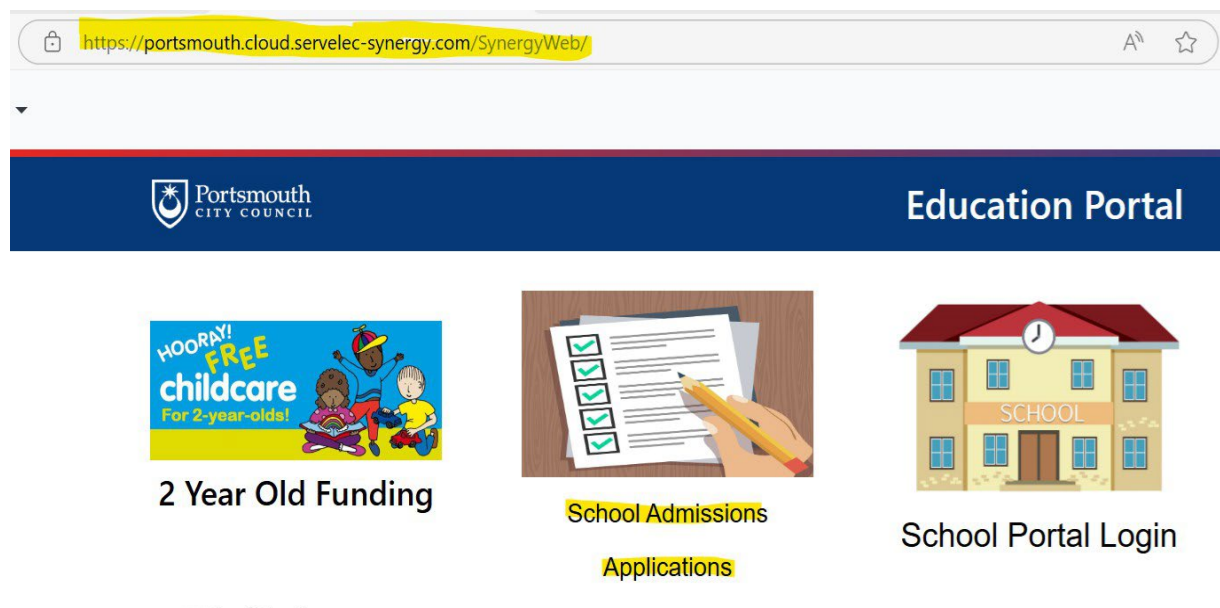
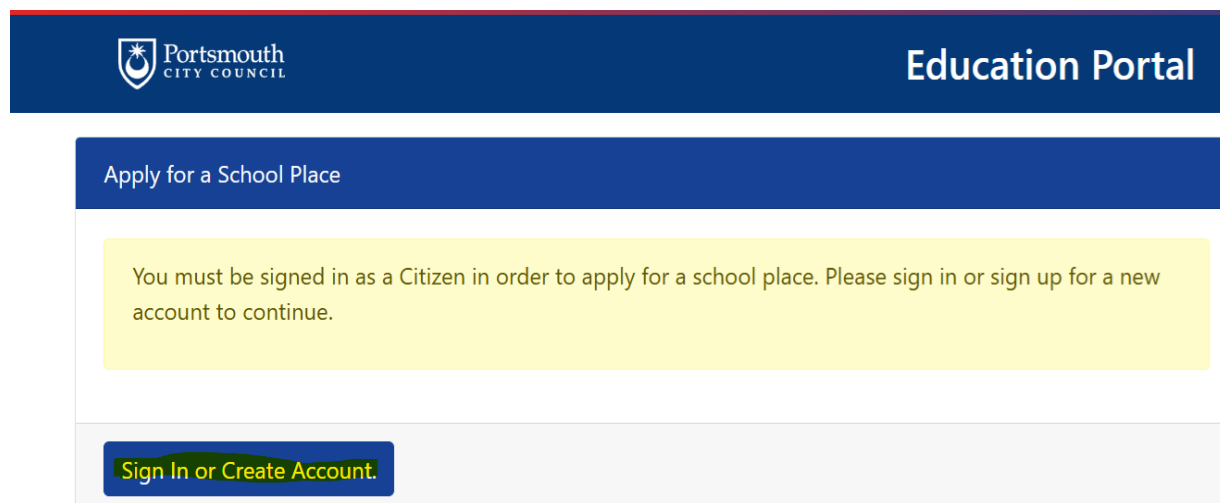


How to register an account on the Education Portal

Click onto the Portal "School Admissions Applications"



Click 'sign in or create account'



Click 'Create account'



Sign in or create an account with these account providers.

Sign in with Windows

or

To sign in enter your username or email address below.

If you have forgotten your password, enter your email address click next and select Forgot Password button.

Next

Back

Create Account

Add all details marked with an asterisk * (These are your details as the applicant - not the child)

Create Account

Personal Details

Title *	
Forename *	
Middle Name	
Surname *	

Contact Details

Email Address *	
Confirm Email *	
	Please confirm your email
Daytime Number	

Click on add address

Address

No address to display.

Add Address

Account Security

New Password *

Confirm Password *

Please confirm your password

Start Again

Create

Add Postcode or postcode and house number (in row marked Primary) for your address, not the child and click Search your address, not the child and click Search

Address

Search for an Address

Search for an address using the fields below

Primary

Postcode *

PO1 2EA

✓

Search

Search Results

Selected Address

Secondary

Childrens Social Care And Safeguarding

Primary *

Civic Offices

Street *

Guildhall Square

You may have to select your address from the drop down list

Search Results

Please select an address from the results below. *

Cancel

Enter Address Manually

Confirm Selected

If you unable to find your address, you will have to add your address manually.

Enter an Address

Enter an address using the fields below. Required fields are marked with an * .

Secondary

Primary *

Street *

Locality

Town

County

Postcode *

Cancel

Confirm Selected

Create password making sure you have included the requirements:

Requirements:

- Alpha character ✖
- Uppercase character ✖
- Numeric character ✖
- Special character ✖
- 8 characters ✖
- Not username ✖

Account Security

New Password *

***** ✓

Password meets requirements

Confirm Password *

***** ✓

Passwords match

Start Again

Create

You will then be sent an email verification message

Verify email address

We have sent you an email to verify your account. You must click the link in this email before you can sign in.

You can click "Resend Email" to have a new one sent out.

Back

Resend email

Log into your email to verify the account

Parent Portal account verification

 portsmouth@cloud.servelec-group.com
To  Admissions

 Reply  Reply All  Forward  

Fri 01/08/2025 11:57

This email should be used to verify your account in the Parent Portal, in order to allow you to use the system.

Please click the following link or copy/paste to your browser to login to the system.

Do not reply to this email. It has been sent from an automated process.

<https://portsmouth.cloud.servelec-synergy.com/SynergyWeb/login.aspx?U=dd6f1056-1797-4895-82ac-a8d48012ab79&ReturnUrl=%2fSynergyWeb%2fEnquiries%2fCitizen%2fcitizen.aspx%2fadmissions-signin>

Click on the hyperlink in email

You will be taken back to the log in screen , enter your email address and click 'Next'

Enter your password and click 'Sign In'

You are now signed in and ready to start your application.