

This is a short guide to take you through creating a Granicus forms test account.

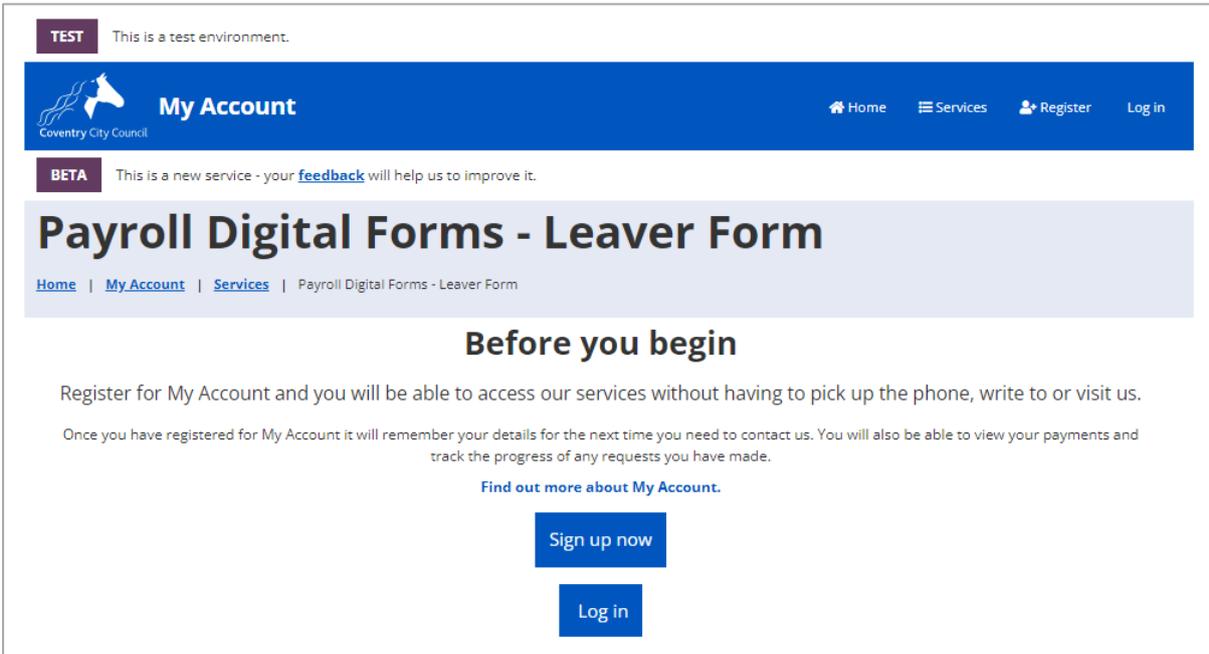
### Forms Test Environment URL Link

The link to the test version of the Leaver form is below.

[Digital Payroll Leaver Form](#)

### Forms Test Environment

The link will land you here.



**TEST** This is a test environment.

**My Account** Home Services Register Log in

**BETA** This is a new service - your [feedback](#) will help us to improve it.

## Payroll Digital Forms - Leaver Form

[Home](#) | [My Account](#) | [Services](#) | Payroll Digital Forms - Leaver Form

### 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.](#)

[Sign up now](#)

[Log in](#)

To create an account, select the 'Sign up now' button.

[Sign up now](#)

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. I will confirm what this needs to be for you separately.

Input your school/academy 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 ~).

### Registration

Please enter your email and a password to register for My Account

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@academyname.co.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.

Coventry City Council - Verify your account

 **MyAccount-Test@coventry.gov.uk** ☺ ↶ ↷ ↲ ⌨ ⋮

To: steve.ward@academyname.co.uk Mon 08/04/2024 16:04

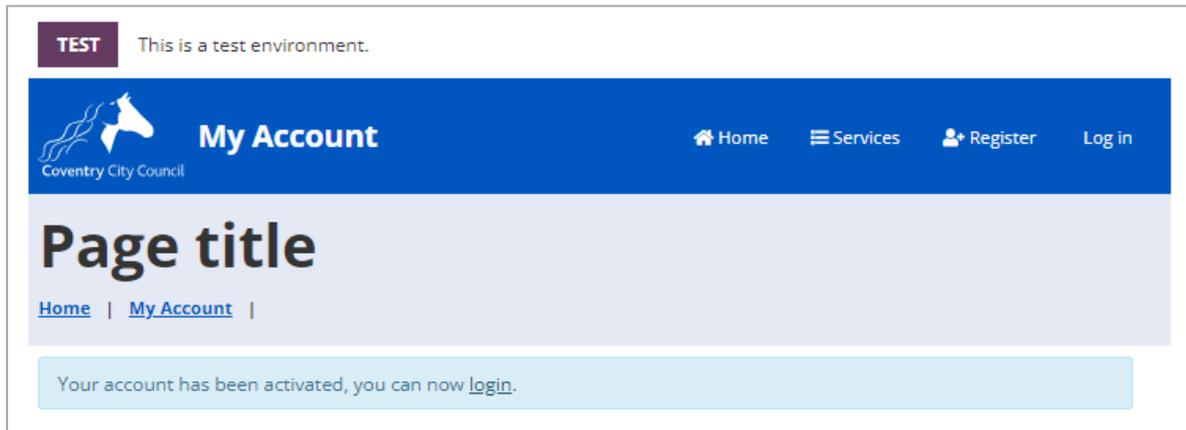
### Thank you for registering for an online account with Coventry City Council

Your account has been created, but before you can login you need to [confirm your e-mail address](#).

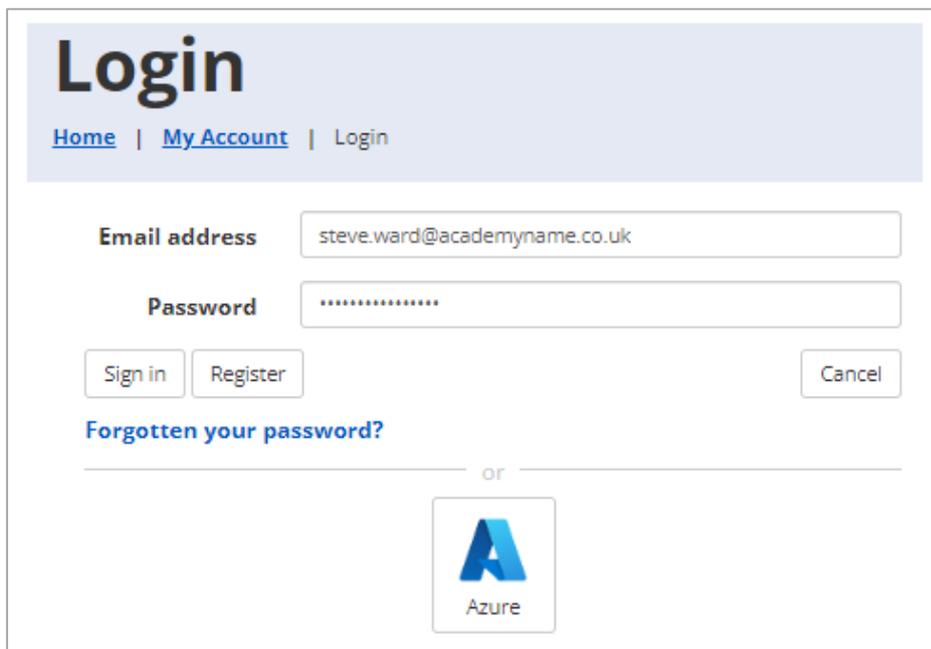
Many thanks,  
Coventry City Council

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

Select the [login](#) link.



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



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. When you create a user account in the Live environment it may be more appropriate to enter more data than you may want to for the Test environment.

## Basic details screen

# My profile

[Home](#) | [My Account](#) | My profile

Basic details | Address details | Contact details | Overview

**Title**  ✓

**First name \***  ✓

**Last name \***  ✓

**Date of birth** Day:  Month:  Year:  ✓

**Gender**     ✓

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.

**My profile**  
[Home](#) | [My Account](#) | My profile

Basic details | **Address details** | Contact details | Overview

**Postcode** CV3 6EA ✓

Find Coventry address or [enter address manually](#)

**Pick an address** Please select an address ▼

- 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
- Green Lane Medical Centre Green Lane, Coventry, CV3 6EA
- Address not found

◀ Previous    ✕ Cancel    Next ▶

On selecting the school from the list, the remaining required fields will be auto populated, as below. If your academy address 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.

**Postcode** CV3 6EA ✓

Find Coventry address or [enter address manually](#)

**Pick an address** Finham Park School Green Lane, Coventry, CV3 6EA ✓

**Flat**

**House** Finham Park School ✓

**Street \*** Green Lane ✓

**Town \*** Coventry ✓

**County**

**Postcode \*** CV3 6EA ✓

**Country \*** United Kingdom ✓

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

## Contact details screen

**My profile**

[Home](#) | [My Account](#) | My profile

Basic details | Address details | **Contact details** | Overview

**Email address \***  ✓

**Phone number \***  ✓

**Mobile number**

**Preferred contact method \***  Email  Phone  Mobile  Post ✓

[← Previous](#) [✖ Cancel](#) [Next →](#)

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

# My profile

[Home](#) | [My Account](#) | My 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:** 07/09/1964

**Phone number:** 02476 256326

**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



[← Previous](#)

[✕ Cancel](#)

[✔ Submit](#)

**Note:** The council's Privacy Notice that covers data being captured by Granicus 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 Leaver form will now be loaded ready for you to complete.

**TEST** This is a test environment.

 **My Account** [Home](#) [Services](#) [My accounts](#) [My requests](#) [My profile -](#) [Logout](#)

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[Home](#) | [My Account](#) | [Services](#) | Payroll Digital Forms - Leaver Form

**Information** [Contact Details](#) [Personal Details](#) [Leavers](#)

**Type of educational establishment \***

Academy

Local Authority School

[✕ Cancel](#) [Save](#) [Next >](#)

## Subsequent Logins

Using the same URL link you will land at the same page on subsequent logins. Select the 'Log in' button.

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Coventry City Council **My Account** Home Services Register Log in

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[Sign up now](#)

[Log in](#)

You may find that your email address and password have been saved. If not add them and click the 'Sign in' button. You will be logged straight into the form.

# Login

[Home](#) | [My Account](#) | [Login](#)

**Email address**

**Password**

[Sign in](#) [Register](#) [Cancel](#)

[Forgotten your password?](#)

or

