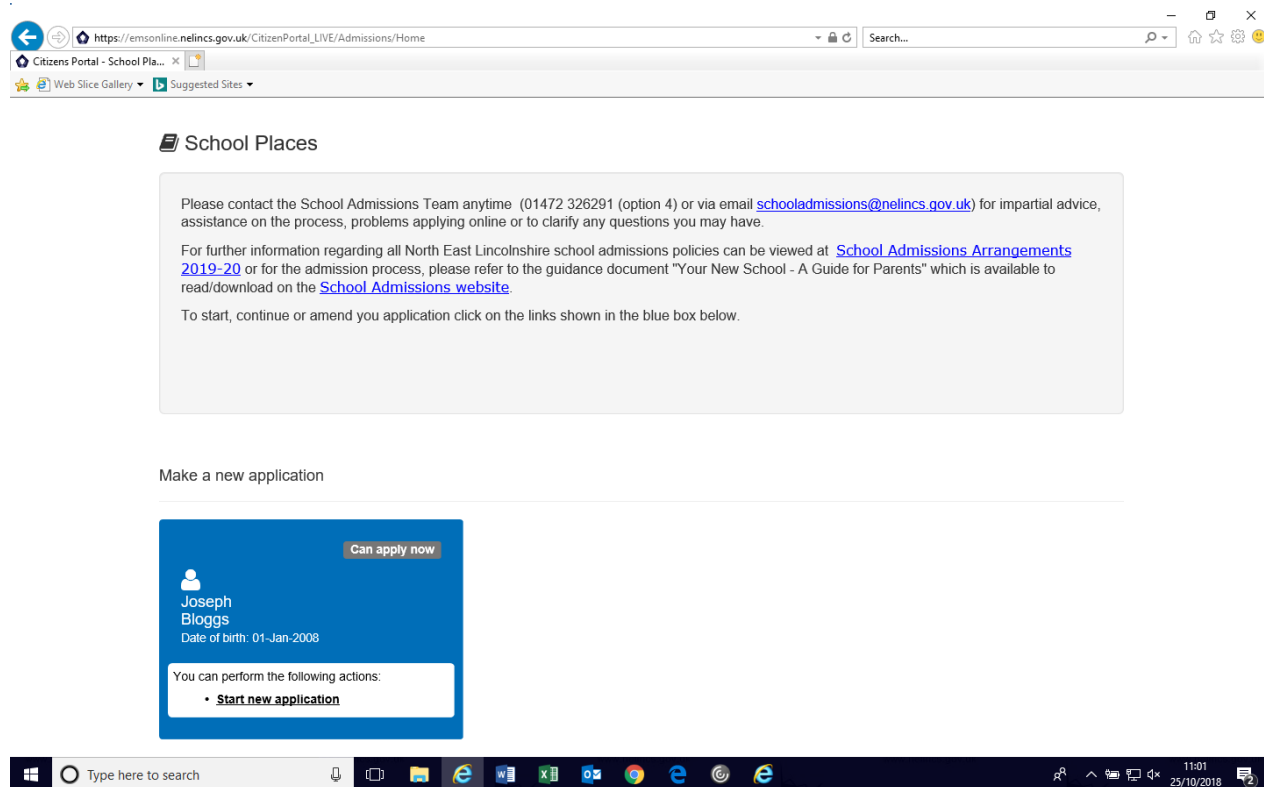
Parental Responsibility * Yes No
If you have legal responsibility for this child, select Yes

Postcode

Use previous address

Type here to search 16:08 25/10/2018

Step 7: Once you have created the profile(s) for your child(ren), click on the “*School Places*” box and “*Start new application*” to begin the application process. Your child’s eligibility to apply for a process (Starting School for the First Time; Infant to Junior Transfer or; Primary to Secondary Transfer) is based upon their date of birth, so please ensure that this has been correctly entered in your child’s profile.



After you have completed your application

- Once you have completed and submitted your application you will receive a confirmation email to advise that this has been received by the School Admissions team.
- You can amend and re-submit your application through the Citizen Portal at any point *whilst the application period is open*; once the deadline for your child’s application process has passed you will be unable to change the details of your application.
- You will receive notification of your child’s allocated school place by email on the relevant National Offers Day (typically 1st March for Primary to Secondary Transfers; 16th April for Starting School for the First Time and Infant to Junior Transfers). If you change your email address during the process, please contact the School Admissions team so that your Citizen Portal account can be updated accordingly.

Further guidance

- Please visit the School Admissions section of the North East Lincolnshire Council website for further information: www.nelincs.gov.uk/schools-and-education/school-admissions/
- If you have any further queries regarding the application process (online or otherwise), please contact the School Admissions team on 01472 326291 (option 4) or email to: schooladmissions@nelincs.gov.uk