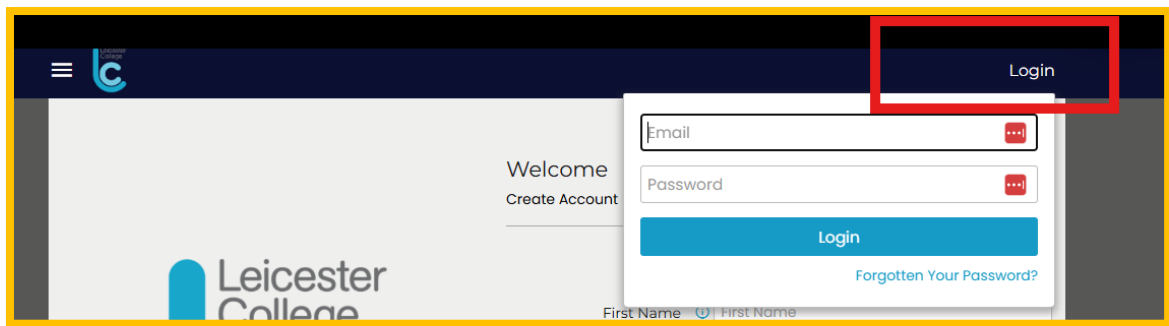
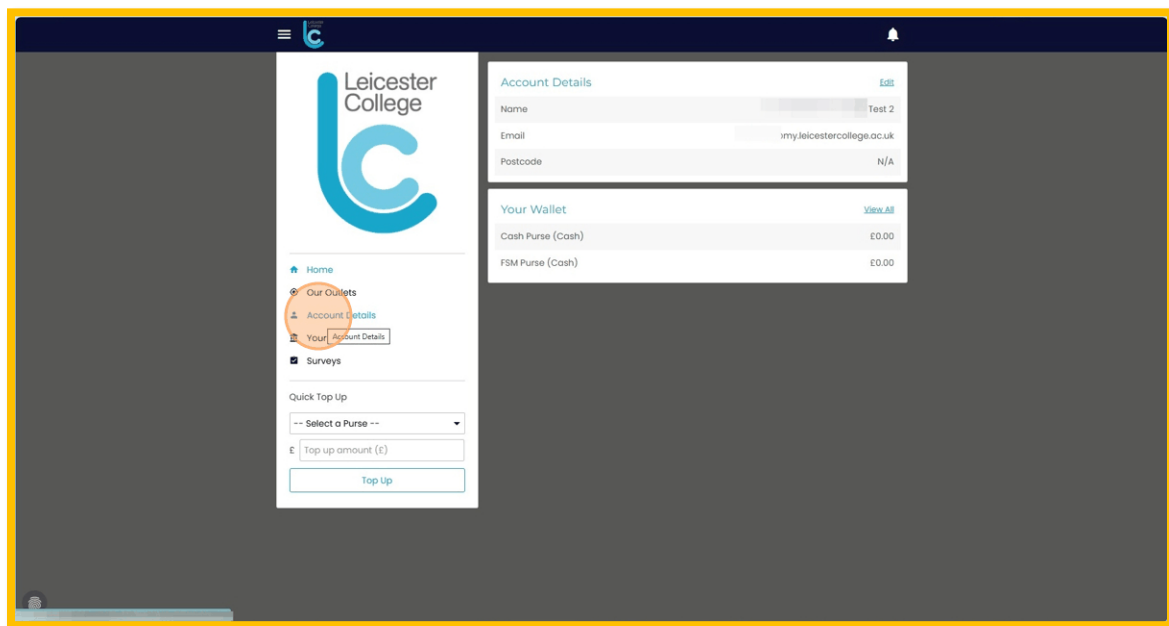


## Student and Parent final steps to confirm linking of accounts

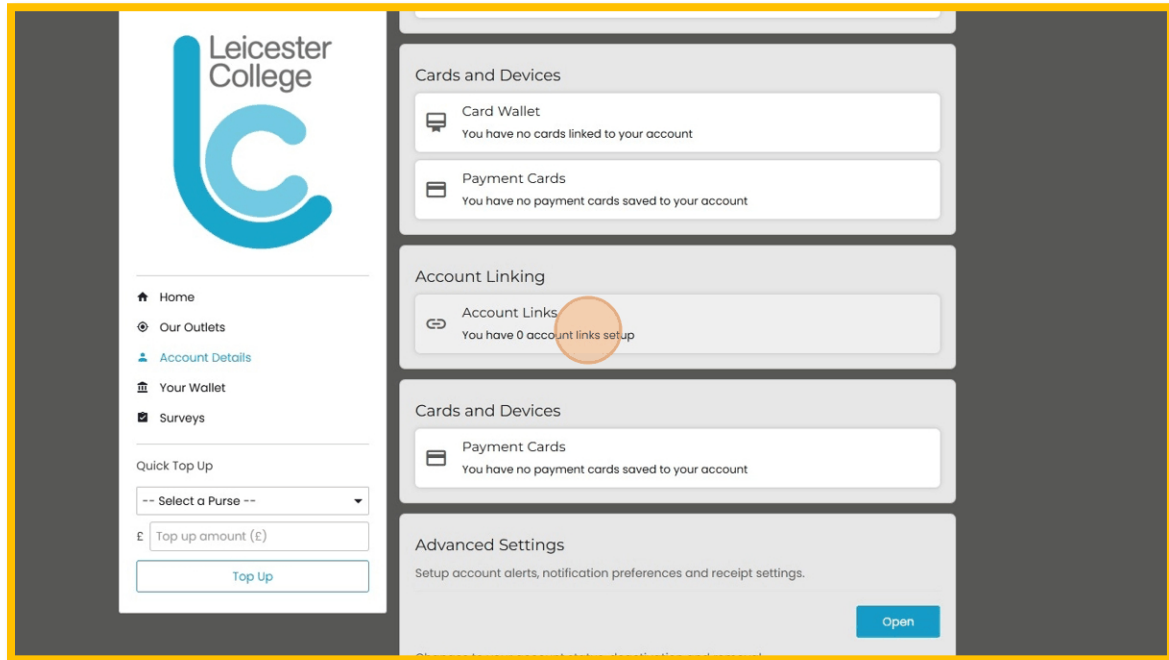
1. Student should login with their college email and password  
(<https://leicestercollege.mcr-symphony.net/>), if don't know password follow forgot password process.



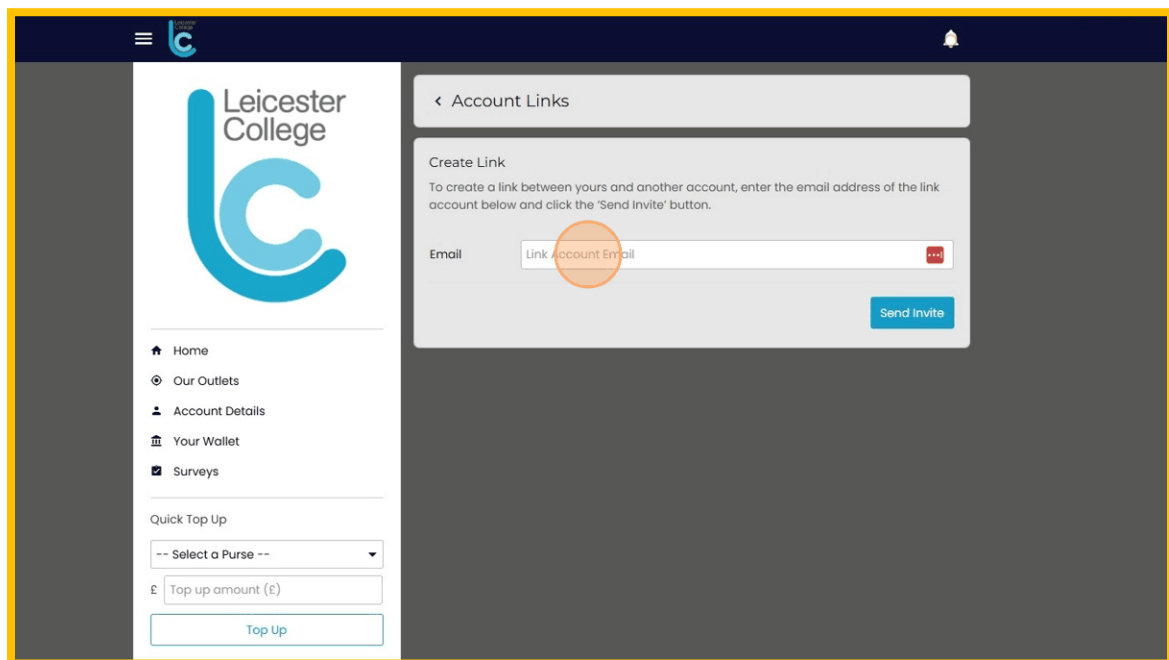
2. Click on the "Account Details" on the left handside



3. Click on the Account Linking option



4. Enter the parents email address here and then click send invite



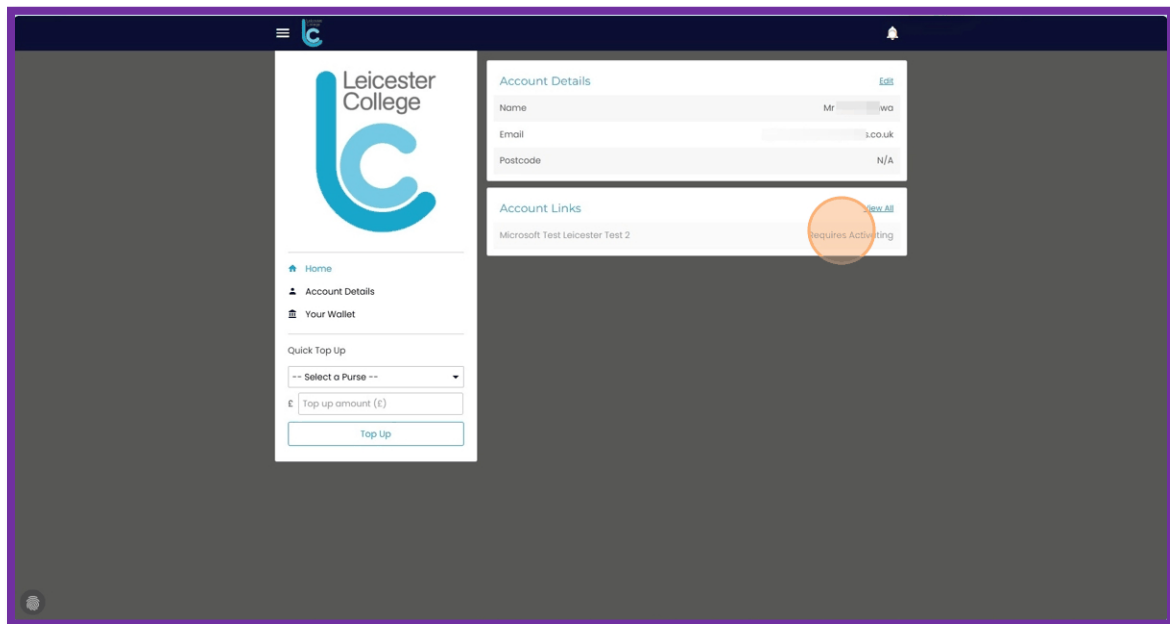
5. Enter parent email and click Send Invite

The screenshot shows the Leicester College mobile application interface. On the left is a sidebar menu with the Leicester College logo and navigation options: Home, Our Outlets, Account Details, Your Wallet, and Surveys. Below the menu is a 'Quick Top Up' section with a dropdown for 'Select a Purse', a text input for 'Top up amount (£)', and a 'Top Up' button. The main content area is titled 'Account Links' and contains a 'Create Link' section. This section has a text input for 'Email' and a 'Send Invite' button. A red arrow points to the 'Email' input field with the text 'Enter email of Parent who registered for the link account'. The 'Send Invite' button is circled in red.

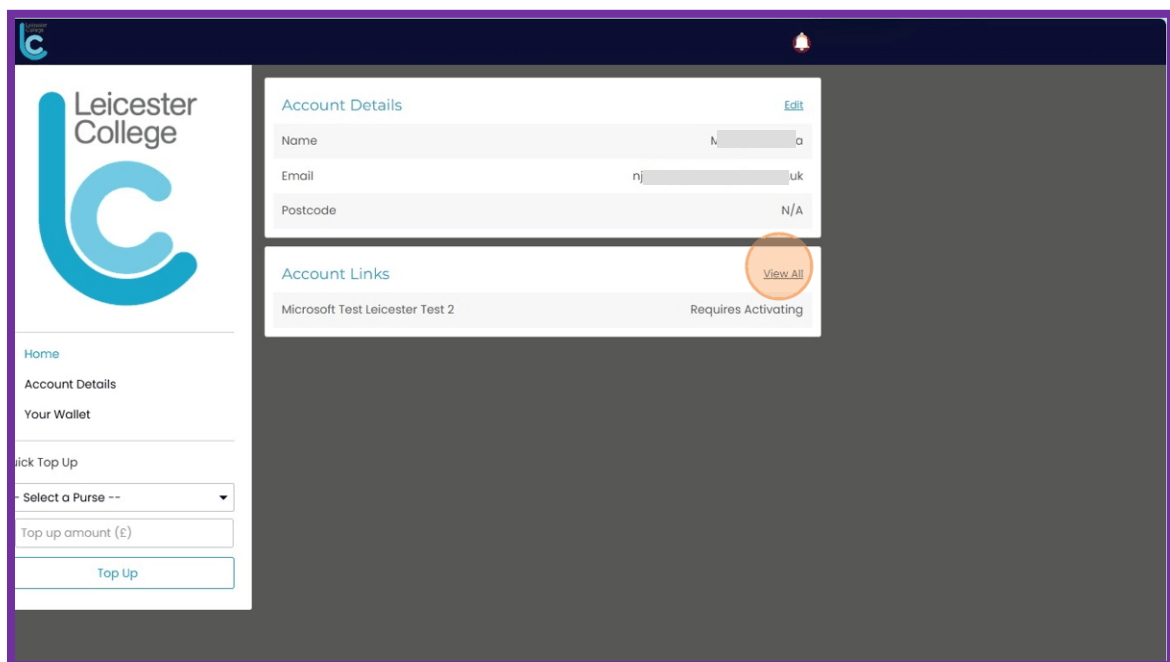
6. The parent's details will appear in Account Links, click on the 'Activate Link'

The screenshot shows the Leicester College mobile application interface after a link has been created. The 'Account Links' section now displays a list of links. The first link is partially visible, showing the email 'L...' and the URL 'my.leicestercollege.ac.uk'. Below the URL, it says 'Microsoft Test Leicester Test'. There are two buttons: 'Delete Link' and 'Activate Link'. The 'Activate Link' button is circled in red. The sidebar menu and 'Quick Top Up' section remain the same as in the previous screenshot.

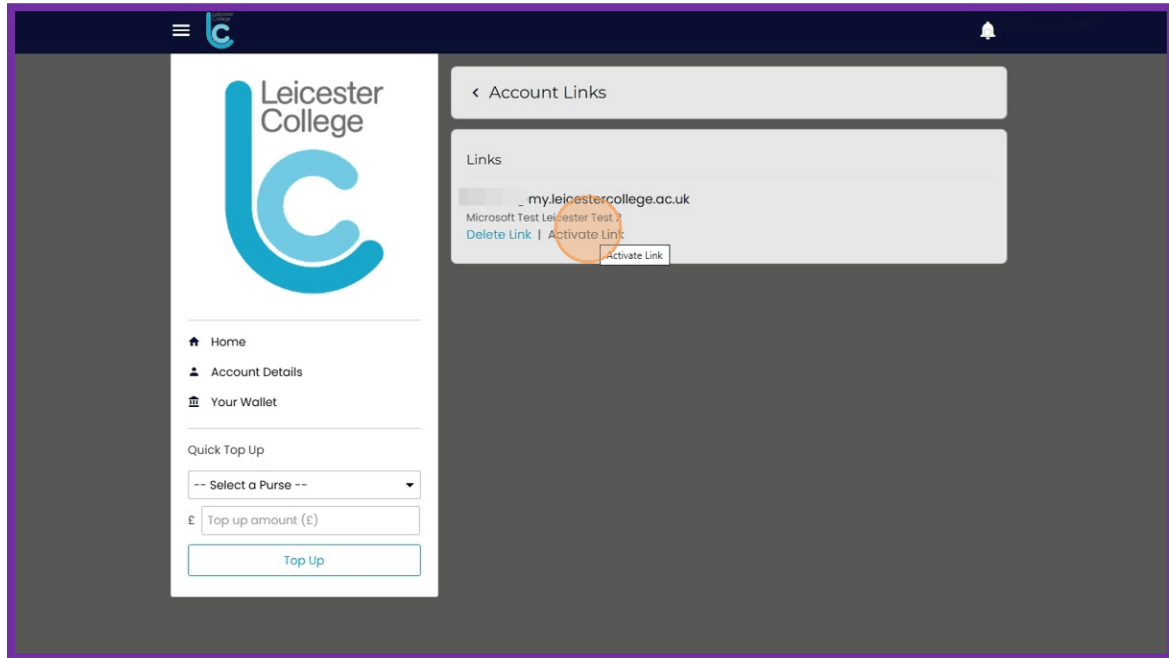
7. The Parent will then need to login and click on the 'Requires Activating' option on their account



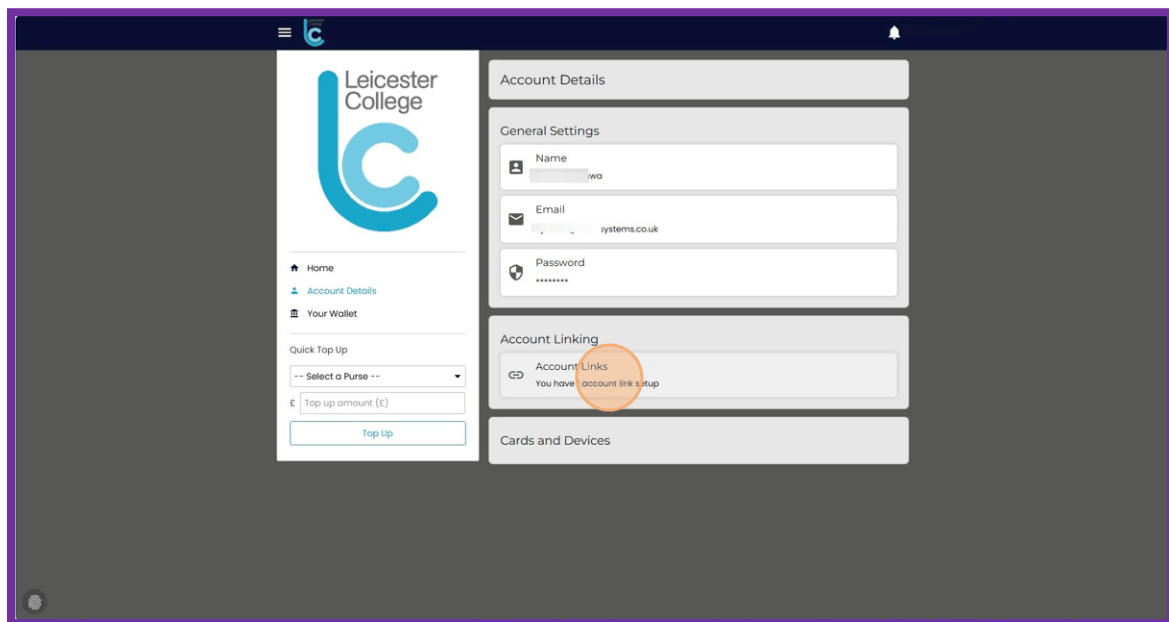
8. Click View All



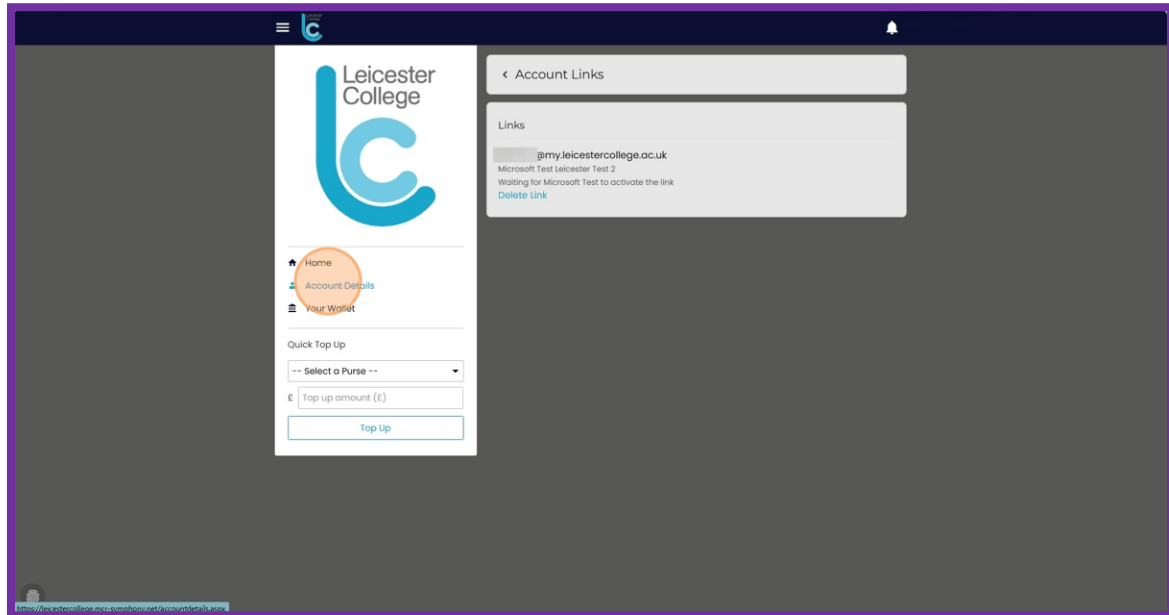
9. Click Activate Link option



10. Parent will see that they have a link setup



## 11. Details of the linked learner



## 12. Click back home and can now under Quick Top Up select 'Cash Purse' and Top-Up and follow the payment instructions

