Telford & Wrekin
COUNCIL





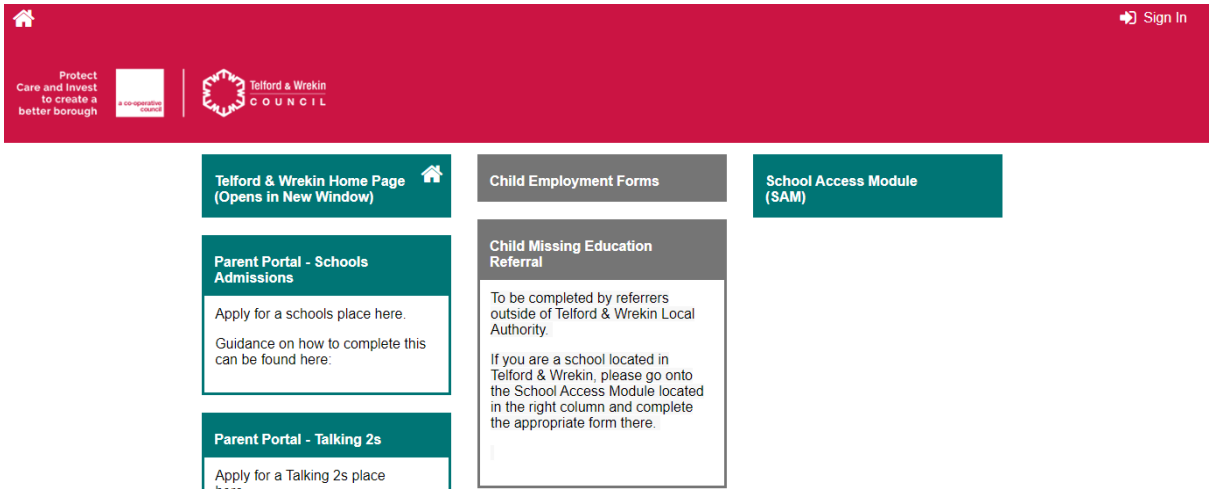




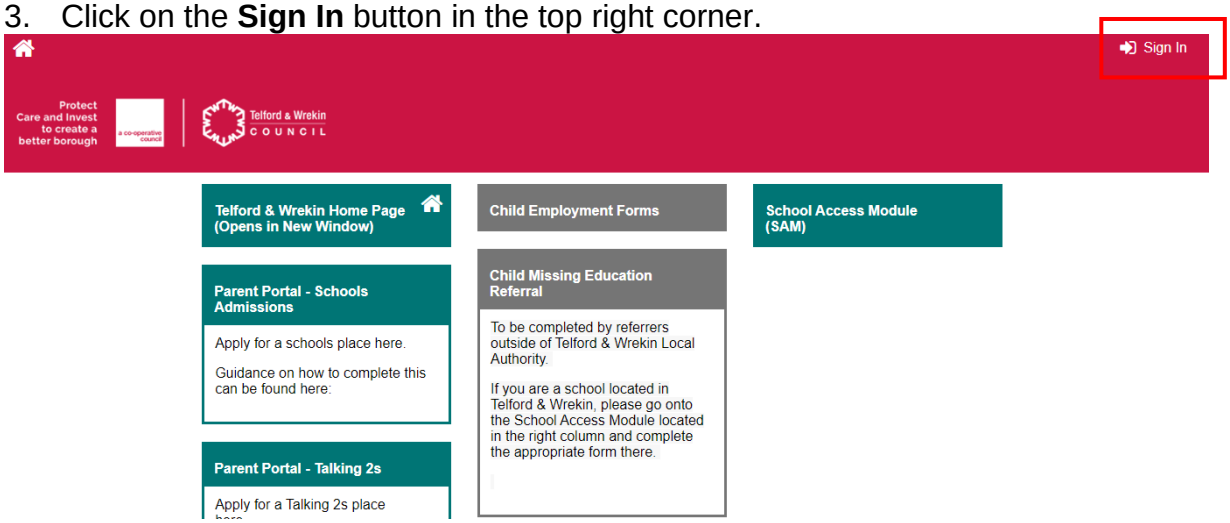
Synergy User Guide – Citizen Portal CE Creating an account

1. The portal can be accessed here: https://education.telford.gov.uk/Live/SynergyWeb/

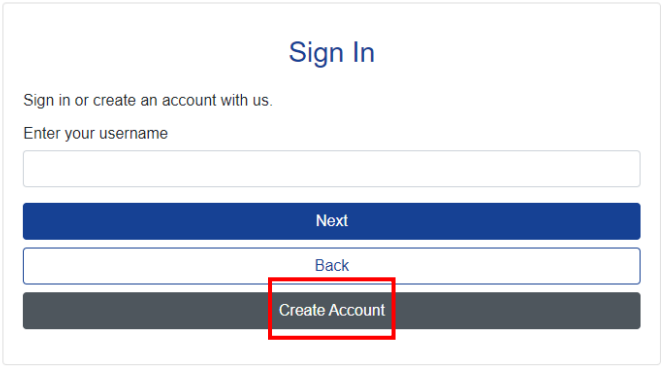
2. This will bring you to the home page that looks like this:



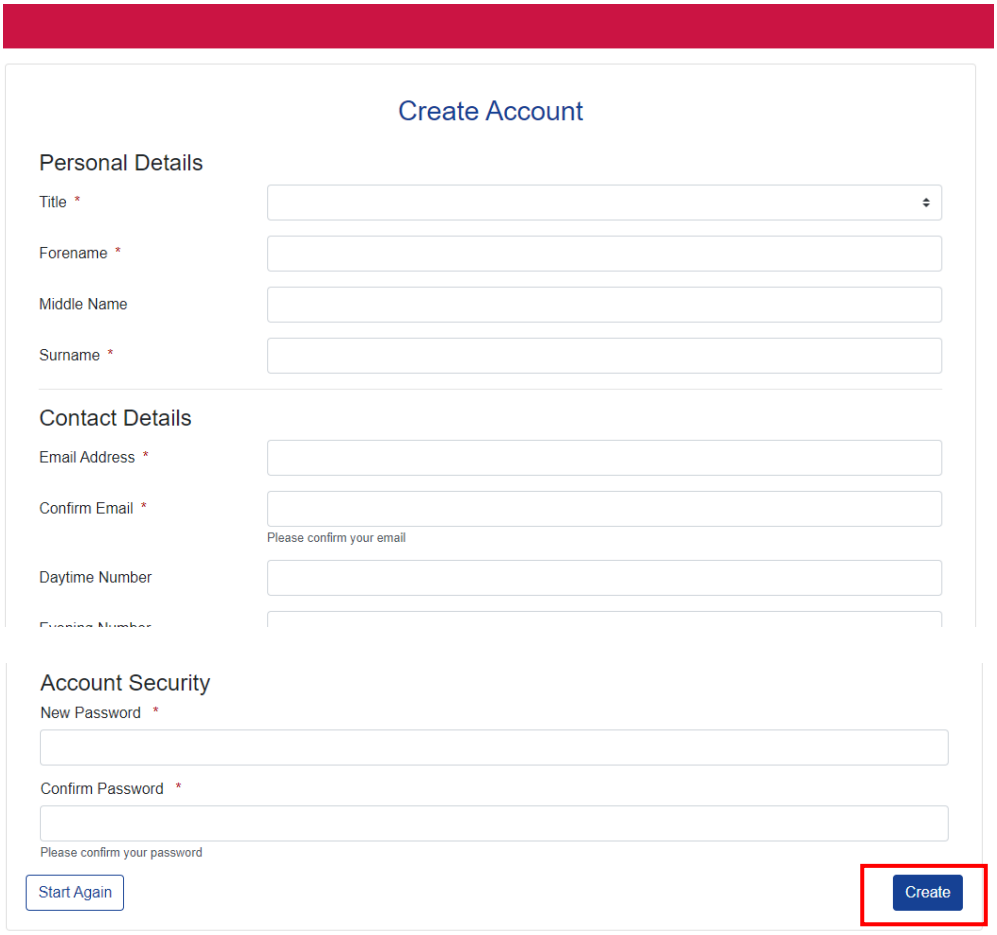
3. Click on the **Sign In** button in the top right corner.



4. Please click on the grey box that says **Create Account**.



5. Fill out the form, clicking **Create** at the end of the form when done.



6. To complete the account set up, an email will be sent requesting you verify your account. After going on your emails, locating this email (check your spam if not showing) and click the link to complete the process.

