



Coventry City Council

## Guide to Creating a Live Forms Account

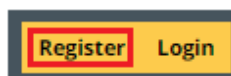
This is a short guide to take you through creating a Live MyAccount that will give you access to the new forms.

### MyAccount Setup Process

The link below will take you to the Live account creation page.

<https://myaccount.coventry.gov.uk/>

Select the Register button top right of the screen.



Register Login

## Coventry City Council

Home Services Council website

### Your account

**Register for an online account with us** and you will be able to access our services without having to pick up the phone, write to or visit us.

Once you have registered for an online account it will remember your details for the next time you need to contact us. You will also be able to view your payments and track the progress of any requests you have made.

To get started go to the **Services section** to view the online services available. Over the coming months you will be able to do more online with us as we add new services here.

**Register for our e-mail alerts to receive updates when new online services and information become available.**

**You may be looking for:**

- Coventry Holiday Activities and Food Programme
- School admissions - apply for a school place in Coventry
- Coventry Homefinder - search and apply for available properties
- Library catalogue - renew or reserve items
- Adult social care self assessments
- Houses in multiple occupation (HMOs) licensing

Coventry City Council

Privacy policy Return to Coventry.gov.uk

Select Language | ▼

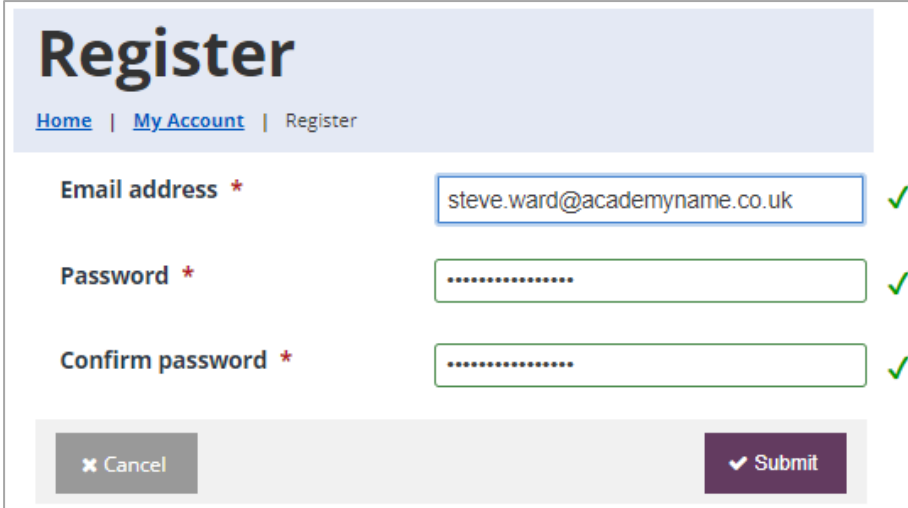
The following notes will show the screens you will need to complete as you progress through the account creation process.

**Note:** As part of the security validation built into the form you will need to create your account using your academy work email address. The security validation checks will ensure that your academy employees' current payroll and contractual details will only be populated in the form once these checks are passed.

Further details about the specifics of the security validation checks will be given when the form is released to you.

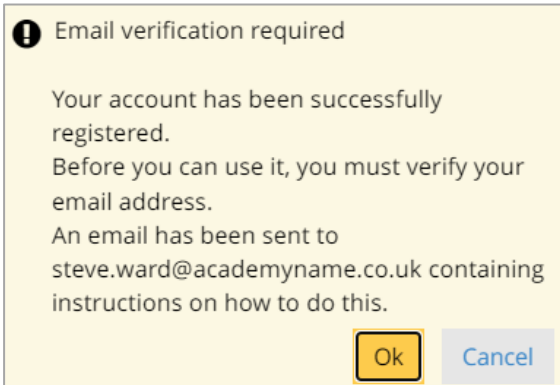
## Initial Registration Stage

Input your academy work email address and a password. A password must contain at least one lower case letter and at least one number. To add some extra security the following special characters can also be included (!, @, \$, ^, \_, \* or ~).



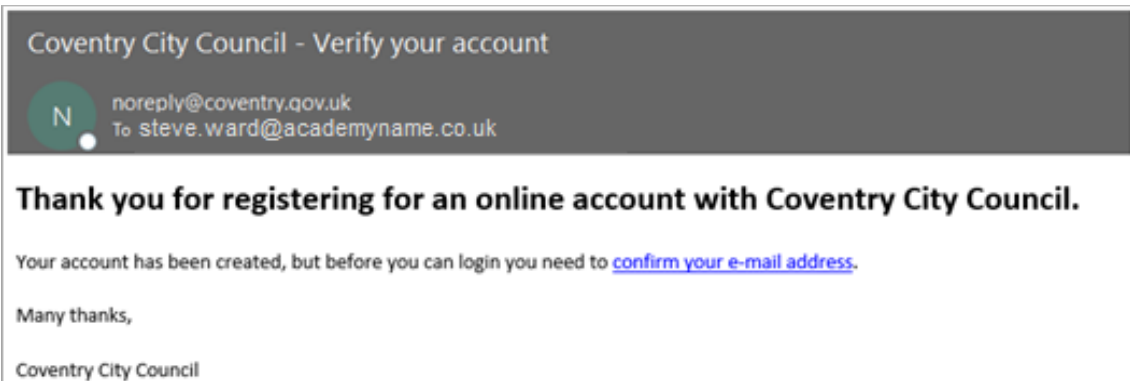
The screenshot shows a registration form titled "Register". At the top, there are navigation links: "Home", "My Account", and "Register". The form contains three input fields, each with a red asterisk indicating it is required. The "Email address" field contains "steve.ward@academyname.co.uk" and has a green checkmark to its right. The "Password" field contains a series of dots and has a green checkmark to its right. The "Confirm password" field also contains a series of dots and has a green checkmark to its right. At the bottom of the form, there are two buttons: a grey "Cancel" button with a close icon and a purple "Submit" button with a checkmark icon.

As part of the registration process you will receive an email that will ask you to verify that the email address used in the registration stage is correct.



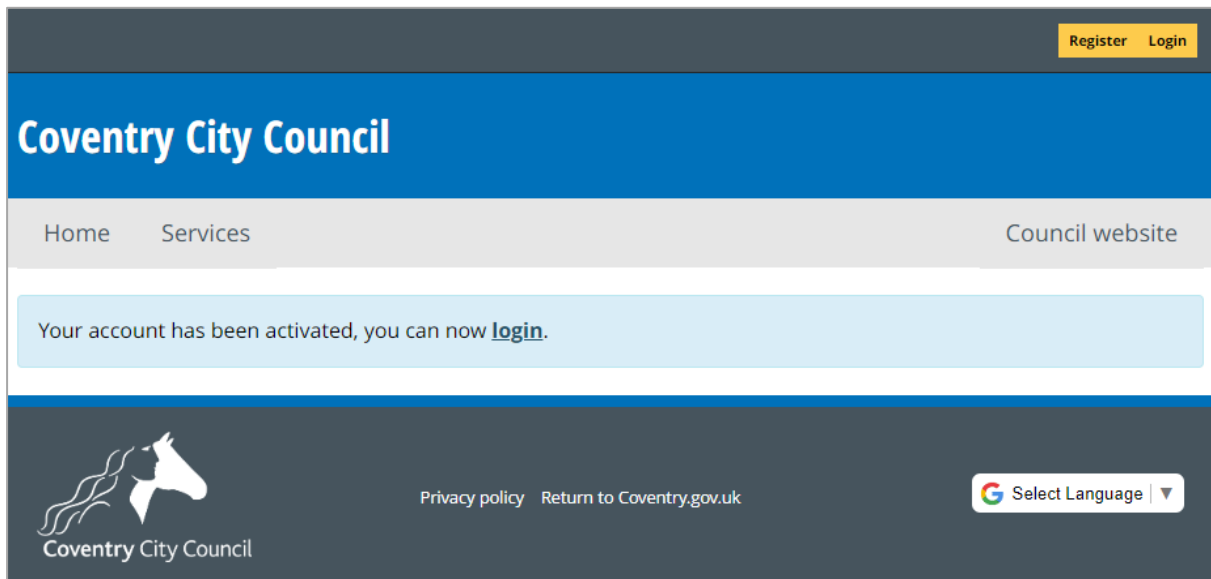
The screenshot shows a yellow notification box with a black exclamation mark icon in a circle. The text inside reads: "Email verification required", "Your account has been successfully registered.", "Before you can use it, you must verify your email address.", "An email has been sent to steve.ward@academyname.co.uk containing instructions on how to do this." At the bottom right of the box are two buttons: a yellow "Ok" button and a grey "Cancel" button.

When the verification email is received click on the [confirm your e-mail address](#) link in the body of the email. The format of the email you receive will depend on the email client you use e.g. Outlook, Gmail etc.



The screenshot shows an email header from Coventry City Council. The subject is "Coventry City Council - Verify your account". The sender is "noreply@coventry.gov.uk" and the recipient is "To: steve.ward@academyname.co.uk". The main body of the email says: "Thank you for registering for an online account with Coventry City Council.", "Your account has been created, but before you can login you need to [confirm your e-mail address](#).", "Many thanks,", "Coventry City Council".

You will now be redirected back to the MyAccount login page to [login](#).



Input your email address and password and select 'Log in' button.

A screenshot of the login form. The title is 'Log in'. There are two input fields: 'Email address' with the value 'steve.ward@academyname.co.uk' and 'Password' with masked characters '.....'. Below the fields are three buttons: 'Log in' (yellow), 'Register' (grey), and 'Cancel' (grey). At the bottom, there is a link 'Forgotten your password?'.

You will be presented with a number of screens asking for data that will form your account profile. You only have to complete fields that have a \* mandatory flag next to them.

The following screen shots show the information that will be requested to complete your account profile.

## Basic details screen

**Your profile**  
Use this form to create or update your profile

Basic details | Address details | Contact details | Overview

Title: Select... (dropdown)

First name \*: Steve ✓

Last name \*: Ward ✓

Date of birth: Day: 07, Month: 09, Year: 1966 ✓

Gender: Female, Male (selected), Transgender, Prefer not to say ✓

Buttons: Cancel, Next >

Click on the 'Next' button to progress to the Address details screen.

## Address details screen

I've used Finham Park Academy as an example of selecting the academy from a list following the input of the academy's postcode.

After you have input the post code press the 'Find Coventry address' button and then a few seconds later click the arrow on the 'Please select an address' box; this will reveal a list of addresses within the post code to select from.

**Your profile**  
Use this form to create or update your profile

Basic details | Address details ⓘ | Contact details | Overview

Postcode: CV3 6EA ✓

Buttons: Find Coventry address, or enter address manually

Pick an address:

- 98 Green Lane, Coventry, CV3 6EA
- Finham Park School Green Lane, Coventry, CV3 6EA
- Bungalow 1 Finham Park School Green Lane, Coventry, CV3 6EA
- Trinity Rugby Club Finham Park School Green Lane, Coventry, CV3 6EA
- Please select an address (dropdown)

Buttons: Previous, Cancel, Next >

On selecting your academy from the list, the remaining required fields will be auto populated, as below. If your academy does not appear in the list, which will be the case if it is located outside of Coventry, you will have to click on the 'enter address manually' text and input the details yourself.

## Your profile

Use this form to create or update your profile

Basic details   Address details ⓘ   Contact details   Overview

Postcode  ✓

or [enter address manually](#)

Pick an address  ▼

Flat

House  ✓

Street \*  ✓

Town \*  ✓

County

Postcode \*  ✓

Country \*  ▼ ✓

Click on the 'Next' button to progress to the Contact details screen.

## Contact details screen

### Your profile

Use this form to create or update your profile

Basic details Address details **Contact details** Overview

Email address \*  ✓

Phone number \*  ✓

Mobile number

Preferred contact method \*  Email  Phone  Mobile  Post

Click on the 'Next' button to be presented with a profile overview screen.

### Your profile

Use this form to create or update your profile

Basic details Address details Contact details **Overview**

Before saving your profile, please take a moment to check that everything is correct...

**Full name:** Steve Ward  
**Date of birth:** 07/09/1964

**Phone number:** 07969088256  
**Mobile number:**  
**Email address:** steve.ward@academyname.co.uk

**Postal address:**  
Finham Park School  
Green Lane  
Coventry  
CV3 6EA

Gender  Male

Preferred contact method \*  Email

**Please note:**  
When you set up your account and complete online requests, you will be asked to give personal information including your name and address. You'll also be agreeing that we can use this information to help make sure we are giving you the best possible service. Sometimes this may include sharing information with other councils, government departments or financial organisations, not only to help you, but also to prevent and detect crime. We will not pass on your details to anyone else for commercial purposes.

This form will create or update your Coventry City Council website profile only. In order to inform relevant Council services of a change of circumstances, you must complete the appropriate form.

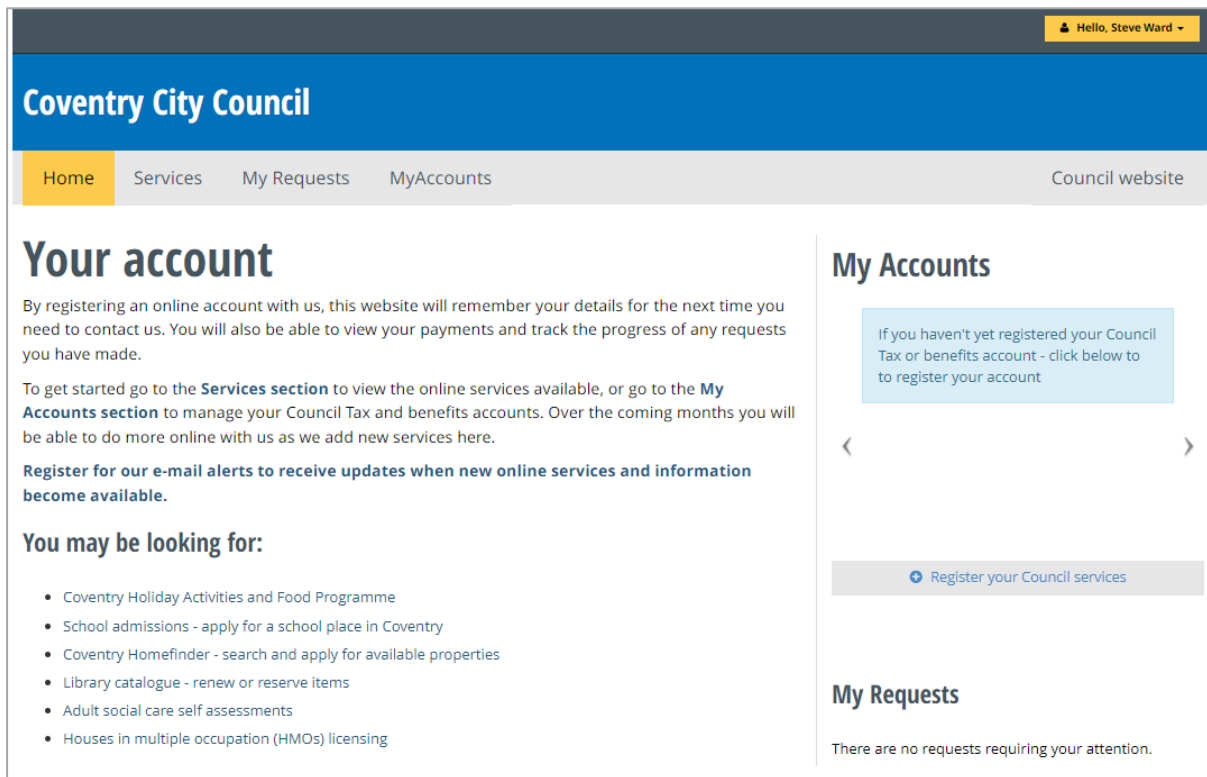
I consent to this information being shared across the Council \*  Yes  No ✓

**Note:** The council's Privacy Notice that covers data being captured by MyAccount forms is accessible via the link below.

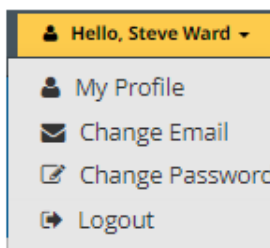
<https://www.coventry.gov.uk/contact-council/customer-services-privacy-notice>

Click the 'Submit' button to complete the creation of your account.

The MyAccount home page will now be presented as below.



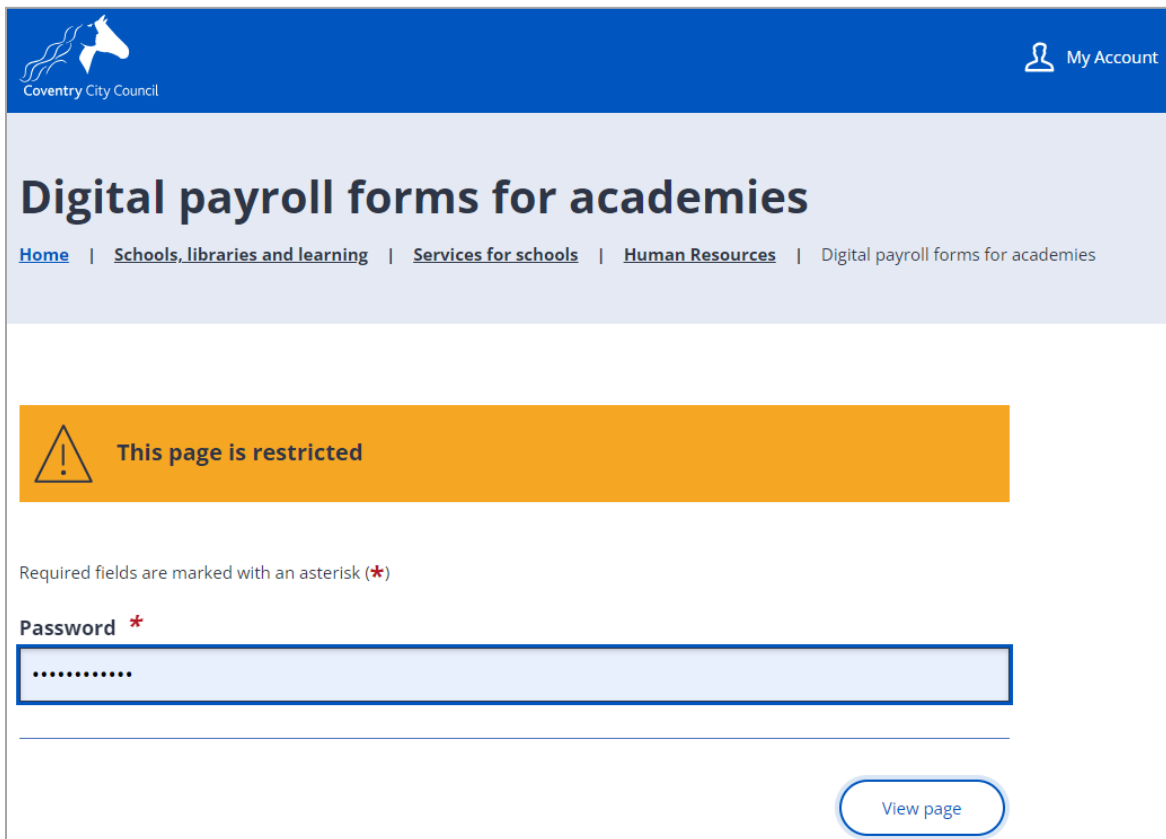
You can log out of the form package now by clicking the down arrow next to your name, top right, and selecting Logout.



## Loading Digital Payroll Forms

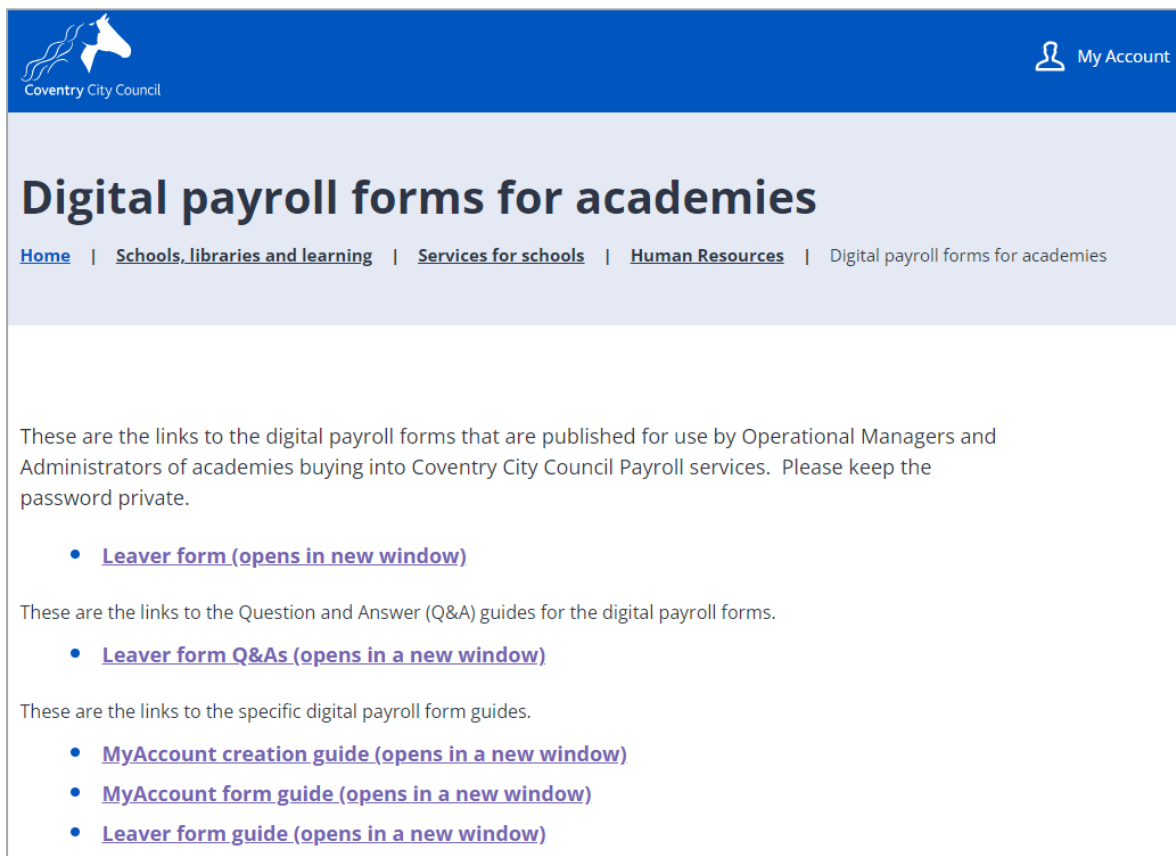
Access to the forms will be via links that will be stored in a secure webpage address. <https://www.coventry.gov.uk/academypayroll>. It may be helpful to bookmark this for ease of future access. To keep the form links secure, the webpage is password protected.

The password is: pAyroLLfoRMs



The screenshot shows the Coventry City Council website header with the logo and 'My Account' link. The main heading is 'Digital payroll forms for academies'. Below the heading is a breadcrumb trail: 'Home | Schools, libraries and learning | Services for schools | Human Resources | Digital payroll forms for academies'. A prominent orange banner with a warning icon states 'This page is restricted'. Below this, a note says 'Required fields are marked with an asterisk (\*)'. The 'Password' field is marked with an asterisk and contains a series of dots. A 'View page' button is located at the bottom right of the form area.

When you have added the password click the 'View page' button.

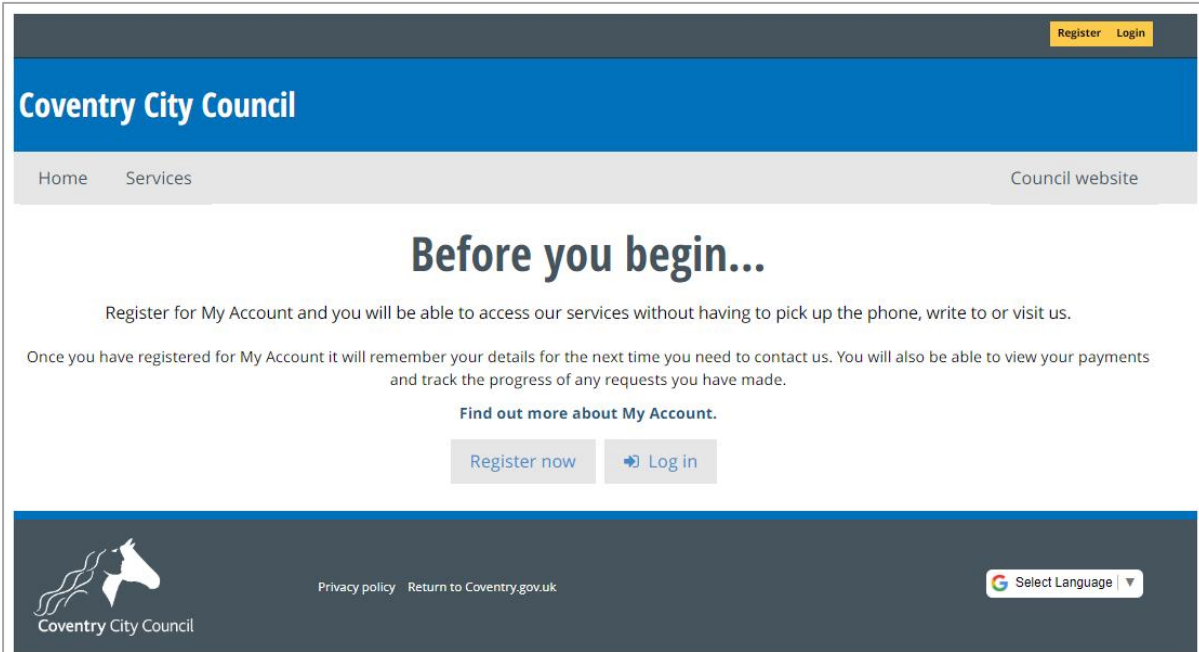


The screenshot shows the same Coventry City Council website header. The main heading is 'Digital payroll forms for academies'. Below the heading is the same breadcrumb trail. The main content area contains the following text: 'These are the links to the digital payroll forms that are published for use by Operational Managers and Administrators of academies buying into Coventry City Council Payroll services. Please keep the password private.' This is followed by a bulleted list with one item: 'Leaver form (opens in new window)'. Below this, it says 'These are the links to the Question and Answer (Q&A) guides for the digital payroll forms.' followed by another bulleted list with one item: 'Leaver form Q&As (opens in a new window)'. Finally, it says 'These are the links to the specific digital payroll form guides.' followed by a bulleted list with three items: 'MyAccount creation guide (opens in a new window)', 'MyAccount form guide (opens in a new window)', and 'Leaver form guide (opens in a new window)'.



If you are already logged into MyAccount the form link will directly open the form for you to start completing.

If you aren't already logged into a MyAccount session you will be prompted with the screen below to do so. You will then need to click on the form link again for the form to open.



The screenshot shows the Coventry City Council website interface. At the top right, there are 'Register' and 'Login' buttons. The main header is blue with 'Coventry City Council' in white. Below the header is a navigation bar with 'Home', 'Services', and 'Council website' links. The main content area features the heading 'Before you begin...' followed by text explaining the benefits of registering for My Account. Below this text is a link 'Find out more about My Account.' and two buttons: 'Register now' and 'Log in'. The footer contains the Coventry City Council logo, a 'Privacy policy' link, a 'Return to Coventry.gov.uk' link, and a 'Select Language' dropdown menu.

Register Login

## Coventry City Council

Home Services Council website


### Before you begin...

Register for My Account and you will be able to access our services without having to pick up the phone, write to or visit us.

Once you have registered for My Account it will remember your details for the next time you need to contact us. You will also be able to view your payments and track the progress of any requests you have made.

[Find out more about My Account.](#)

[Register now](#) [Log in](#)

 Coventry City Council

[Privacy policy](#) [Return to Coventry.gov.uk](#)

Select Language ▼