

To login to SOCS for the first time, please follow the guide below.

• Go to SOCS login page <u>https://www.socscms.com/login/</u>

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- In School Search type manor house and click search, then click the link Manor House School in blue.
- Click on the Parent tab (DO NOT ENTER YOUR EMAIL ADDRESS IN THE USERNAME YET), click on Activate Account link.

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• Now, enter your email address, this will send you an email as below. Click on the link, this will take you to a different page which will ask you to create a password and confirm the password.

SOCS Account Activation						
NoReply@miSOCS.com To Russell Knowles		≪ Reply All	→ Forward Tue 12	1 /07/2022	15:52	
Please do not reply to this email as it has been sent from an unmonitored email address.						
You have requested SOCS account activation via the SOCS login page. Click on the link below to activate your account. Once your account is active you will be able to login to SOCS:						
Click here to activate your account						
Kind Regards SOCS						

• Enter a password of your choosing and click activate account. Now go back to the SOCS login screen and use your email address and the password you just set up.

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		SOCS Account Activation						
		You are seeing this screen because your new SOCS account has been set up and needs to be activated.						
		You must set your password to activate your account before you can use SOCS. Enter your						
		password below and click the "Activate Account" button to continue.						
		Strong password required.						
		It is recommended that you do not include common words or names. Enter 8-16 characters. Combine at least 3 of the following:						
		uppercase letters						
		lowercase letters						
		 numbers symbols -:::0#"!£\$%^&()*_+ = ~'??/!}<>.[] 						
		Email: Your email address will show here						
		Set Password: password strength						
		Confirm Password: password must match						
		Activate Account						
		Activate Account						