

Establishment Portal



User Guide: Account Set Up & Log In

This guide explains how to set up an account and log into The Portal

Introduction

The Establishment Portal is a secure online system used for the administration of funded places. To access your provider record you must complete a portal access form.

Follow the link below to complete the form:

www.trafford.gov.uk/eyportalaccess

Registering for an account

When you have completed the access form, visit the portal website to create an account. This registers your email address as a portal user. You must use the same address stated on the access form. When the access is approved, you will be able to see your setting details.

Follow the link below to view the portal website:

<https://earlyyearsportal.trafford.gov.uk>

On the front page click 'Log In' you will then see the registration page.



Secure login - step 1

New to Establishment Portal UAT2? Register for an account on the right.
Already using Establishment Portal UAT2? Sign in below.

In the 'New Users' section click 'Register for a new account.'

Follow the set up steps to create your account



Register a new account - step 2

Password policy
Your password must meet the following requirements:
It must be at least 12 characters long
It must contain at least one letter
It must contain only letters, digits, and special characters
It must contain at least one upper-case letter
It must contain at least one numerical digit
It must contain at least one special character.
Click to see list of special characters

Input your forename and surname, click next

You will be prompted to confirm your email address and a password. Click next to be taken to the verification page.

A verification code will be emailed to you.

Please note: For security, a verification code will be emailed to your inbox everytime you log in. You should check your junk mail if you do not receive this.



Secure login - step 2

A screenshot of the secure login verification step. It features a dark green background with white text. The text reads: "We have just sent you an email to confirm your account. Please enter the code this contains below. If you can't find this email, it may be in your spam/junk email folder." Below this is a text input field labeled "Code" with a cursor. At the bottom are two buttons: "Finish" (in blue) and "Cancel" (in white). To the right of the input field is a smaller dark green box with white text: "Please enter the verification code that we sent you."

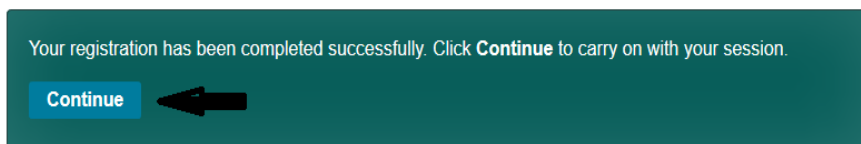
Find the verification code and input into the box then click 'finish.'

You can type the code in or copy and paste from your email.

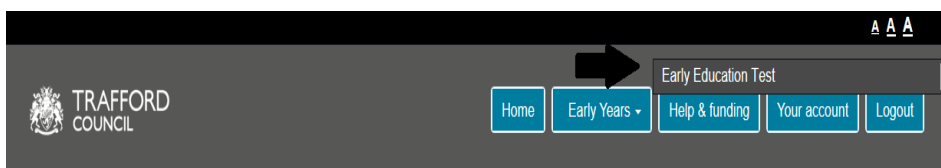
When your account is set up you will see this screen:



Registration completed



Click 'continue' to get logged into your account where you can view the 'Dashboard' which has links to the different sections of The Portal.



If you have access to multiple settings you can move between providers by using the drop down in the top right hand corner.

Dashboard

You can now begin to use The Early Years Portal

Reminder! You will need to add children to the Live Register to claim funding for them on the termly headcount form.

The main page of The Portal is the Dashboard Page.

The top of the page lets you know when it is time to submit a headcount

The page tiles show the total number of children on your live register and the total number by age group

You can see the number of children you have checked for Early Years Pupil Premium and the number of children eligible (receiving) EYPP

You can see the number of children receiving Extended Hours and the number of children receiving Disability Access Fund (DAF)

Dashboard

[Refresh](#)

E **Estimates and Headcounts**

No Estimate dates set.
A Headcount for Autumn term can be submitted from 07-Oct-2021.

2 year olds	3 year olds	4 year olds	Total Children
5	3	7	15

Requested/Receiving EYPP	Receiving Extended Entitlement	Receiving DAF
1 / 0	1	0

'30 Hours Funded Childcare' Checker

Check if a child is eligible to claim 30 hours funded childcare.

[Click Here to Check](#)

Age Group Checker

Check which age group a child belongs to this term and next term.

[Click Here to Check](#)

There is an Ad-Hoc 30 hours code checker for checking any code at any time & an age group checker which confirms the funding age group a child is in during the current and next term.

Further down the dashboard page you can view messages from the system. Messages are for information and cannot be replied to.

M **Messages**

Sent	Expires		Subject
1	23-Jun-2020	31-Aug-2020	A child has entered their Grace Period for claiming extended entitlement.

You will receive an alert message when a child on your live register enters their grace period.

Logging in again

Save the Portal web link to your favourites so you can log in quickly.

For security a 2 factor authentication is in place. A verification code will be emailed to your inbox everytime you log in. You should check your junk mail if you do not receive this. You will need to input the code into the log in page to access The Portal.

You must keep your username and password details safe and do not share them with anyone. It is your responsibility to ensure that access to the system is in line with GDPR and Information Governance policies.

Help & Support

Step by step guides are available to help you with using The Portal including; checking 30 hours codes, checking for Early Years Pupil Premium (EYPP) & Disability Access Fund (DAF) eligibility and submitting a headcount.

Follow the link below to view the guides:

www.trafford.gov.uk/eyportal

If you have any queries or would like to arrange some training please contact The Early Education Team by email so that the correct person can be assigned to support you.



Early.Education@trafford.gov.uk