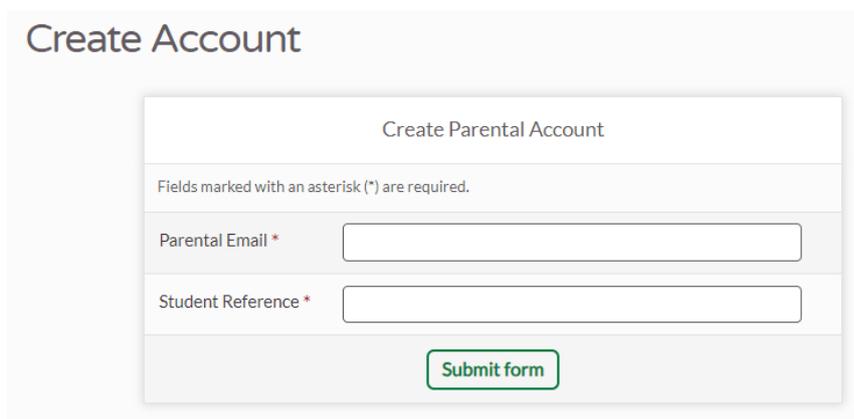


How to create a Parent/Guardian account on CEDAR

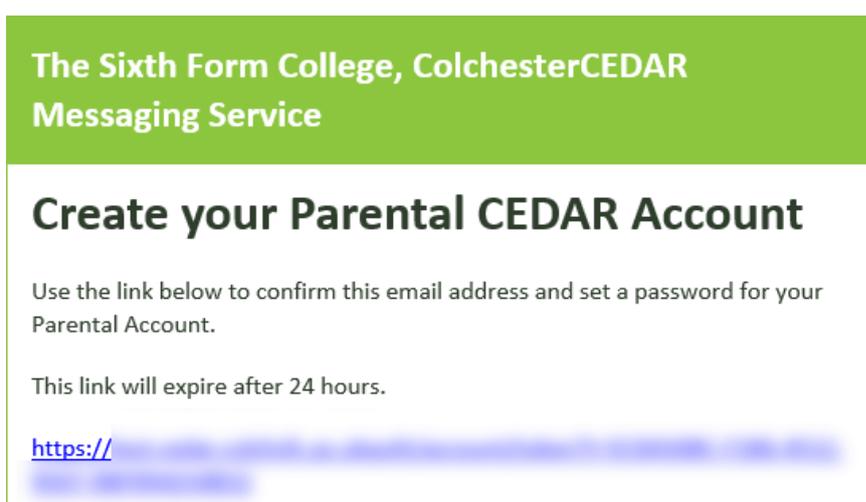
1. Go to cedar.colchsfc.ac.uk/auth/account/create.
2. Enter the Next Of Kin email address that has been given to College. This will be the email address entered during the application process, unless changed at a later date.
3. Enter the Student Reference number that you should have received via email to the Next Of Kin email address, then click "Submit form".



The screenshot shows a web form titled "Create Account" with a sub-header "Create Parental Account". Below the sub-header, a note states "Fields marked with an asterisk (*) are required." There are two input fields: "Parental Email *" and "Student Reference *". A green "Submit form" button is located at the bottom of the form.

Screenshot of the "Create Account" screen

4. Check the entered email address inbox for a confirmation email with a link.



Screenshot of the confirmation email.

5. Follow the link in the email to create a new password, then click "Submit form".

SET PARENTAL PASSWORD

Please enter your new password, this will be used to log in to your parental account.
Passwords must be at least **10 characters** long.

Password *

✘ Your password is **common**. Please try another.

Confirm Password *

SUBMIT FORM

Screenshot of the "Set Password" screen

6. You should now be able to sign in to CEDAR using your email address and new password at <https://cedar.colchsfc.ac.uk/auth/login>.