

## **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**

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

**WITHDRAW – Remove access to the Provider Portal**

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