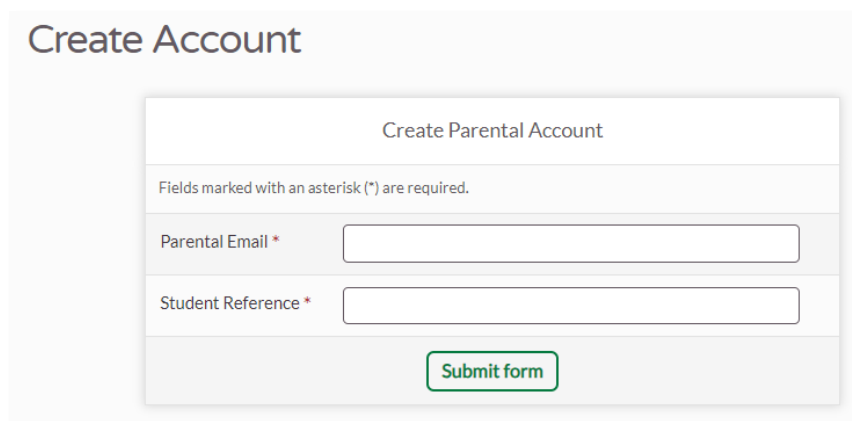


How to create a Parent/Guardian account on CEDAR

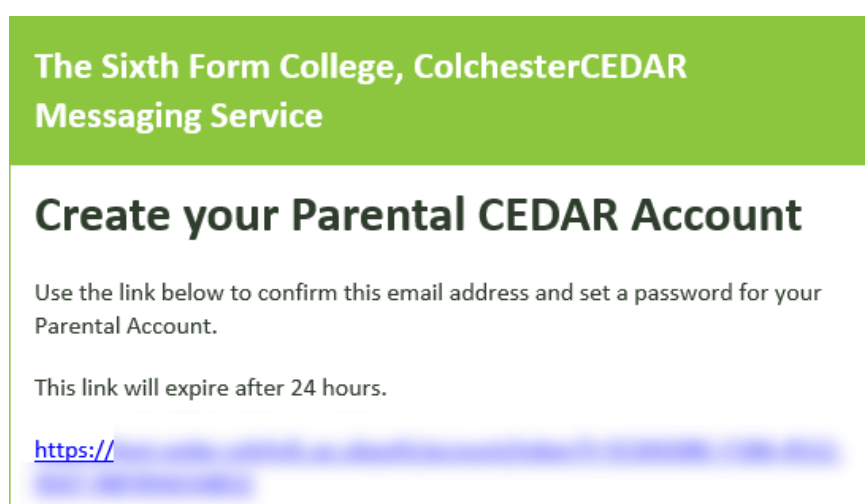
1. Go to cedar.colchsfc.ac.uk/auth/account/create.
2. Enter the Next Of Kin email address that has been given to College. This will be the email address entered during the application process, unless changed at a later date.
3. Enter the Student Reference number that you should have received via email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



The screenshot shows a web page titled "Create Account". Below the title is a form titled "Create Parental Account". The form includes a note: "Fields marked with an asterisk (*) are required." There are two input fields: "Parental Email *" and "Student Reference *". Below these fields is a green button labeled "Submit form".

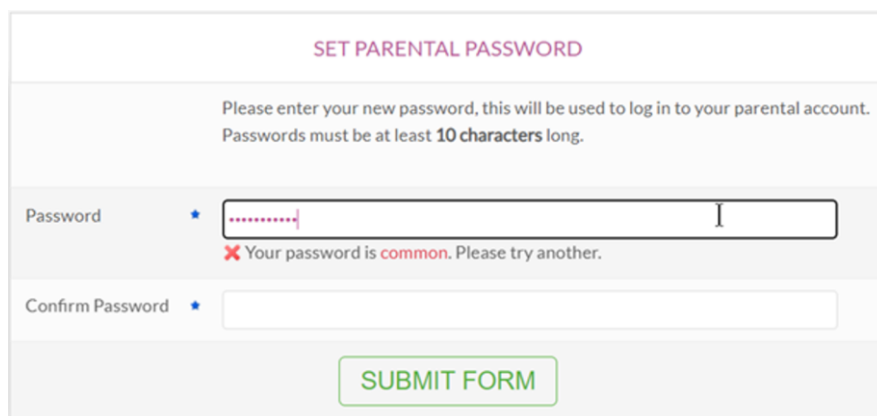
Screenshot of the "Create Account" screen

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”.



The screenshot shows a web form titled "SET PARENTAL PASSWORD" in pink text. Below the title, there is a grey box containing the instructions: "Please enter your new password, this will be used to log in to your parental account. Passwords must be at least **10 characters** long." The form has two input fields. The first is labeled "Password" with a blue star icon; it contains a password of 10 dots, and below it is a red error message: "✗ Your password is **common**. Please try another." The second field is labeled "Confirm Password" with a blue star icon and is currently empty. At the bottom of the form is a green button with the text "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>.