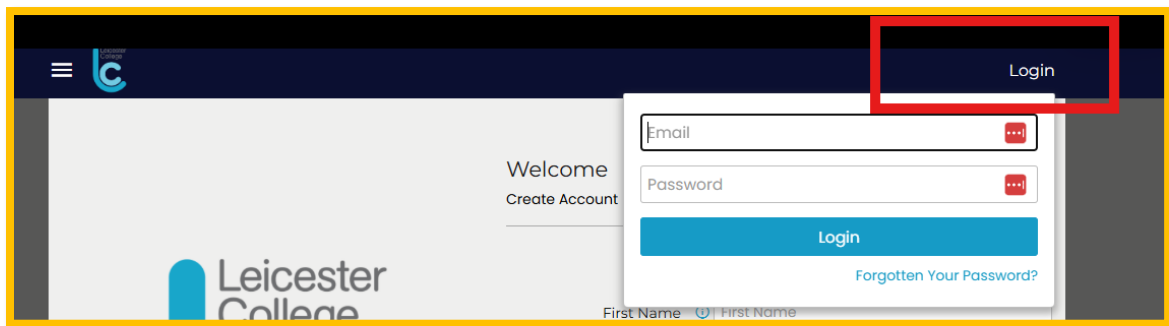
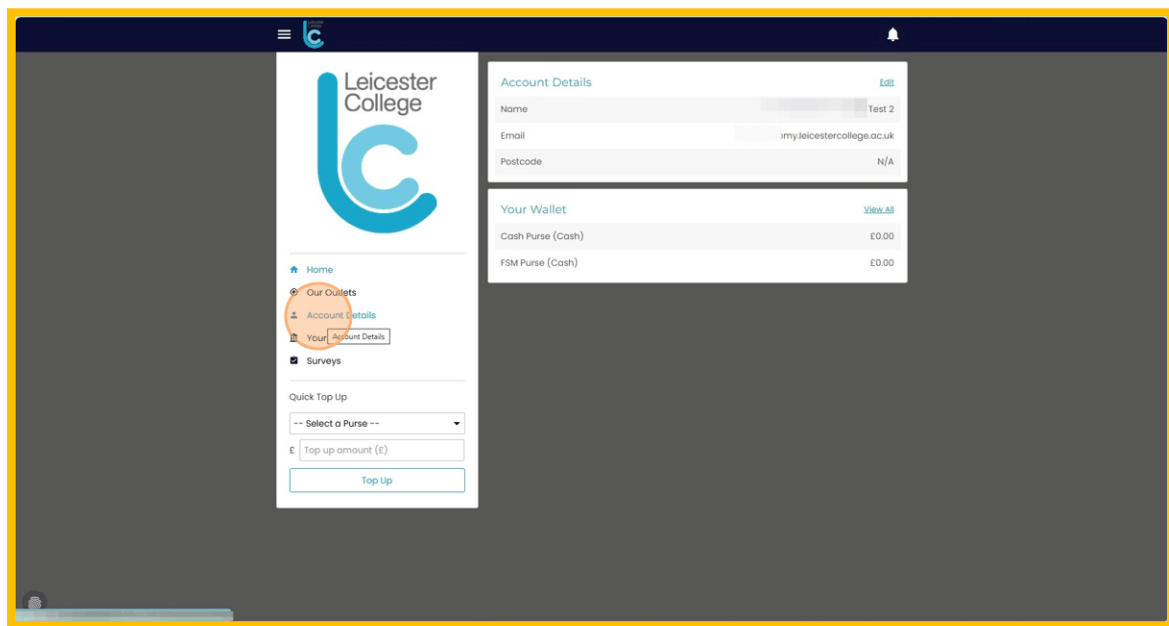


Student and Parent final steps to confirm linking of accounts

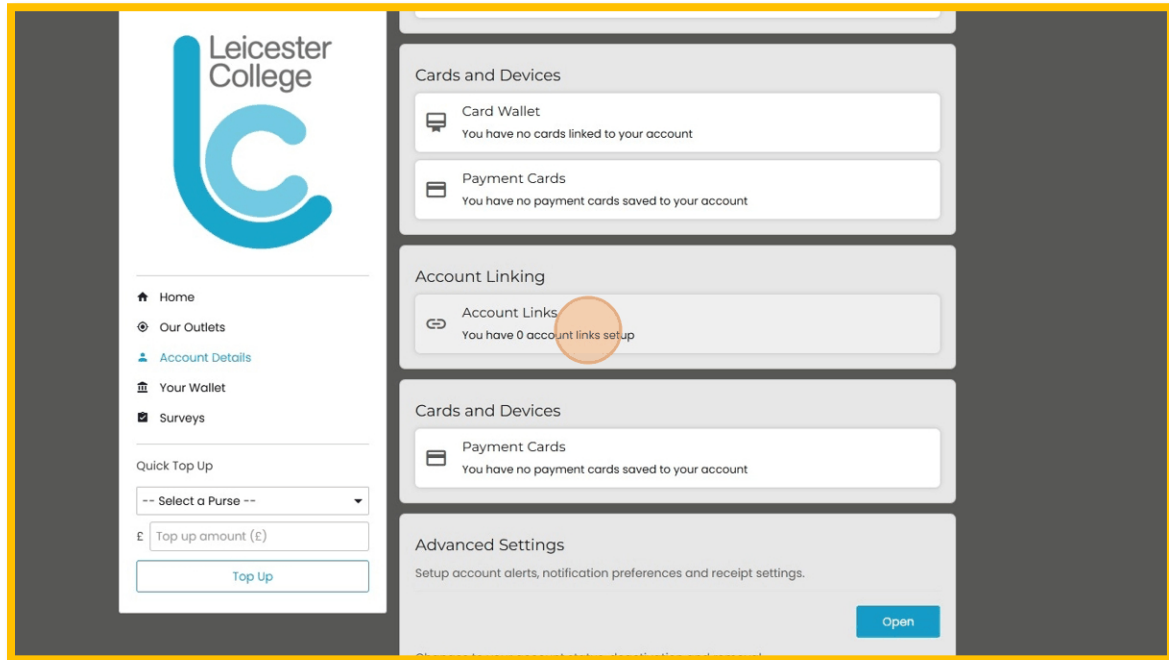
1. Student should login with their college email and password
(<https://leicestercollege.mcr-symphony.net/>), if don't know password follow forgot password process.



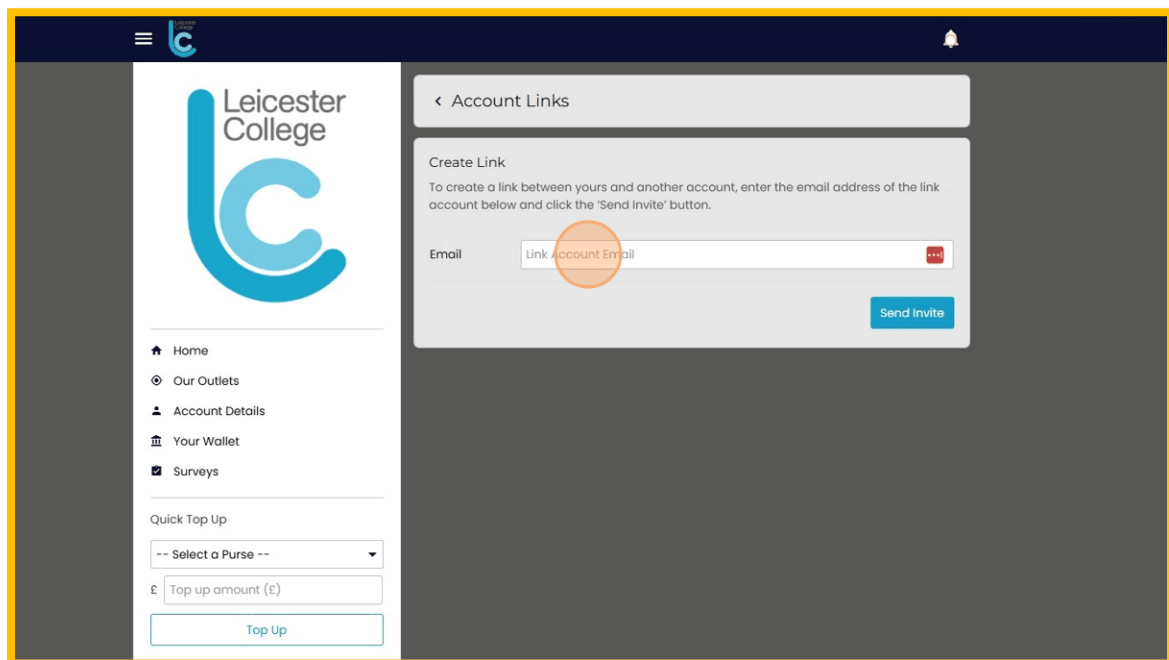
2. Click on the "Account Details" on the left handside



3. Click on the Account Linking option



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



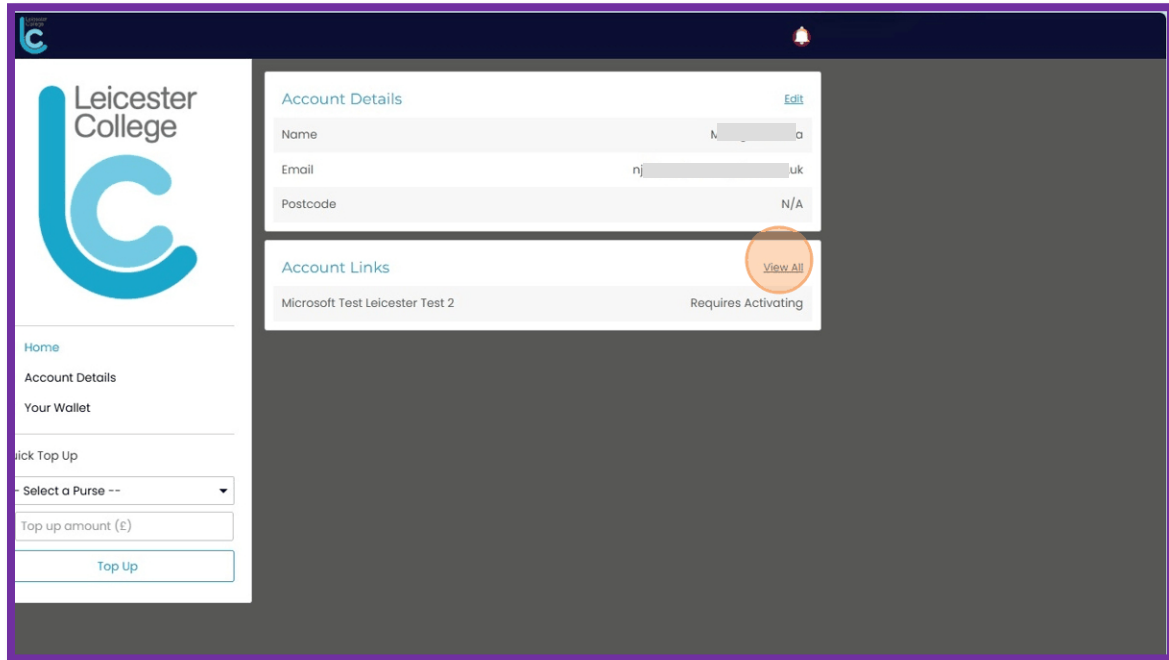
5. Enter parent email and click Send Invite

The screenshot shows the Leicester College website interface. On the left is a sidebar with the college logo and navigation links: Home, Our Outlets, Account Details, Your Wallet, and Surveys. Below these is a 'Quick Top Up' section with a dropdown menu 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 labeled 'Email' and a 'Send Invite' button. An orange arrow points to the 'Email' input with the text 'Enter email of Parent who registered for the link account'. The 'Send Invite' button is circled in orange.

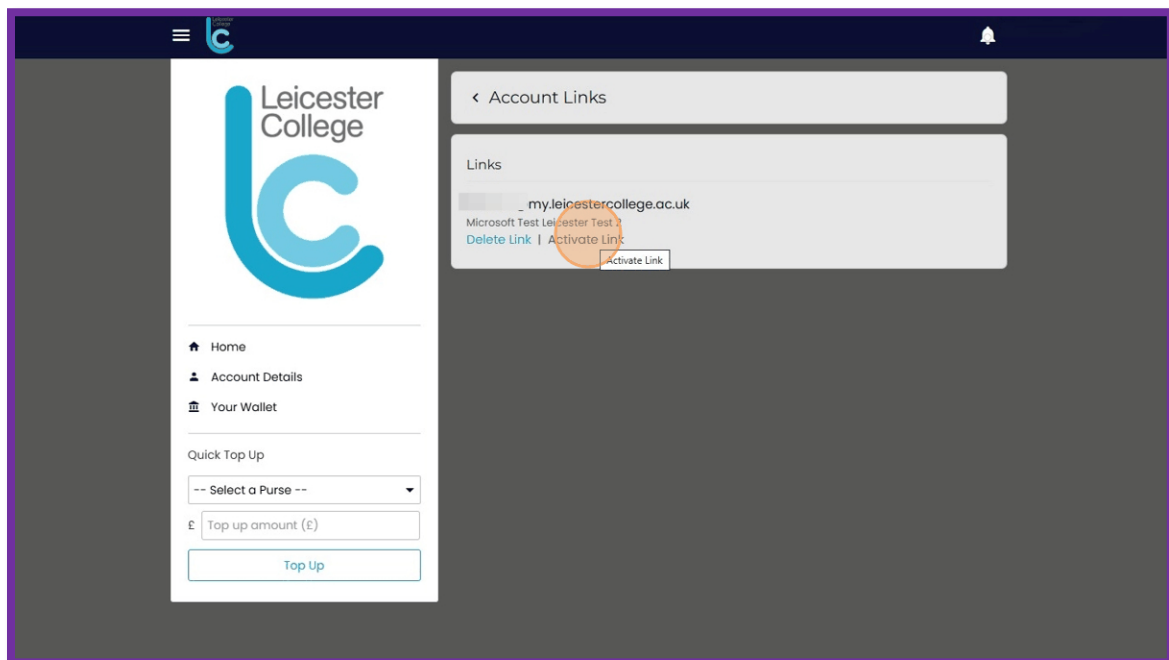
6. The Parent will then need to click on the 'Requires Activating' option on their account

The screenshot shows the Leicester College website interface. On the left is the same sidebar as in the previous screenshot. The main content area is titled 'Account Details' and shows fields for Name (Mr. [redacted]), Email ([redacted]@lco.uk), and Postcode (N/A). Below this is an 'Account Links' section with a table listing 'Microsoft Test Leicester Test 2'. The status 'Requires Activating' is circled in orange. There is also a 'View All' link next to the table.

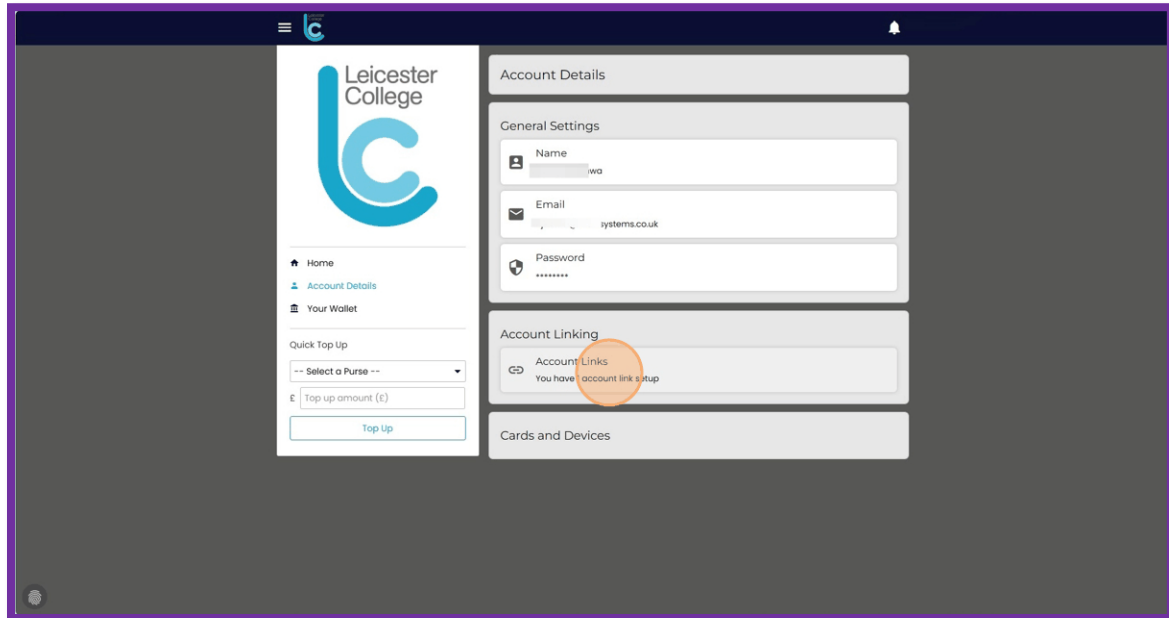
7. Click View All



8. Click Activate Link option



9. Parent will see that they have a link setup



10. Details of the linked learner email

