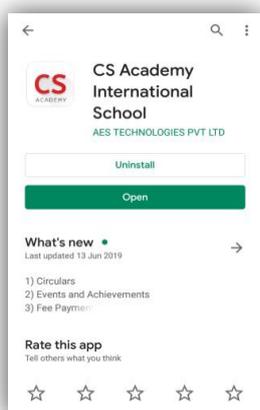# THE CS PARENT PORTAL -   SIGN-UP GUIDE

How to sign up:

The CS Parent portal is available in the Google Play store for Android users and the App Store for Apple users. Please search for **"CS Academy International School".**

Download and install the App.

Sign up in 3-steps.

Step 1
- Open the app and click on '**Register Now**'
- Choose your city - Erode or Coimbatore
- Enter your child's Student ID
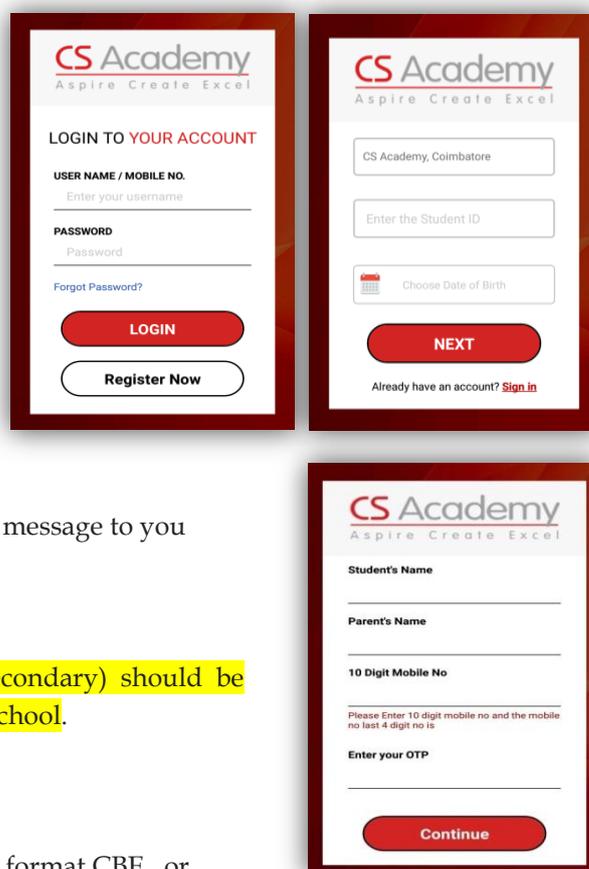- Choose his/her Date of Birth and click '**Next**'

Step 2
- Verify the Student's Name
- Verify the Parent's Name
- Enter your 10 digit registered mobile number (using the hint for the last 4 digits registered at school and click '**Continue'**)
- An OTP (One Time Password) will be sent as a text message to you (registered mobile number)
- **Enter your OTP** and click **'Continue'**

==NOTE: Changes in your mobile number (primary/secondary) should be immediately updated to the records department of the school.==

Step 3
- A username will be generated automatically (In the format CBE_ or ERD_ student ID)
- Enter a password and confirm it by retyping it and then click 'Submit'.
- Save this information so that you need not login again.
- In case, you forgot your password, click 'Forgot Password' option in the login page, select city, enter the registered mobile number, wait and enter OTP then reset your password
- The same sign-in details can be used to access information through the web browser (Go to CSAcademy.in and click My CS). You can use the same user ID and password to login from multiple devices (your child can access from a desktop, your spouse from his/her phone).

YOUR ACCOUNT IS SUCCESSFULLY REGISTERED. YOU CAN NOW LOGIN.

Login to your account using the newly created Username (you can use the generated username or the registered primary mobile number) and Password to access your child's information.

ADDING SIBLINGS:

In case you have more than one child studying in our school, click on the 3 horizontal lines on the top left corner, select '**Add Child**' and register for the second child by choosing between CS Academy Coimbatore and Erode. Enter the sibling's Student ID and click '**Submit'.**

K**indly <u>do not</u> register the sibling's ID separately.**

<u>NOTE:</u> In **'Add Child'** option, the second/third child registration will be accepted only when the primary mobile number is the same as for the first child for whom you have already registered. In case you need to make changes to your registered mobile number, kindly contact the records department of the school.

<u>Accessing the portal using the Website:</u>

The parent portal can also be accessed from the school website under "**My CS**" (web portal). Please use the same Username and Password to access all the information through the web browser.

<u>Contact Us:</u>
If you have any issues in using the Portal, please contact us on portal.cbe@csacademy.in (For Coimbatore) or portal.erd@csacademy.in. (For Erode) Please specify the student ID and the issue you are facing.

CS Academy