OXFORDSHIRE COUNTY COUNCIL

LIQUIDLOGIC EYES EARLY YEARS

Establishment Portal Registration Guidance

Confidentiality / Document Control

This document contains information that is confidential to Oxfordshire County Council and must not be used in any way nor disclosed to any other party, either whole or in part, without the prior written consent of Oxfordshire.

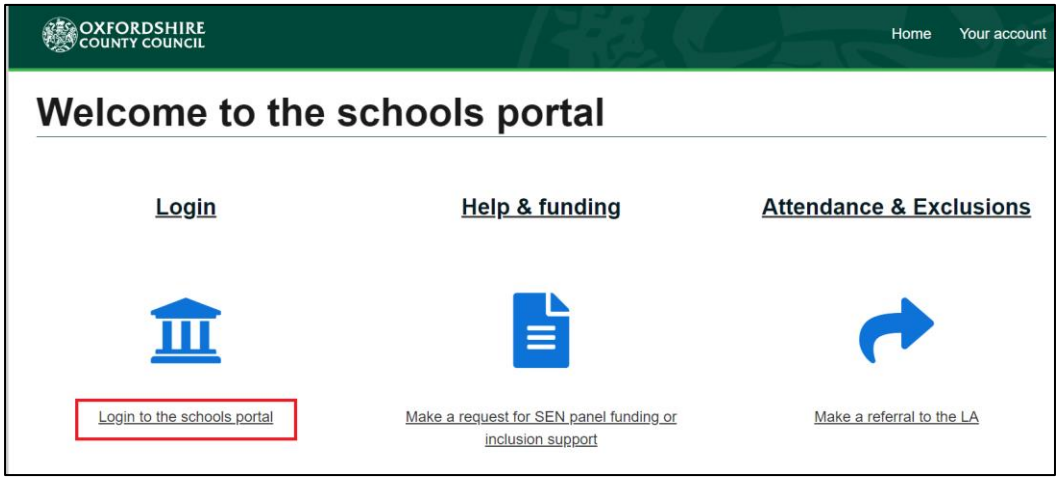
Registering a new account

If you're new to the Establishment Portal, you will need to complete an access request form. You will need to email earlyeducation@oxfordshire.gov.uk and ask for this form.

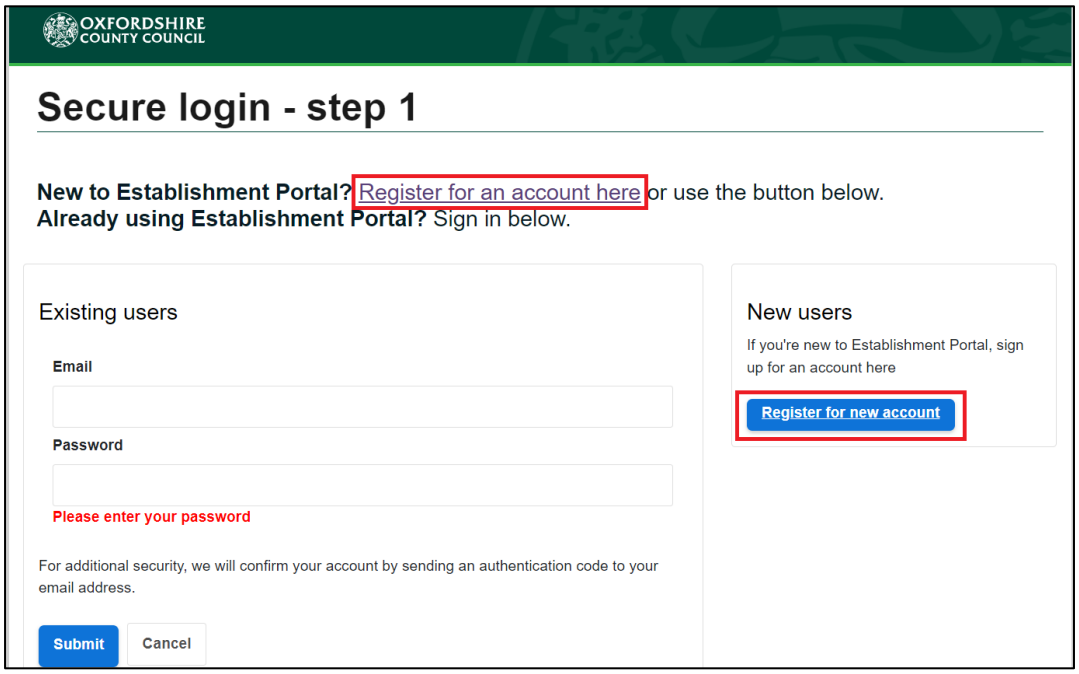
Once this form has been submitted to The Early Education Funding Team, the form will be assessed by a member of the team, and you will receive an email with log in details.

Following approval from the Early Education Funding Team you can now sign up for an account on the portal. The link to the portal will be included in the email.

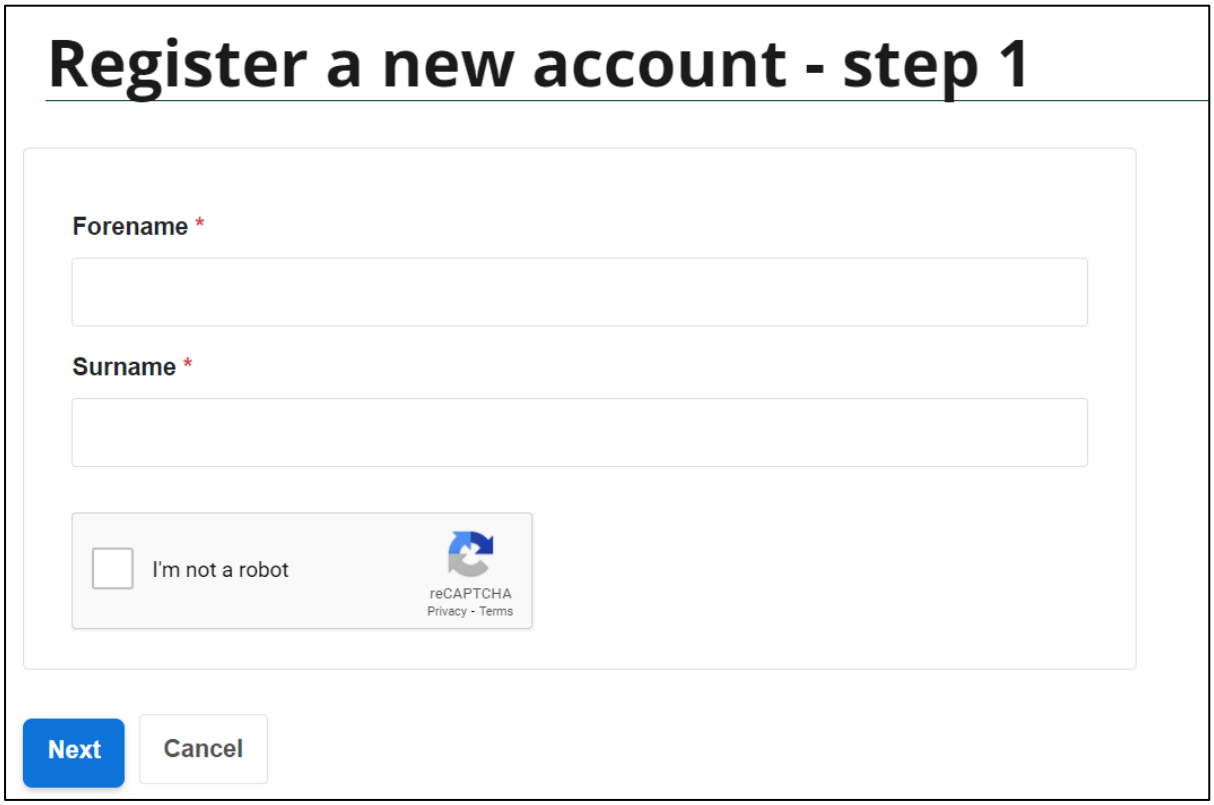
Once on the logon page – select Login to school's portal link as below



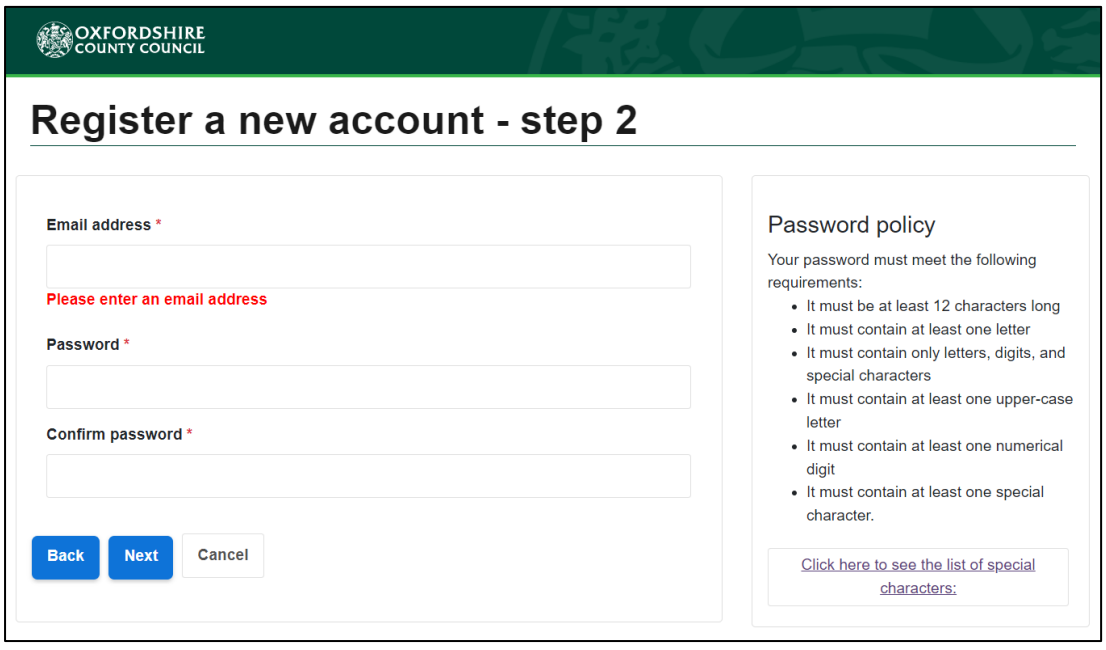
From the Secure login – step1 screen, click on the **Register for new account** either of below links will work



Enter **Forename**, **Surname** and complete the reCAPTCHA clicks to confirm you are not a robot. Click **Next** to progress

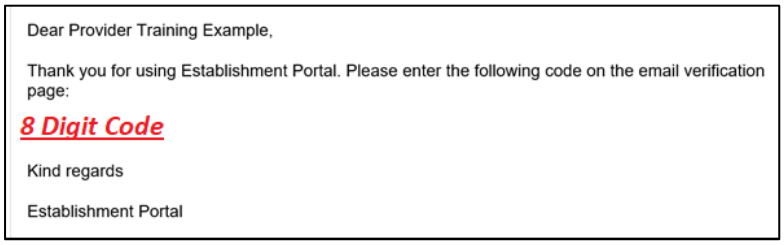


Enter your email and create a suitable password. Please note the password requirements outlined on the right side of this screen. The password you pick must meet these requirements. The email address must be the one you put on your user request form.

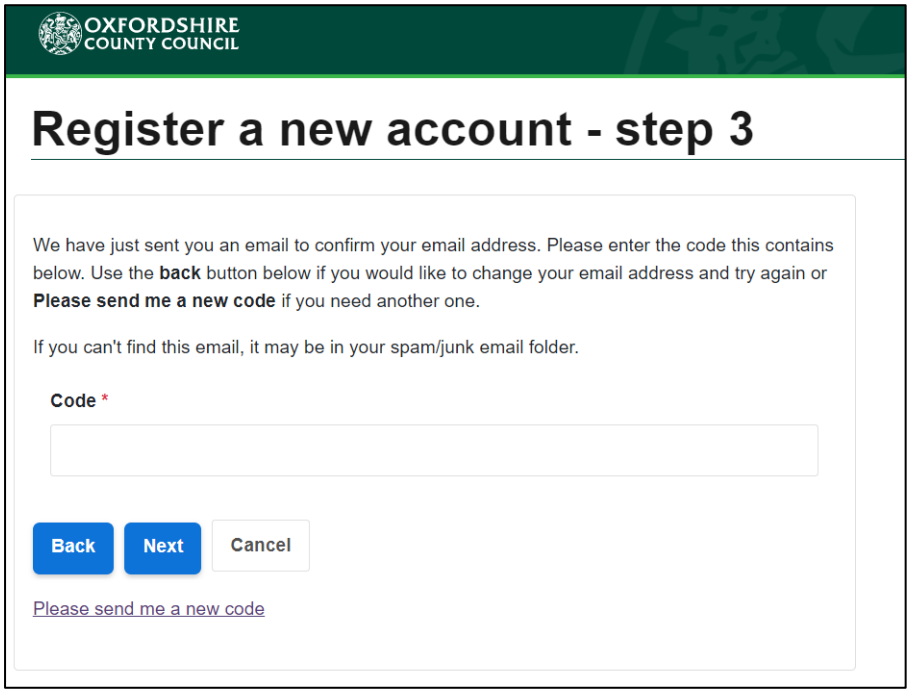


Here is a sample email that will be received with the 8 digits code. Users can copy and paste the code from the email onto the portal verification screen. If the code is not

received please check spam/junk email folder as the email might be in there else return to the portal screen and you can check the email supplied is correct and/or request a new code.

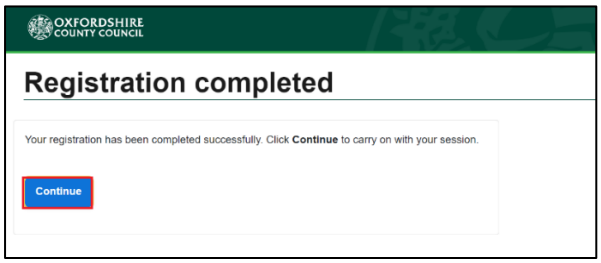


Enter the code from the email and click on **Finish**



Clicking on **Next** will complete the registration process.

IMPORTANT – PLEASE READ

Please note that you will need to wait for the Early Education Funding Team to have linked your account to your setting. If you have not already requested this, please do so by emailing them on earlyeducation@oxfordshire.gov.uk.

Clicking on Continue will now allow you to login to the portal but you will not be able to see any details till the education team have linked you to the establishment.