

# Admissions

Screenshots

**LGfL**



**AdEPT**  
Education




## **Registration**

The following slides explain the registration process.

# Registration 1


## Welcome to eAdmissions

**First time visitors**  
Create a new account.




[Register](#)

**Returning visitors**  
Sign into an existing account.



[Sign in](#)

**Find schools**  
In your area.



[Find](#)

### Important information

Apply here for a school place for the year starting September 2021. You can apply for a place in:

- A Primary school (Reception)
- A Junior school (Year 3)
- A Secondary school (Year 7)

In some areas you can apply for a place in:

- A Nursery class or school (Age 3+)
- A University Technical College (Year 10)

This website is funded and supported by 33 London authorities and Surrey County Council.

Please be aware that this website will be unavailable on Saturday 2 November at 11.00 until 13.30 for essential planned maintenance.

To register for an account to make an eAdmissions application, please first visit the website

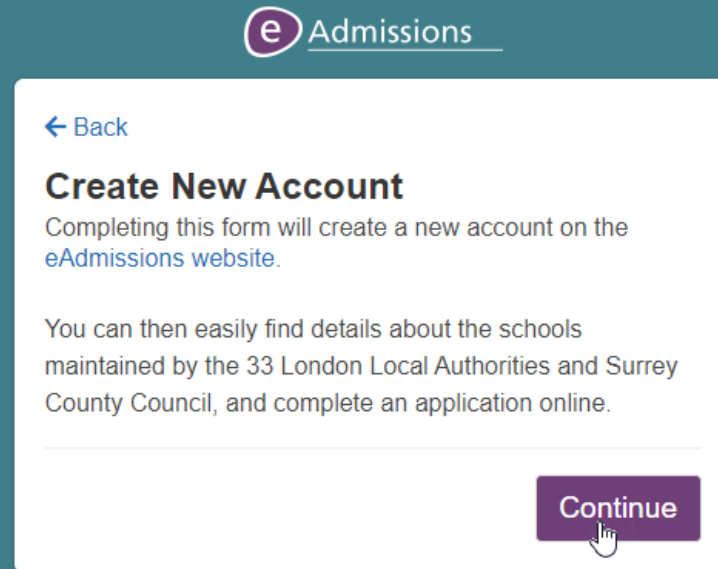
[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

and then choose one of the options to "Register" on the home page.

# Registration 2

You will then be taken to the Registration section, where you will need to enter your details on the different screens that will appear.

Please click "Continue" on this page.



The screenshot shows a white card on a teal background. At the top left of the card is a blue arrow pointing left followed by the text 'Back'. Below this is the heading 'Create New Account' in bold black text. Under the heading is a paragraph: 'Completing this form will create a new account on the eAdmissions website.' The word 'eAdmissions' is a blue link. Below this is another paragraph: 'You can then easily find details about the schools maintained by the 33 London Local Authorities and Surrey County Council, and complete an application online.' At the bottom right of the card is a purple button with the white text 'Continue'. A white mouse cursor is pointing at the button.

[← Back](#)

## Create New Account

Completing this form will create a new account on the [eAdmissions website](#).

You can then easily find details about the schools maintained by the 33 London Local Authorities and Surrey County Council, and complete an application online.

[Continue](#)

[← Back](#)


## New Account

Please enter your details below.

Title \*

First name \*

Last name \*

Postcode \* 

I am a Crown servant 

Continue

# Registration 3

Please enter your Title, First name, Last name and Postcode. Once these have been entered, please click on the "Search" button to find your address.

If you need help with a particular question, please click on the "i" icon.

[← Back](#)

## New Account

Please enter your details below.


Title \*

First name \*

Last name \*

Postcode \* 

I am a Crown servant 

Continue

# Registration 4

Please then select your address from the list that will appear.

[← Back](#)

## New Account

Please enter your details below.

Title \*

First name \*

Last name \*

Postcode \* 

10 DOWNING STREET  
LONDON  
SW1A 2AA

I am a Crown servant 

[Continue](#)

# Registration 5

You address will now appear on the screen, and can be changed by clicking on the “Edit” button.

If you are a crown servant, please tick the “I am a Crown servant” box, otherwise click “Continue”.


[← Back](#)

### Contact Details

These details will be used for communications from the eAdmissions system.

**Email address \***

**Confirm email address \***

**Phone number \* **

**Home phone number**

**Work phone number**

**Mobile phone number**

**Continue**

# Registration 6


On this screen you will need to enter your contact details. Please enter your email address and at least one phone number before clicking "Continue".



# Registration 7

You will now need to choose the password for your eAdmissions account. Please enter it in the password box and then re-enter it in the box below. The password complexity rules are displayed at the top of the screen.

Once your password has been entered, please review the privacy policies before ticking the box and then clicking "Create".

 **eAdmissions**

[← Back](#)

### Set Password

- The password must be between 6 and 12 characters long.
- Allowed characters:
  - all letters and numbers,
  - !\$^&()!;.-=\_+[]{}/#.
- Password must not start with a special character.

**Password \***

**Confirm Password \***

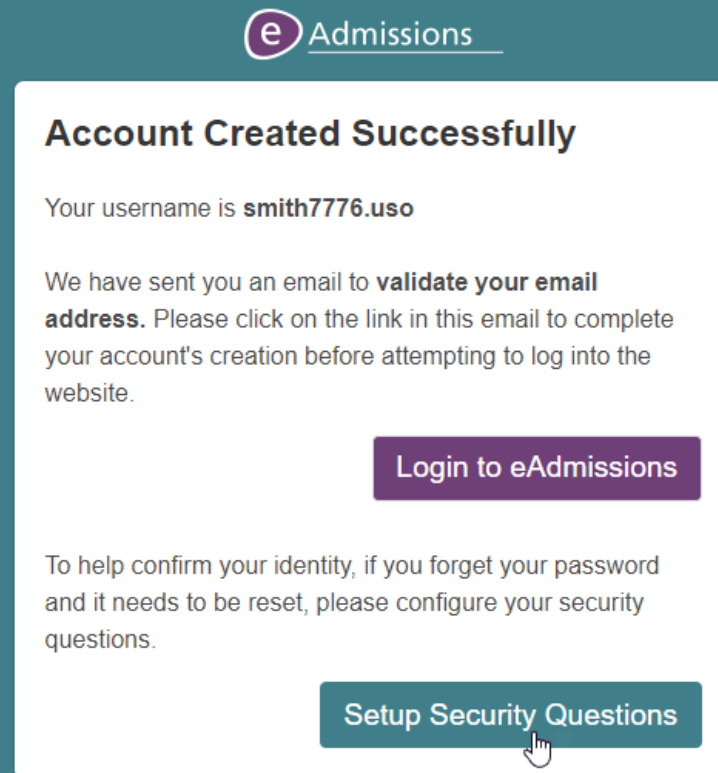
I agree to the [Privacy Policy](#) and [Privacy Policy](#) [USO](#)

**Create**

# Registration 8

Your account has now been created and you will receive an email to the email address supplied with a link to validate your account. Please find this email and click on the link.

You can then choose whether to login to the eAdmissions website now or setup security questions for your account. In this tutorial we will be setting up the security questions.



The screenshot shows a white rectangular box on a teal background. At the top left of the box is the eAdmissions logo, which consists of a purple circle with a white 'e' inside, followed by the text 'Admissions' in a dark teal font. Below the logo is the heading 'Account Created Successfully' in bold dark teal text. Underneath the heading, it says 'Your username is smith7776.uso'. The next paragraph states: 'We have sent you an email to **validate your email address**. Please click on the link in this email to complete your account's creation before attempting to log into the website.' Below this text is a purple button with the text 'Login to eAdmissions' in white. The final paragraph reads: 'To help confirm your identity, if you forget your password and it needs to be reset, please configure your security questions.' Below this is a teal button with the text 'Setup Security Questions' in white. A white mouse cursor is pointing at the bottom right corner of the teal button.

eAdmissions

## Account Created Successfully

Your username is **smith7776.uso**

We have sent you an email to **validate your email address**. Please click on the link in this email to complete your account's creation before attempting to log into the website.

Login to eAdmissions

To help confirm your identity, if you forget your password and it needs to be reset, please configure your security questions.


Setup Security Questions

[← Back](#)

### Security Questions


These questions and answers will be used if you ever lose access to your account.

#### Security Question 1

What's your favourite colour? 


green

#### Security Question 2


What was the name of your first pet? 

felix

#### Security Question 3

What was your mother's maiden name? 

jones

 Save

# Registration 9

Please select your security questions and your answers. Once set, security questions can be used to recover access to your eAdmissions account.

Once the questions and answers have been entered, please click "Save".

# Registration 10

The security questions have been successfully entered, please click “Login to eAdmissions”.



## Security Questions Configured

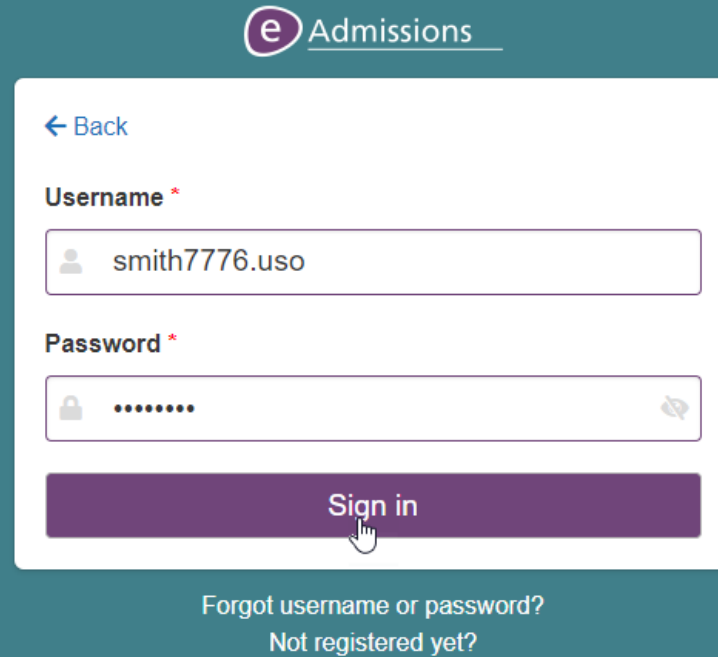
Your username is **smith7776.uso**

[Login to eAdmissions](#)

# Registration 11

Your username will automatically be put in the username field for you and your password will need to be entered before clicking "Sign in".

Please make a note of your credentials as you will need them to log into the website in the future.



The image shows a mobile application interface for 'eAdmissions'. At the top, there is a logo consisting of a purple circle with a white 'e' inside, followed by the text 'Admissions' in a dark blue font. Below the logo is a white rounded rectangle containing the sign-in form. The form has a blue back arrow labeled 'Back' in the top left corner. It features two input fields: 'Username \*' with a person icon and the text 'smith7776.uso', and 'Password \*' with a lock icon, a series of dots, and a toggle icon. Below the fields is a large purple button labeled 'Sign in' with a hand cursor icon. At the bottom of the white box, there are two links: 'Forgot username or password?' and 'Not registered yet?'.

eAdmissions

← Back

Username \*

smith7776.uso

Password \*

Sign in

Forgot username or password?  
Not registered yet?



Your email address has not been validated. You will not receive any further emails or be able to make application until you have completed the validation process.

You would have received an email to **johnsmith@logmeout.co.uk** with a link to validate your account. If you have not received this, then please resend it below. Alternatively you can change your email address by clicking 'change details' button.

## Email address not validated

Your email address has not been validated. You will not receive any further emails or be able to make an application until you have completed the validation process.

You would have received an email to **johnsmith@test.com** with a link to validate your account. If you have not received this, then please resend it below. Alternatively you can change your email address by clicking 'Continue' and then using the 'change details' button.

Resend validation email

Continue

First Name

John

Last Name

Smith

Address

10 Downing Street  
London  
SW1A 2AA

Upon logging in you will either be taken straight to your home page, if you have validated your account already, otherwise you will be taken to this screen that will ask you to validate your account.

If you have not validated your account yet, please now find the validation email that has been sent to you and click on the link to validate.

If the email hasn't been received, you can click on the "Resend validation email" button.

# Registration 13

## Your Home Page

Start Application

**My Account**  
Check and update your details.  
[View](#)

**Find schools**  
In your area.  
[View](#)

**Help & Tutorials**  
On the eAdmissions system.  
[View](#)

Your email address has now been validated successfully.

Please click [here](#) to see details on how to install eAdmissions!

Upon clicking the validation link in your email, you will be informed that it has been validated successfully and will now be able to start an application.



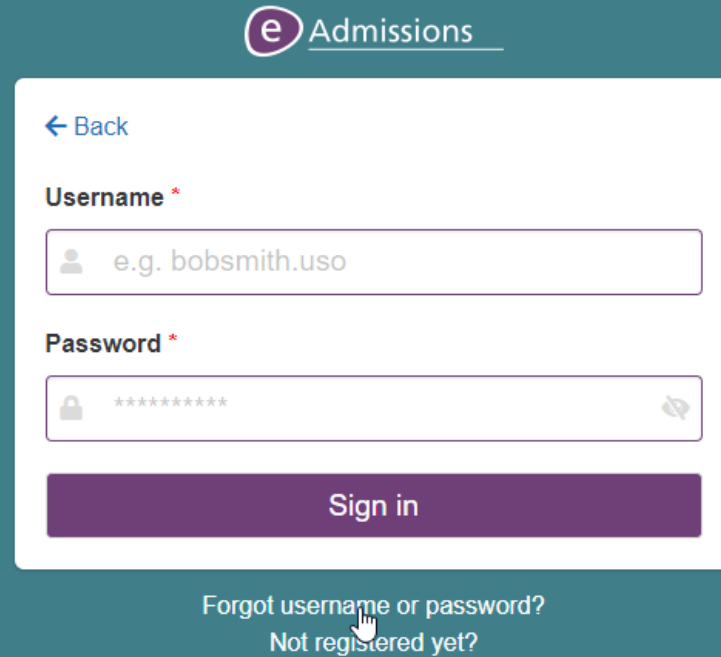
## **Reset**

The following slides explain the username & password reset process.



# Reset 1

If you have forgotten your eAdmissions username and/or password, these can easily be reset. To do this first click on the "Forgotten username or password?" link on the login screen.



The screenshot shows the eAdmissions login interface. At the top, the logo 'e Admissions' is displayed. Below it is a white login box with a blue 'Back' link. The 'Username' field contains 'e.g. bobsmith.uso' and the 'Password' field contains '\*\*\*\*\*'. A purple 'Sign in' button is at the bottom of the box. Below the box, the link 'Forgot username or password?' is highlighted with a mouse cursor, with 'Not registered yet?' positioned directly below it.

[e Admissions](#)

[← Back](#)

**Username \***

**Password \***

[Sign in](#)

[Forgot username or password?](#)

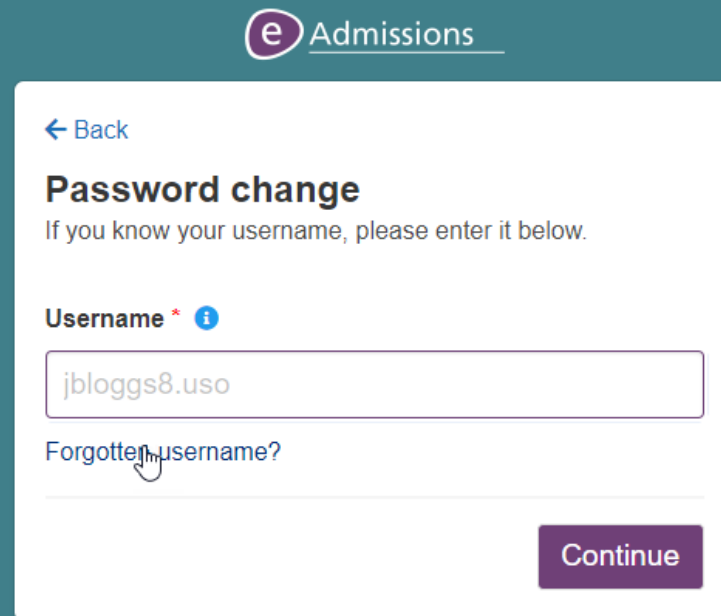
[Not registered yet?](#)

## Reset 2

If you need to reset your password only, and know what your username is, you can enter your username in the box and then click "Continue".

If you are not sure of what your username is, please click on the "Forgotten username?" link.

In this tutorial, we will recover the username and reset the password.




The screenshot shows a web form titled "Password change" with a sub-header "If you know your username, please enter it below." The form includes a "Username" field with an asterisk and an information icon, containing the text "jbloggs8.uso". Below the field is a link labeled "Forgotten username?". A "Continue" button is located at the bottom right of the form. The form is set against a teal background with the "eAdmissions" logo at the top.

[← Back](#)

### Find your username

At least two of the following three pieces of information should be provided so that your account can be identified.

#### Email address

 johnsmith@test.com

#### Home Postcode

 SW1A 2AA

#### Mobile Number

 07xxx xxxxxx

Continue

## Reset 3

To recover your username, please enter your details on this screen. At least two pieces of information need to match your account for it to successfully provide your username.

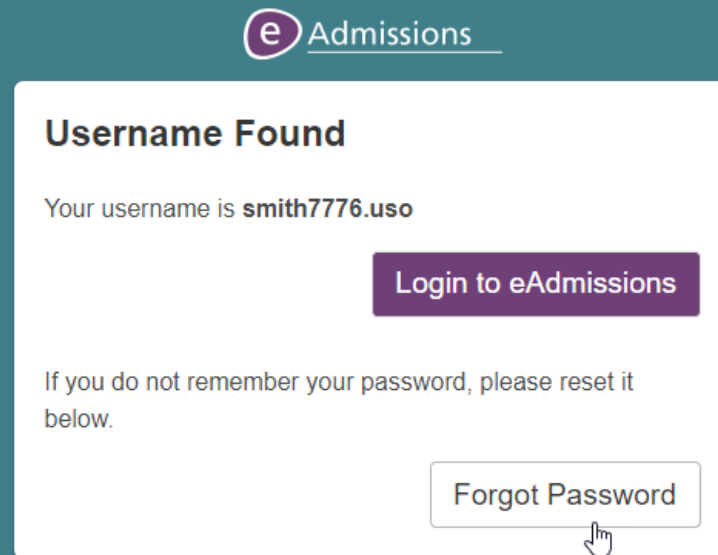
Once your details have been entered, please click "Continue".

If it is unable to find your username, please click the details you have entered before clicking "Continue" again.

# Reset 4

Your username should now be displayed on the screen.

If you know what your eAdmissions password is, you can click the "Login to eAdmissions" button otherwise click "Forgot Password"

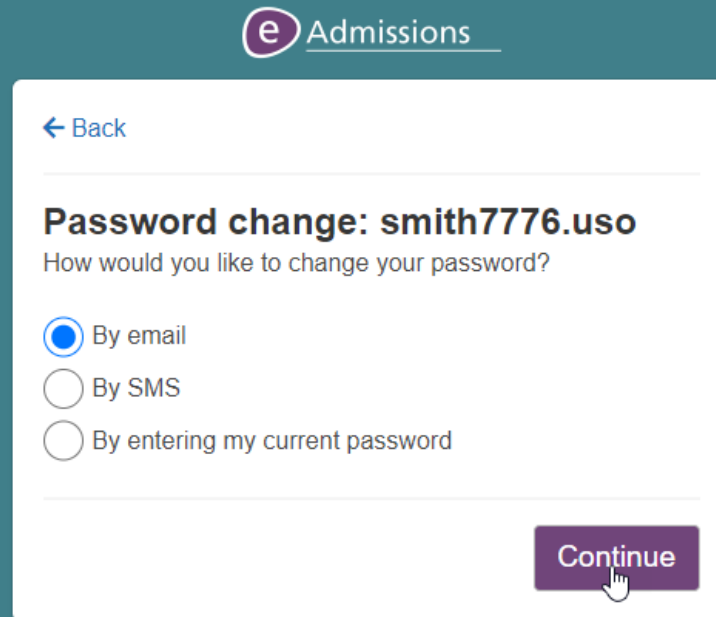


The screenshot shows a white notification box on a teal background. At the top left of the box is the eAdmissions logo, which consists of a purple circle with a white 'e' inside, followed by the text 'Admissions' in a purple sans-serif font. Below the logo, the text 'Username Found' is displayed in a bold, black font. Underneath, it says 'Your username is smith7776.uso' in a smaller black font. To the right of this text is a purple button with the white text 'Login to eAdmissions'. Below the button, the text 'If you do not remember your password, please reset it below.' is shown in a smaller black font. At the bottom of the box is a white button with a thin purple border and the text 'Forgot Password' in a purple font. A white mouse cursor icon is pointing at the bottom center of the 'Forgot Password' button.

# Reset 5

You now need to choose how you would like to reset your password. The different options available to your account will be displayed on the screen.

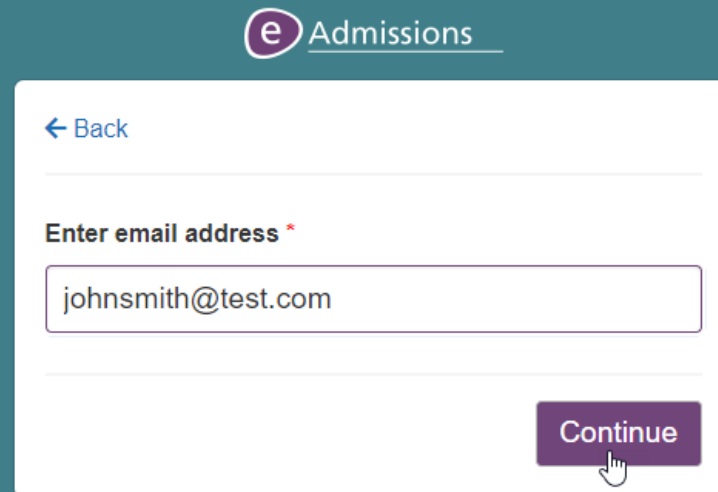
In this example we will reset the password by email, and so will click on "By email" and then "Continue".



The screenshot shows a mobile application interface for 'e Admissions'. At the top left, there is a blue arrow pointing left with the text 'Back'. Below this is a horizontal line. The main heading is 'Password change: smith7776.uso' in bold black text, followed by the question 'How would you like to change your password?' in a smaller font. There are three radio button options: 'By email' (selected with a blue dot), 'By SMS', and 'By entering my current password'. At the bottom right, there is a purple button with the text 'Continue' and a white hand cursor icon pointing at it.

## Reset 6

Please enter the email address on your account, or other information asked for if a different option has been selected on the previous step, and then click "Continue".



The screenshot shows a white rectangular form on a teal background. At the top left of the form is a blue arrow pointing left followed by the text "Back". Below this is a horizontal line. The label "Enter email address" is followed by a red asterisk. A text input field contains the email address "johnsmith@test.com". Below the input field is another horizontal line. At the bottom right of the form is a purple button with the text "Continue" in white. A white hand cursor icon is positioned over the "Continue" button.

**e** Admissions

← Back

Enter email address \*

johnsmith@test.com

Continue

# Reset 7

Your password will now be sent to you via email and you will be able to use it, along with your username, to log into your account.

Please click “Login to eAdmissions” to be taken to the login page.



## Password Reset Successfully

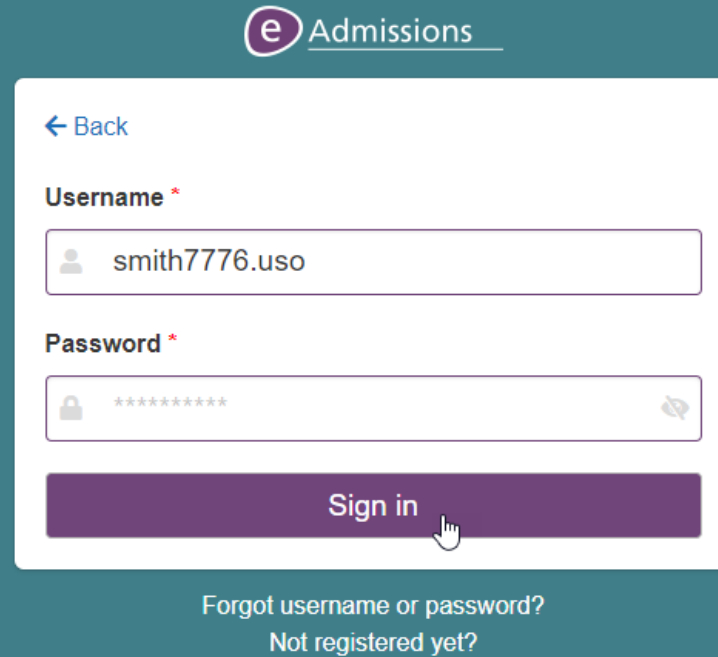
Password for **smith7776.uso** has been successfully updated and sent to you via **email**.

[Login to eAdmissions](#)

# Reset 8

Please then enter your username and your password to log into your account.

Please note that after you have logged in, you will get the option to change the password that has been generated for you to something memorable.




The screenshot shows a mobile application interface for 'Admissions'. At the top left, there is a blue arrow pointing left with the text 'Back'. Below this is a 'Username \*' label followed by a text input field containing 'smith7776.uso'. Underneath is a 'Password \*' label followed by a password input field with ten asterisks and a small eye icon on the right. A large blue button with the text 'Sign in' is positioned below the password field, with a hand cursor icon pointing at it. At the bottom of the form, there are two links: 'Forgot username or password?' and 'Not registered yet?'.

[← Back](#)

**Username \***

**Password \***

**Sign in**

[Forgot username or password?](#)  
[Not registered yet?](#)