

Admit Application Portal Guidance

If an account has not already been created

Please note - Only one account is required, as once the account is created - each child is added to the account so applications can be submitted for them. Then a Trustee can be added to each child on the account so the Trustee also have access for that child.

The Admit Application portal is accessible at : <https://westlothian.admit.app/auth/sign-in>

West Lothian Council

Welcome

You've been invited to use this service by West Lothian Council. Admission Support helps you submit and manage applications for Early Learning (ELC), Primary and Secondary school places.

- Submit & Manage Applications**
Easily apply and keep track of ELC and school placements using a simple, user-friendly dashboard..
- Contact Pupil Placement Support**
Get help and ask questions through secure messages with the support team.
- Built-In Security**
We take your privacy seriously, with secure login and strong encryption keeping your details safe.

Sign in

Email*
Enter your email

Password*
Enter your password

Trust this device?

Sign In

[Forgot your password?](#)

Don't have an account? [Sign Up](#)

Click on Sign Up

Sign up

Sign up with Email

Already have an account? [Log in](#)

Then select 'Sign up with Email'.

< Go back

Sign up

First Name* Enter first name

Last Name* Enter last name

Email* jane.d@emailaddress.com

Password* Enter your password

Confirm Password* Enter your password

Type your First name

Type your last name

Type your e-mail address

Create a password

Confirm password

- ⓘ Password minimum length 12 character(s)
- ⓘ Contains at least 1 number
- ⓘ Contains at least 1 special character
- ⓘ Contains at least 1 uppercase letter
- ⓘ Contains at least 1 lowercase letter
- ⓘ Is not easy to guess

The password you use must comply with the 6 rules

A green tick circle will replace the black circle as each rule met

✔ Is not easy to guess

I have read and agree to the privacy policy
You can read the full [Privacy Policy here.](#)

Click here to read the 'Privacy Policy'

Then confirm you have read by ticking the check box

Sign Up

Sign up will now turn green and you can click on it.

Verify your email

We have sent a verification link to your email address:

Go to your e-mail address, you will find an e-mail from 'noreply@admit':

Thank you for registering with us. To complete your registration, please confirm your email address by clicking the button below:

Confirm email address

If you need any help, please contact us via the **Helpdesk**

Best regards,
The Pupil Placement Team

Sent on behalf of West Lothian Council

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Confirm email address

On the e-mail, click on the button.

You will then receive another e-mail :

Welcome to Admit!

Thank you for signing up. Your account is now active, and you can explore our platform to find the best early learning and childcare options for your family.

If you have any questions or need help, please contact us via the **Helpdesk**

Best regards,
The Pupil Placement Team

Sent on behalf of West Lothian Council

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Now your account has been created you can go back to the 'Sign In' Page and sign in.