



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 an account using your school email address. The security validation checks will ensure that some of your school 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 school 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 ~).

Create an account

Please enter your email and a password to register for MyAccount

Email address * ✓

Password * ✓

Confirm password * ✓

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.

! 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@schoolname.coventry.sch.uk
containing instructions on how to do this.

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.

Coventry City Council - Verify your account

 noreply@coventry.gov.uk
To steve.ward@schoolname.coventry.sch.uk

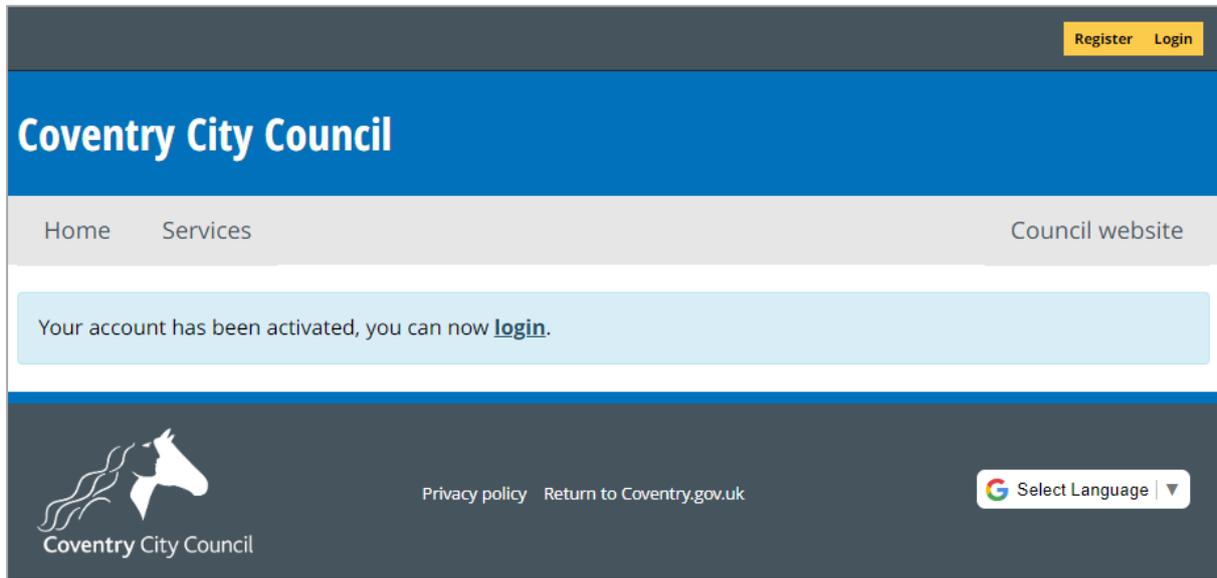
Thank you for registering for an online account with Coventry City Council.

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. It features a large 'Log in' heading. Below it are two input fields: 'Email address' with the text 'steve.ward@schoolname.coventry.sch.uk' and 'Password' with a masked password '.....'. At the bottom left, there are three buttons: 'Log in' (highlighted in yellow), 'Register', and 'Cancel'. Below the buttons is a link that says '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...
First name *: Steve ✓
Last name *: Ward ✓
Date of birth: Day 07, Month 09, Year 1966 ✓
Gender: Female, Male (selected), Transgender, Prefer not to say ✓

Cancel Next >

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

Address details screen

I've used Moseley Primary School as an example of selecting the school from a list following the input of the school'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: CV6 1AB ✓
Find Coventry address or enter address manually

Pick an address: Please select an address ✓
Please select an address
34 Moseley Avenue, Coventry, CV6 1AB
36 Moseley Avenue, Coventry, CV6 1AB
38 Moseley Avenue, Coventry, CV6 1AB
Moseley Primary School Moseley Avenue, Coventry, CV6 1AB
Address not found

Previous Cancel Next >

On selecting your school from the list, the remaining required fields will be auto populated, as below. If your school does not appear in the list 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: CV6 1AB ✓
[Find Coventry address](#) or [enter address manually](#)

Pick an address: Moseley Primary School Moseley Avenue, Coventry, CV6 1AB ✓

Flat:

House: Moseley Primary School ✓

Street *: Moseley Avenue ✓

Town *: Coventry ✓

County:

Postcode *: CV6 1AB ✓

Country *: United Kingdom ✓

[← Previous](#) [✕ Cancel](#) [Next >](#)

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 *: steve.ward@schoolname.coventry.sch.uk ✓

Phone number *: 07969088926 ✓

Mobile number:

Preferred contact method *: Email Phone Mobile Post ✓

[← Previous](#) [✕ Cancel](#) [Next >](#)

Click on the 'Next' button to be presented with a profile summary 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: Mr. Steve Ward

Date of birth: 07/09/1966

Phone number: 07969088926

Mobile number:

Email address: steve.ward@schoolname.coventry.sch.uk

Postal address:

Moseley Primary School

Moseley Avenue

Coventry

CV6 1AB

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 Yes No the Council *



← Previous

✖ Cancel

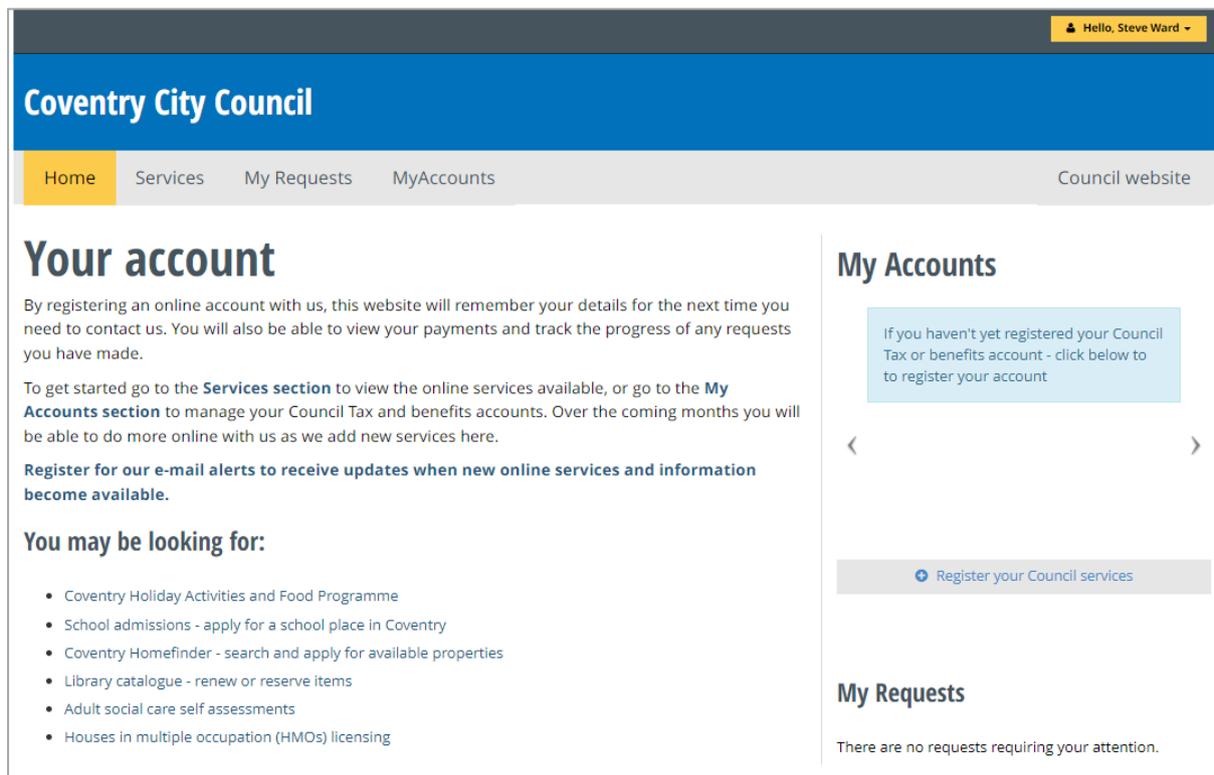
✓ Submit

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

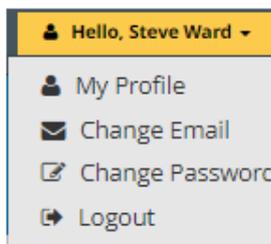
<https://www.coventry.gov.uk/contact-council/customer-services-privacy-notice>

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 the Officer Variation Form

The Officer Variation Form is loaded via this link: [Officer Variation Form](#)

If you are already logged into MyAccount, as shown above, the 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 on the next page to do so. You will then need to click on the form link above again for the form to open.

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](#)

