





# **How to Register with the online In-Year Applications Portal**

	<h2 style="text-align: center;">How to Register with online In-Year Applications Portal</h2>
<b>Description:</b>	<p><b>Online In-Year Applications Portal:</b>          You will need to have a personal existing email address which you have full access to and use regularly in order to make an online in-year application.</p> <p><i>(If you do not have an existing email address, you will need to create one before you start the registration process).</i></p>
<b>Step 1</b>	<p>Go onto our website <a href="http://www.hounslow.gov.uk/inyearadmissions">www.hounslow.gov.uk/inyearadmissions</a></p> <p>Select the link for Applying for schools in Hounslow.</p> <p>Select the link for In-Year online applications.</p> <p>The webpage for the In-Year Application portal will appear.</p> 
<b>Step 2</b>	<p>Click on Register</p> 

### Step 3

Once you click on register, the registration form will appear. Make sure you complete all the relevant sections and all your details are correct and up to date.

***(The user registering must be the person who has full Parental Responsibility for the child).***

*Write down the email address and the password you choose to use. Your password must be confidential please do not give your password to anyone else. The email address and the password you enter at this stage will be your user name and password for your In-year application portal account*

The screenshot shows the 'In Year Application Portal' for the London Borough of Hounslow. The page has a header with the council's logo and name, and a navigation bar with links for Home, Login, Register, and a language selector (English/Cymraeg). The main section is titled 'Registration' and includes a brief instruction: 'You need to first register with us in order to apply for Free School Meals, Transport or for a School Place for your children. This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.' Below this, a 'Required field' section lists the following fields: Email Address, Confirm Email, Password (with a 'Show' button), Title (a dropdown menu), Forename, Surname, and Gender (a dropdown menu). A link to the Post Office's Postcode Finder is provided for address assistance. There is a 'Find Address' section with a Postcode input field and a 'Search' button. A note states: 'You MUST supply a telephone number where you can be contacted during normal office hours'. This is followed by three input fields for Home Phone, Mobile Number, and Work Phone. At the bottom of the form is a blue 'Submit Registration' button.

Once you have entered your details click 'Submit Registration'

**Submit Registration**

\* Required field

**Step 4**

Log into the personal email address you used to register.

You will be sent an activation email for verification from Admissions (admissions@hounslow.gov.uk)

Check your spam/junk folders if you cannot see an email.

Read the email and follow the instructions by clicking on the link provided to verify your account. You will not be able to proceed unless you complete the verification step.

From: <[admissions@hounslow.gov.uk](mailto:admissions@hounslow.gov.uk)>  
Date: Fri, 14 Feb 2020, 17:02  
Subject: Citizen Portal activation  
To: <[anyone@gmail.com](mailto:anyone@gmail.com)>

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

[https://ems.hounslow.gov.uk/CitizenPortal\\_LIVE/Account.Mvc/CompleteRegistration/11807\\_Off4fbc0-8cc1-4bba-80e4-04e85f87699d](https://ems.hounslow.gov.uk/CitizenPortal_LIVE/Account.Mvc/CompleteRegistration/11807_Off4fbc0-8cc1-4bba-80e4-04e85f87699d)

*Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.*

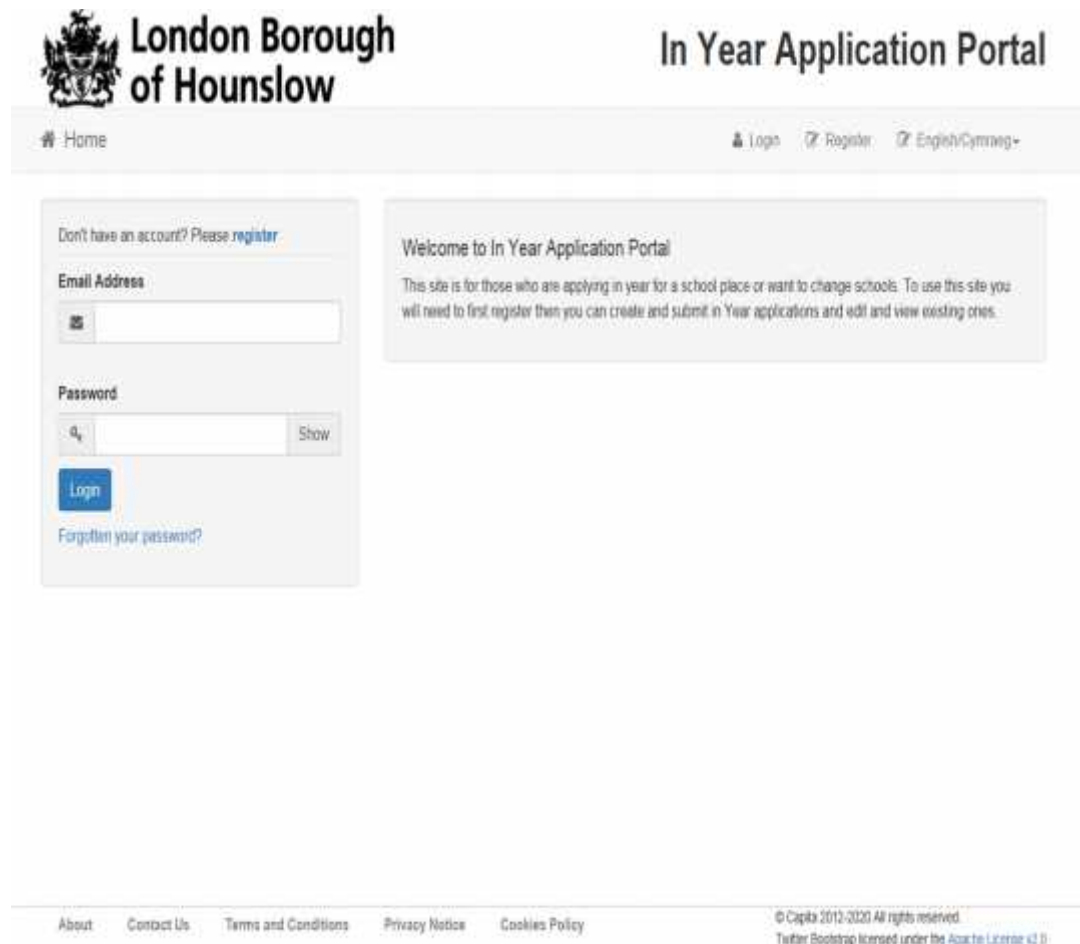
Kind Regards, Portal Administrator

**Important - Please do not reply to this email as this account is not monitored.**

## Step 5

After you click on the link, you will be redirected to the Log in page on the in-year application portal.

Use the email and password you registered to log in



The screenshot shows the login page for the London Borough of Hounslow In Year Application Portal. The page features the council's crest and name on the left, and the portal title on the right. A navigation bar includes a home icon, a login icon, a register icon, and a language toggle. The main content area has a login form on the left with fields for email address and password, a 'Login' button, and a 'Forgot your password?' link. A welcome message on the right explains the portal's purpose. The footer contains links for 'About', 'Contact Us', 'Terms and Conditions', 'Privacy Notice', and 'Cookies Policy', along with copyright information and a license notice.

**London Borough of Hounslow** In Year Application Portal

Home Login Register English/Cymraeg

Don't have an account? Please [register](#)

Email Address

Password

Login

[Forgot your password?](#)

Welcome to In Year Application Portal

This site is for those who are applying in year for a school place or want to change schools. To use this site you will need to first register then you can create and submit in Year applications and edit and view existing ones.

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## Step 6

You have now successfully registered and logged into your In-Year Applications Portal account.

**This does not mean you have applied for a school place.** You now need to make your application by clicking on 'In-Year Applications' A guide on how to complete your application can be found at [www.hounslow.gov.uk/applyingforhounslowschools](http://www.hounslow.gov.uk/applyingforhounslowschools)

**London Borough of Hounslow** In Year Application Portal

Home My Account Sign Out English/Cymraeg

Welcome To In Year Application Portal

Select In Year applications if you would like to:

- Start a new application for a child.
- View an existing application for a child.
- Close an existing application.

Select Messages if you would like to:

- View and read any messages you have received from Admissions in regards to the applications you may have submitted.

Select My Child if you would like to:

- Add a child who is not listed already.
- Amend the details for children individually.

PLEASE DO NOT PROCEED WITH THIS FORM IF YOU DO NOT HAVE PARENTAL RESPONSIBILITY OR LEGAL GUARDIANSHIP OF THE CHILD. THIS FORM WILL NOT BE PROCESSED AND WILL CAUSE DELAYS IN ALLOCATING A SCHOOL PLACE.

**In Year Applications** **Messages** **My Children**

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