

Registration for access to Together for Children Sunderland - Provider Portal

There are three sections on the Registration form that can be completed to:

- NEW - request a Provider Portal account for a new or existing member of staff or for a new childminder
- REMOVE - inform us if a member of staff's access to the Provider Portal needs to be removed i.e. the member of staff has left the organisation or faces issues with performance and conduct
- CHANGE - inform us if the email addresses for existing accounts need to be changed

Please ensure you complete ALL boxes on the relevant section of the form.

The Provider Portal enables staff to:

- Add eligible children to headcount
- End eligible children's attendance
- Add information about children's attendance in order to claim funding
- Add information about parents and carers to apply for EYPP
- Make assisted application for 2 year old places
- Make placement request for 2 year old places
- Check the validity of parents 30 hour eligibility codes
- View reports
- Receive emails notifying them of tasks to complete

The request for access for a staff member must be made by the head teacher, manager or owner of the childcare or nursery setting. This is to ensure sensitive information about children, their parents / carers and financial information appropriate to the setting can only be viewed by authorised people.

NEW - Request new access to the Provider Portal

Name of setting / nursery / childminder (Please Print)	
Ofsted URN	
New account for access to Provider Portal	
Title e.g. Mr/Mrs/Miss/Ms	
First name	
Surname	
Job Title	
Email Address	
When will access be needed from?	DATE:
Authorisation	
Name of Manager/Owner or Head teacher (please print)	
Signature	
Date	
<p>Please complete and return this form to: FIS@togetherforchildren.org.uk</p> <p>or by post to: Room 2.12, Civic Centre, Burdon Road, Sunderland SR2 7DN</p>	

WITHDRAW – Remove access to the Provider Portal

Name of setting / nursery / childminder (Please Print)	
Ofsted URN	
Close account that accesses the Provider Portal	
Title e.g. Mr/Mrs/Miss/Ms	
First name	
Surname	
Job Title	
Email Address	
When should access be closed from?	DATE:
Authorisation	
Name of Manager/Owner or Head teacher (please print)	
Signature	
Date	
<p>Please complete and return this form to: FIS@togetherforchildren.org.uk</p> <p>or by post to: Room 2.12, Civic Centre, Burdon Road, Sunderland SR2 7DN</p>	

CHANGE – Change of email address for an existing Provider Portal account

Name of setting / nursery / childminder (Please Print)	
Ofsted URN	
Change of email address for an existing account	
First name	
Surname	
Job Title	
Old Email Address	
New Email Address	
Authorisation	
Name of Manager/Owner or Head teacher (please print)	
Signature	
Date	
<p>Please complete and return this form to: FIS@togetherforchildren.org.uk</p> <p>or by post to: Room 2.12, Civic Centre, Burdon Road, Sunderland SR2 7DN</p>	