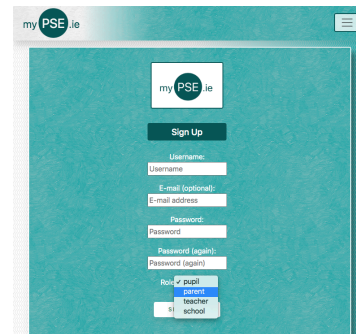


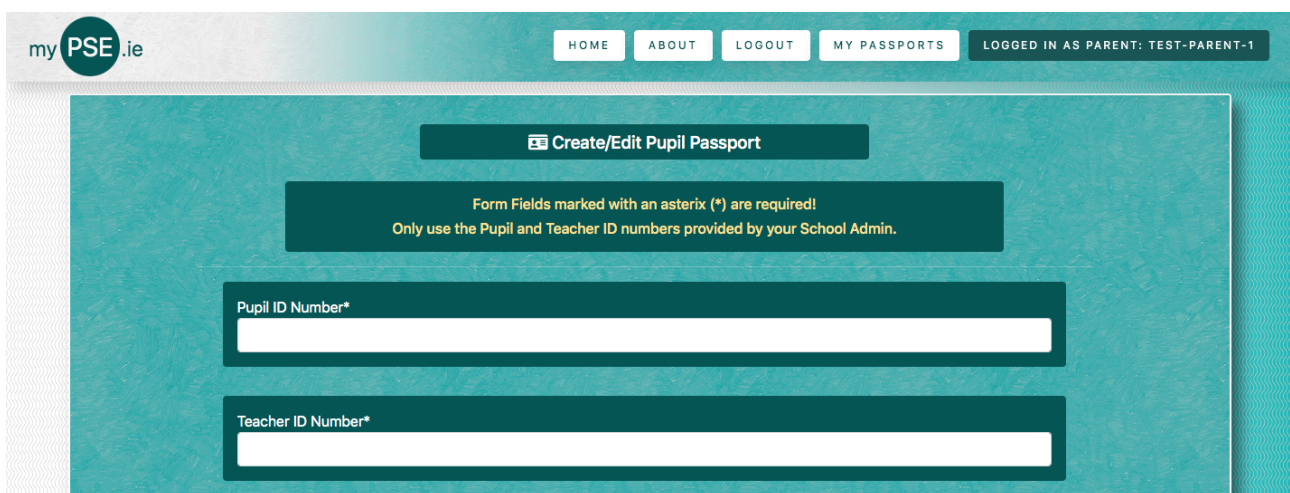
Before you can create a passport you must register an account with a user role of parent.

A screenshot of the myPSE.ie registration form. The form is titled "my PSE .ie" and "Sign Up". It contains fields for "Username:", "E-mail (optional):", "E-mail address:", "Password:", "Password (again):", and "Password (again)". Below these fields is a dropdown menu for "Role" with options: "pupil", "parent", "teacher", and "school". The "parent" option is selected.

When you are logged in click on the add passport button to begin...

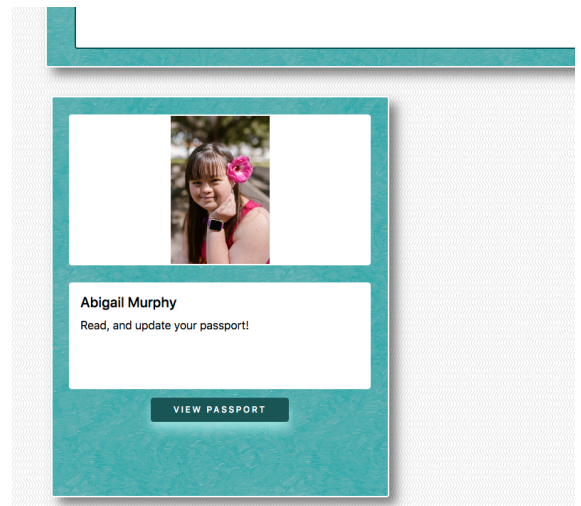


Input the ID numbers provided in the top of each Passport Form...

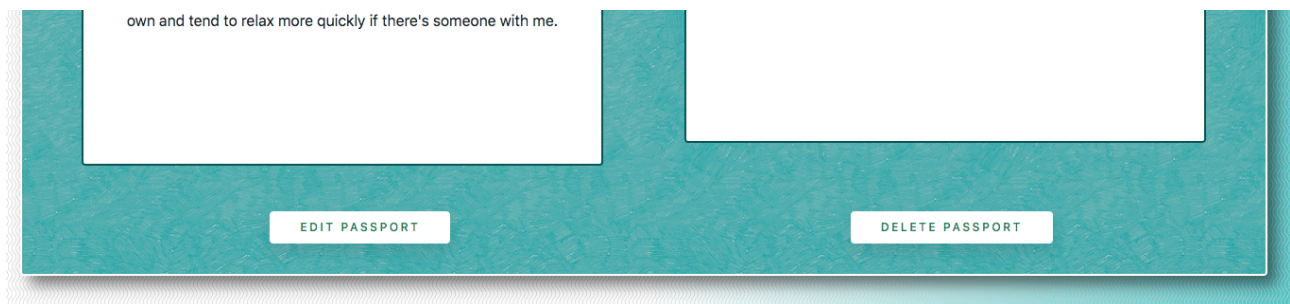
A screenshot of the "Create/Edit Pupil Passport" form. The form has a teal header with the myPSE.ie logo and navigation links: "HOME", "ABOUT", "LOGOUT", "MY PASSPORTS", and "LOGGED IN AS PARENT: TEST-PARENT-1". The main content area is teal and contains a button "Create/Edit Pupil Passport". Below this is a message: "Form Fields marked with an asterix (\*) are required! Only use the Pupil and Teacher ID numbers provided by your School Admin." There are two input fields: "Pupil ID Number\*" and "Teacher ID Number\*", both with asterisks indicating they are required.

Only use the ID numbers provided when creating your passport. You will not be allowed to create a passport with an invalid pupil ID. If a Teacher ID is incorrect or invalid they will not be able to access your passport.

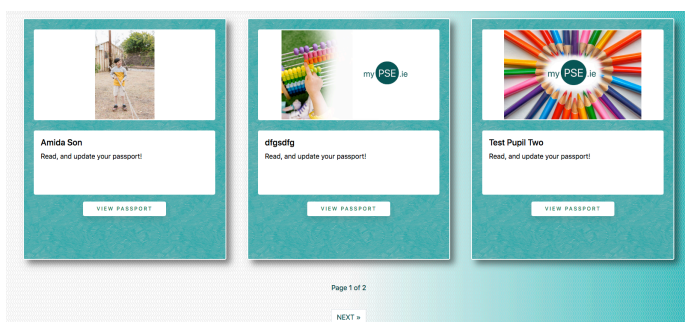
You can now read your passport by clicking on 'View Passport'



If you want to edit or delete your passport you can press either button at the bottom of the page.



If you want you can add another passport but **ONLY IF YOU HAVE A DIFFERENT PUPIL ID**



You can then look through a list of your passports.