

| Existing users                         |  |
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A code will be sent to the registered email address. This code is for one time use only. A new code will be sent each time you log in.

Add the code and click on Finish

| Section - step <sup>2</sup>                                                                          |
|------------------------------------------------------------------------------------------------------|
| We have just sent you an email to contirm your account. Rhows online the code true contains<br>below |
| it was particled to size 💼 💼 👔 ny proin your sparn junk email telder                                 |
| Code                                                                                                 |
| Finish<br>Cancel<br>Frankes without networks                                                         |

## Accepting the Invitation

The invitation can now be accepted. Select the child by ticking the box and then select Yes to continue setting up the account. Click Confirm

| Account Setup                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                         |
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| 1 Invitations availing approval                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                         |
| Below lists anv invitations that are waiting for yorg-espressively. This is the confism up in<br>information on the init                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | eggh to be able to access the armen's warm warm                                         |
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Click Submit

An email will now be sent confirming the account activation.

This link can be used to access the portal once the SEND Team have co



Once the confirmation has been received, the parent/young person can now log in. Click on the link in the email and log in using the code sent once the email and password have been added. For how to do this, please see <u>Logging In</u> section of this guide.

### SEND Dashboard

Once logged in, the Portal screen will be displayed. Click on SEND Dashboard under the child s name.



The current stage of the request will be displayed in purple:

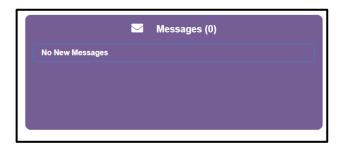
| ^SEND ⊔a'sł           | DOAR                  |                     |
|-----------------------|-----------------------|---------------------|
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### Messages

The Parent Portal allows messages to be sent to and received from the allocated caseworker.

#### Sending Messages

Click anywhere on the message box.



#### Click New Message

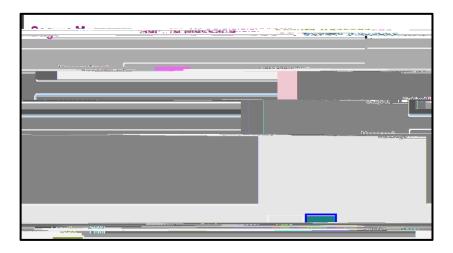


Select a Message Type from drop down

|                | and the second sec | infination       |  |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|
| Message Type * |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |  |
| Subject *      | EHC Needs Assessmen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | t (0-20 weeks)   |  |
|                | Annual Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |  |
|                | Message *                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | School Placement |  |



Add the Subject and then type the message. Click Send



The message will be displayed under Sent Items

| Child Test's Sent Items |  |   |  |  |
|-------------------------|--|---|--|--|
|                         |  | - |  |  |

Inbox and Messages Received

New Messages received will be displayed in the Inbox

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|---------------|---------------------------------------------|-----------|----------------------------------|
| <mark></mark> | ' <mark>Klatenk<mark>u p</mark>rikus</mark> |           | -4900                            |
| ia ia         | *                                           |           | <sup>a</sup> unimen <sup>a</sup> |

Click on the message to read it.



#### Replying to Messages

To reply to a message that has been received, click on Reply

To exit the message, just click on the X in the corner of the screen.

Click Return to Dashboard to go back to the main screen.

### Documents to View

The SEND teams can send documents to view via the portal. These could include letters and copies of the plan.



To view the document click on the description.

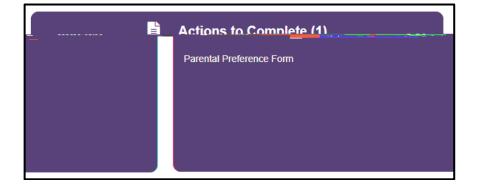
| Encp20 Test's Documents to | View |  |
|----------------------------|------|--|
| Published Document         |      |  |
| Published Document         |      |  |
|                            |      |  |

The document will download to the **downloads folder on your device** for you to **view**.

### Actions to Complete

The SEND team may send additional forms to complete such as the Parental Preference Form.

To access these forms, click on the Actions to Complete box.





Click on the text to open the form

| This page contains forms for you to |  |
|-------------------------------------|--|
|                                     |  |
|                                     |  |

Complete the form by following the on-screen instructions and **submit**.

| essment Form                                                    |                                        |                                | Ass              |
|-----------------------------------------------------------------|----------------------------------------|--------------------------------|------------------|
| lene envioletados essentos                                      |                                        | TSESSION NUMBER OF SERVICE FOR |                  |
| 2 Parental Preference Guidance<br>3 Parental Guidance Continuer |                                        |                                |                  |
|                                                                 | 4 Parental Preference Form             |                                |                  |
|                                                                 | 5 Supporting Documentation<br>6 Submit |                                |                  |
| ster Create PDE Close                                           |                                        |                                | Print Save for I |