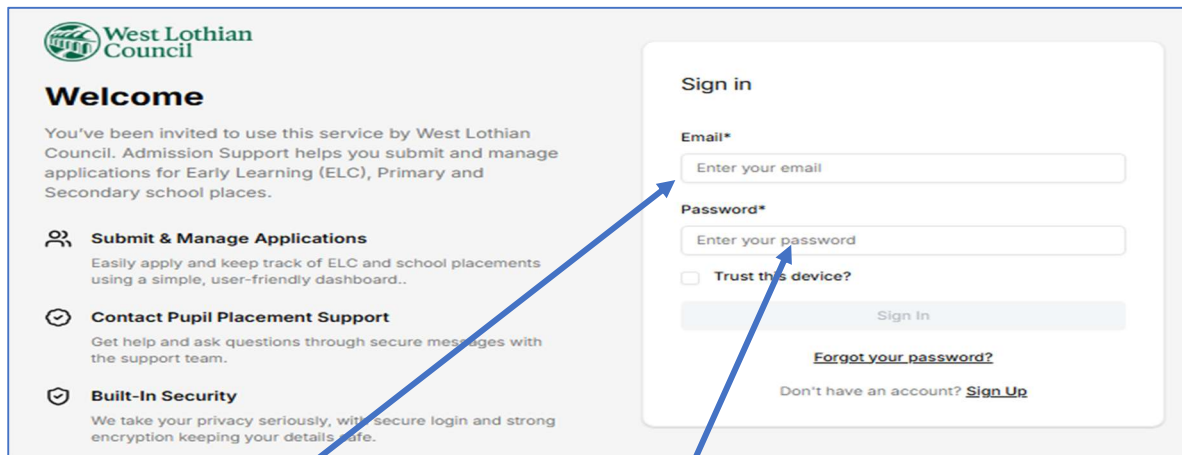


Admit Application Portal Guidance

If an account has been created and signing in for the first time

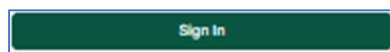
Please note – You will now be asked to set up 2 step authentication and then add a child.

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



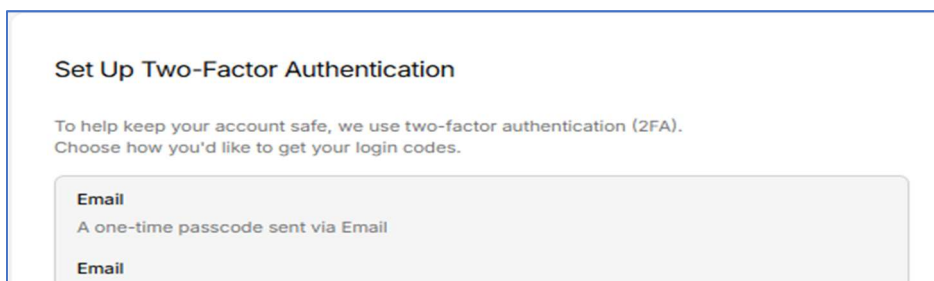
Type e-mail used to create account

Type password confirmed when creating account



Then select 'Sign In'.


Two step Authentication will be requested each time you log in, so you need to choose how you wish to do this. You can receive codes via e-mail, or an authenticator app, or receive a text.

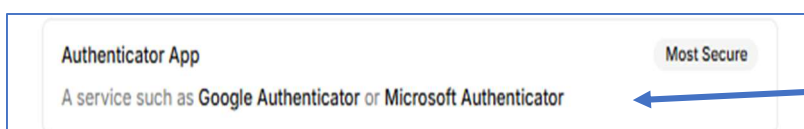


For E-mail

Here you will see your e-mail address, to select codes to be sent to your e-mail, click on



Then you will be signed into your account. (please note next time you sign in, you will be asked to enter a code after you click on sign in. 



For Authenticator App

Click in this section to expand

If you have an authenticator app, go into it and scan the QR code which will be displayed here on this screen

Then enter the code provided in the Authenticator app here

OR To receive a Text

Click on this will open the window below

Type in your Mobile number here

Then click on the 'Send Verification' button here.

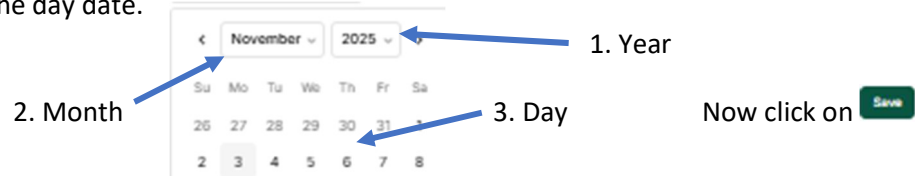
Check you mobile for the text, then type in the code here

As this is the first time you have logged in, after creating an account and you do not have any applications already on this system, then you will see the screen below to add a child:

First Name and Forename should be the names on your child's birth certificate

Known as forename and Known as Surname should only be completed if you wish your child to be known as something different than what is on the birth certificate.

Date of Birth – Select Edit to the right on the same row, then click on the arrow pointing down at the right of 'Select Date'. When the calendar opens, choose 1. the year, then 2.the month, then 3. select the day date.



Sex – Select Edit to the right on the same row, then click on the arrow pointing down at the right of 'Select Sex'. Choose from Male or Female. Click on

Document ID – Select Edit to the right on the same row, then click on either Birth Certificate or Passport.

If you select Passport, you are asked for the Issuing Country and Passport number.

If you select the Birth Certificate you are asked for the birth certificate no this is made up of the District No/Year of registration / Entry Number

You can then upload a scanned image or photo, this must be readable when opened.

Click on , then click on , you will now see the Child Details screen.

You can add a Trustee for this child. Click on . You will then see:

Complete the name of the person, their e-mail address, their relationship to the child.

Then select if you wish them to manage applications –

(this will allow them to submit/update applications for this child)

Purchase Extra Hours –

(this will allow them to book/cancel/pay for purchasable sessions)

Then click on and they will receive an invite e-mail, to set up a log in for themselves.

If not adding a trustee, or after inviting a Trustee, please click on .

You have successfully signed in and added a child.