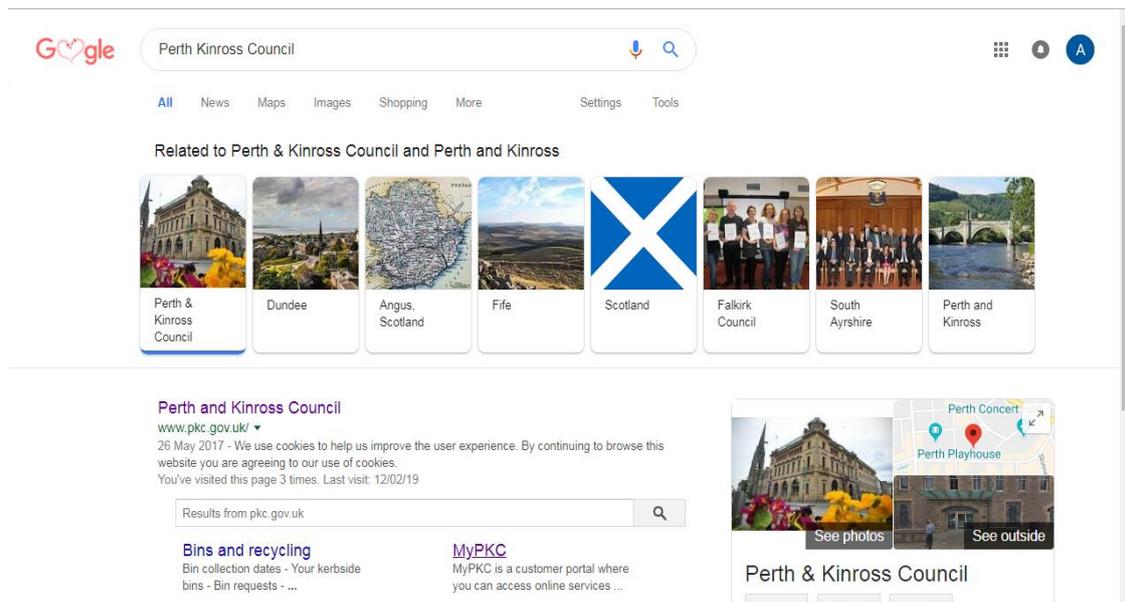




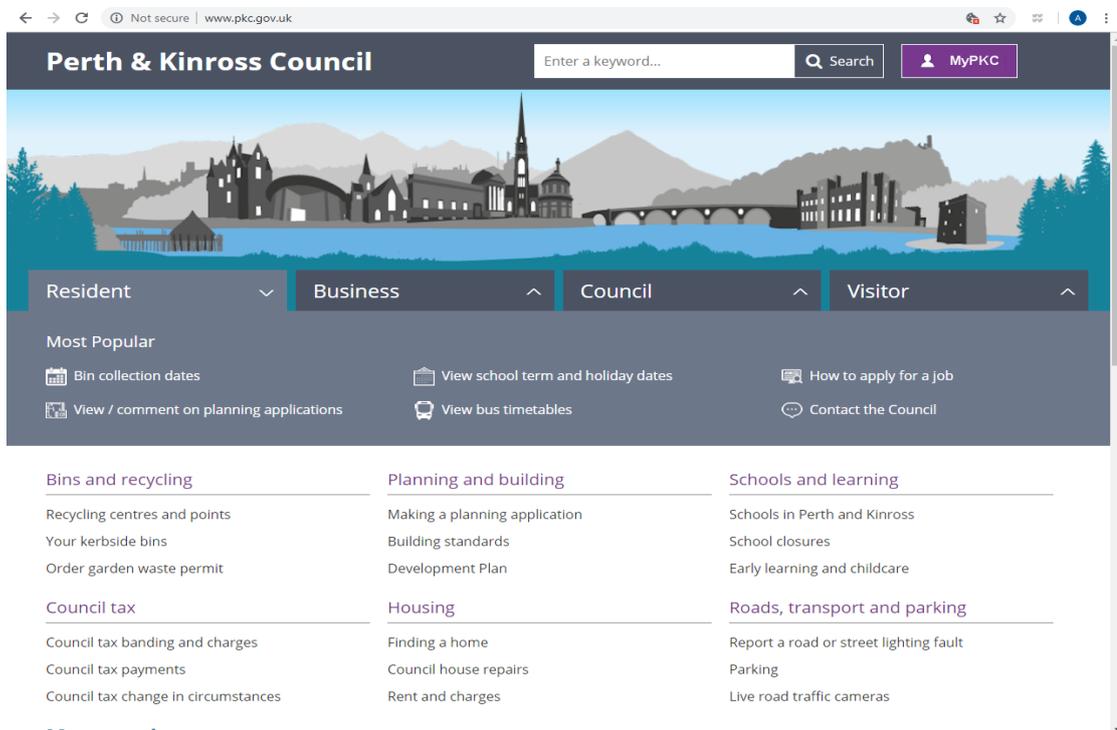
Digital Inclusion Project Guide to:

My PKC

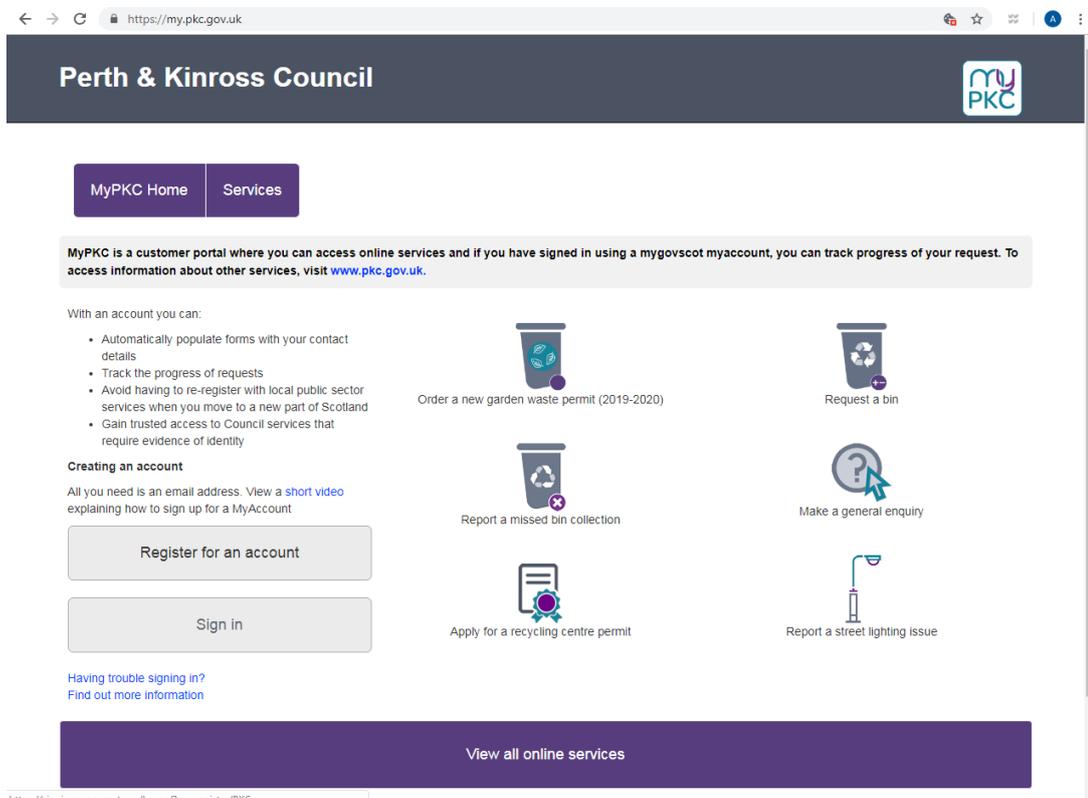
1. First step is to Google 'Perth Kinross Council', which will then show a link for the Perth & Kinross Council's website. Click on the 'Perth and Kinross Council' link to the website.



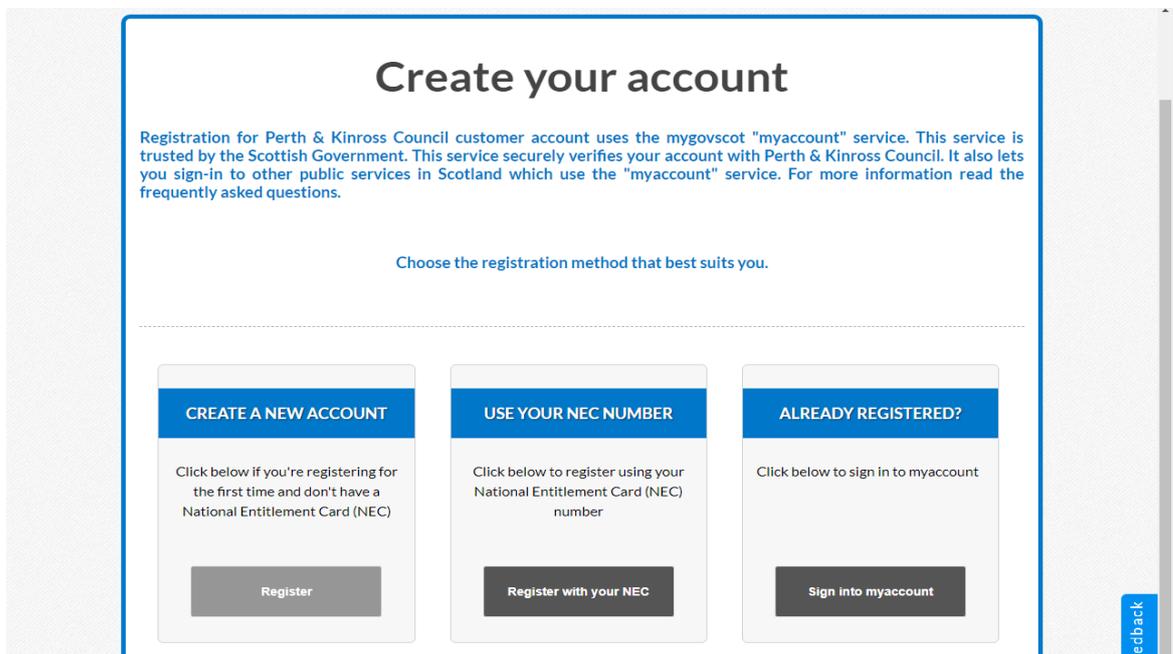
2. On the Perth & Kinross council you should see a purple tab that says 'MyPKC' on the right side of the website. Click on 'MyPKC' tab. Like so:



3. Once you have clicked on 'MyPKC' two options will appear with reference to either registering for an account or signing in to an account. Click on '**Register for an account**'.



4. MyPKC will then take you to a page that gives you a further three options (two of them being how you would like to register). In this guide we will click on the first option, '**create a new account**'.



- After clicking register, you will be taken to personal details form for your account. Fill out this form, to successfully make a MyPKC account.

The screenshot shows the 'Create your account' page on the Improvement Service Company website. The page is titled 'Create your account' and has a navigation bar with tabs: 'About you' (selected), 'Your address', 'Confirm your details', 'Additional information', and a checkmark icon. The main content area is divided into two columns. The left column is titled 'Step 1 - About you' and contains a form with the following fields: 'Title *' (dropdown menu), 'Email Address *' (text input), 'First Name *' (text input), 'Confirm Email Address *' (text input), 'Surname *' (text input), 'Gender *' (dropdown menu), and 'Date of birth *' (three dropdown menus for Day, Month, and Year). A 'Create your username *' section is also present, with a text input and a checkbox labeled 'Use my email address as my username'. A 'Next step »' button is at the bottom right of the form. The right column contains three informational boxes: 'What's this information for?' (explaining that the information helps verify details), 'Your address' (explaining how to search for an address), and 'Confirm your details' (advising to read through account details). A 'Feedback' button is on the right side of the page. The footer contains copyright information and links to FAQs, Sitemap, Cookie Policy, Terms & Conditions, Help, and Privacy Notice.

- After filling out the Personal Detail Form, you will be asked a question with reference to your address. The question asks 'Do you live in Scotland?' answer the question as appropriate.

The screenshot shows the 'Create your account' page on the Improvement Service Company website, now at Step 2: 'Your address'. The navigation bar has updated: 'About you - Complete' (selected), 'Your address' (selected), 'Confirm your details', 'Additional information', and a checkmark icon. The main content area is divided into two columns. The left column is titled 'Step 2 - Your address' and contains a form with the following fields: 'Do you live in Scotland? *' (radio buttons for Yes and No). A '« Back' button is at the bottom left and a 'Next step »' button is at the bottom right of the form. The right column contains three informational boxes: 'Your address' (explaining how to search for an address), 'Confirm your details' (advising to read through account details), and 'How is this information used?' (explaining that the information is optional but can help verify details). A 'Feedback' button is on the right side of the page. The footer contains copyright information and links to FAQs, Sitemap, Cookie Policy, Terms & Conditions, Help, and Privacy Notice.

7. There is an additional information section about preferences, which is optional to fill out. Once you have decided what want to do with the additional form, click on **‘Complete Registration’**.

The screenshot shows a web browser window with the URL <https://signin.mygovscot.org/home/?sp=register/PKC>. The page title is "Create your account". At the top, there are five blue buttons: "About you - Complete", "Your address - Complete", "Confirm your details - Complete", "Additional information", and a grey button with a checkmark. The "Additional information" button is highlighted with a blue border.

Step 4 - Additional information

This information is optional and would only be used to help verify the personal details that you have provided.

How is this information used?
This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.

Start using your account
Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

Form fields:

- Preferred First Name:
- Your mother's maiden name:
- Preferred Last Name:
- The town where you were born (as on birth certificate):
- Landline Number:
- Mobile Number:

Buttons: "Back" and "Complete Registration"

Footer: "IS | 2019 All Rights Reserved", "FAQs", "Sitemap", "Cookie Policy", "Terms & Conditions", "Help", "Privacy Notice". A vertical "Feedback" button is on the right side.

8. You will then be welcomed to your account, and the page let's you know that they have sent an email of signing in details until you change your password.

The screenshot shows the same web browser window with the URL <https://signin.mygovscot.org/home/?sp=register/PKC>. The page title is "Create your account". At the top, there are five blue buttons: "About you - Complete", "Your address - Complete", "Confirm your details - Complete", "Additional information - Complete", and a grey button with a green checkmark. The "Additional information - Complete" button is highlighted with a blue border.

Welcome to myaccount

Thank you for registering for a myaccount with mygovscot.

We have sent you two e-mails. One e-mail with the username you'll need to sign in every time you use the website. The second e-mail will contain a password, which you will need to sign into your account for the first time.

Start using your account
Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

Footer: "IS | 2019 All Rights Reserved", "FAQs", "Sitemap", "Cookie Policy", "Terms & Conditions", "Help", "Privacy Notice".

9. Once you have checked your emails and signed into your MyPKC account, you will then get the option to change your password to your account if you wish to do so.

Change Password

You need to change One-Time Password to access services. Please keep password safe always.

Enter your one time password

Enter your new password

Confirm your new password

Show Characters

CHANGE PASSWORD

CANCEL

Password Hint:

- Password should have minimum 8 characters
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ & () * , @ [] ^ _ { } ~ £) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list, (for example, ! " or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

10. After you have changed the password to your account, that's the MyPKC account officially running for you.