Early Years Census

Portal User Guide

Contents

SECTION 1 – Login to Provider Portal

Using the Web Address provided in your email.
https://ems.bolton.gov.uk/ProviderPortal_LIVE/Account/Account/Login
Select the address or copy and paste into your Internet Browser address bar.

Login to **Provider Portal** by completing the user name and password fields on the login box; then select.

Log In

Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions. **You will only get 3 attempts to login so if you do not know your password, click on 'Forgotten your password' after your second attempt to avoid locking your account. You will be then be sent a temporary password to login.**
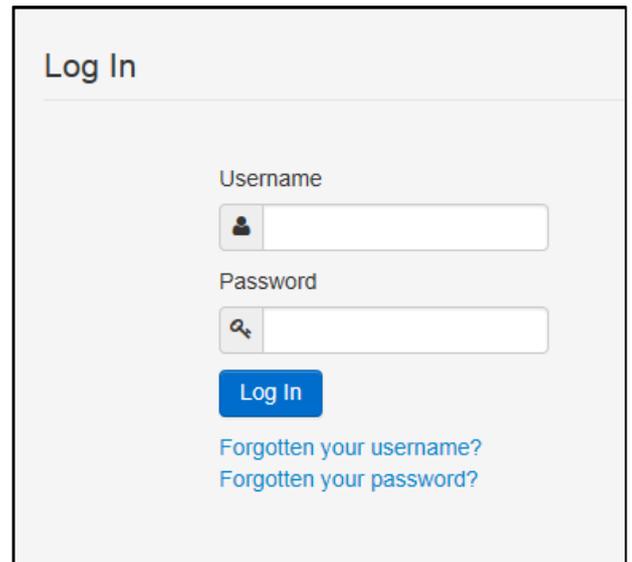
The first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

Register User

We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Each subsequent login to the Provider Portal you will be directed to the Homepage as detailed in Section 2.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.

Registration Confirmed
✔ Thanks, you have confirmed your email address and now may log in
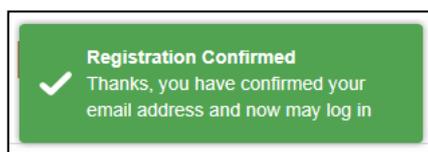
Change Password

Your password must be changed to allow access to the portal.

Current password *	●●●●●●●●
New password *	●●●●●●●●●
Confirm new password *	●●●●●●●●●

Change password

During this login you will be prompted to change your password to a memorable one, this **must contain at least 10 characters; and must contain Upper Case, Lower Case, Two Numbers and a special character**. E.g. Password01*

Please do not use **Password01** as your new password this is only an example.

Complete the current password, new password, confirm new password fields; and click   Change password

At the Security Details prompt **select a secret question and provide a memorable answer**; then click Save

## Security Details

Please choose a secret question and provide an answer

|		
Secret Question *	🔒	Mothers Maiden Name ▾
Secret Answer *	🔓	••••••

Save

You have now successfully logged in for the first time, and will have access to the Provider Portal.

SECTION 2 – Portal Navigation

If there are any announcements, you will see this screen when you first login. Please read through it carefully and then click Continue to proceed to the Homepage.
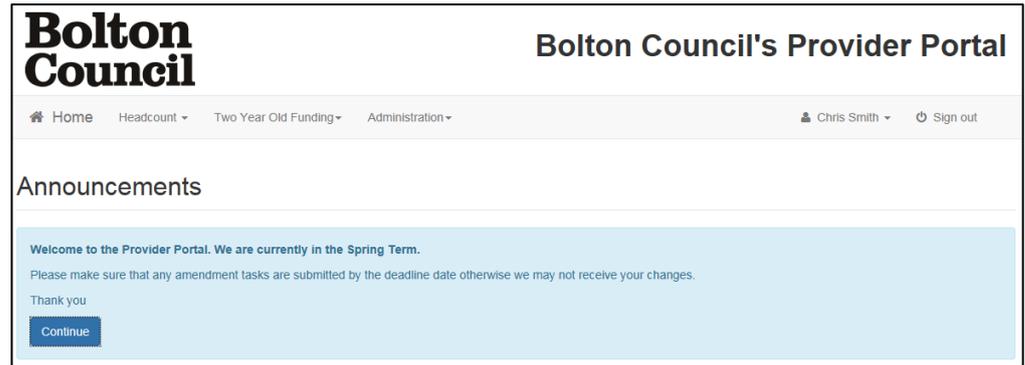

On initial login you may see several services available to you. Click on the service you want to have access to and you will be taken to the service's page.
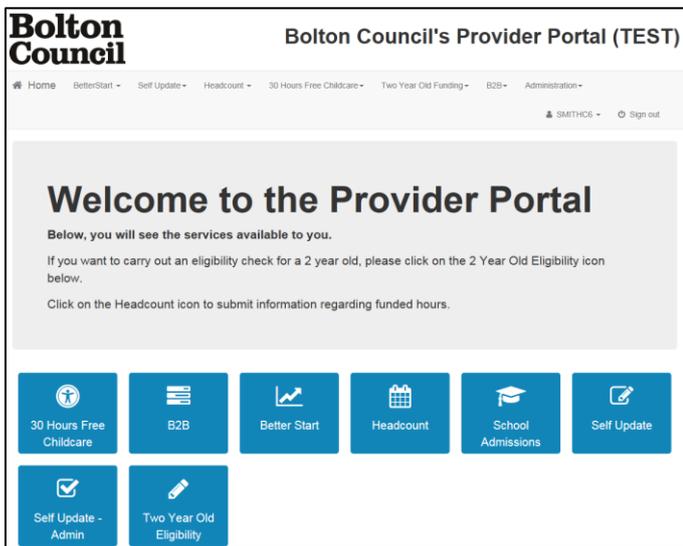
Selecting on your name; Top Right, brings up a menu where you can change your own password or secret question, and log out securely.
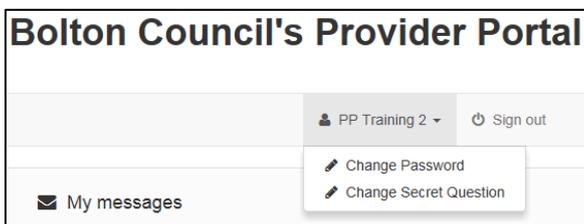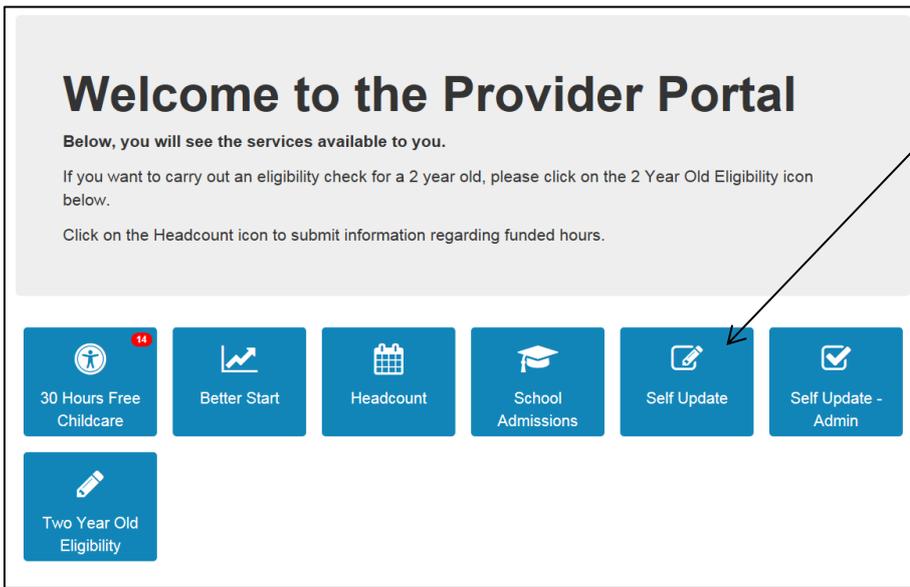

Guidance text can be provided, these can be closed but will become visible again on each new login
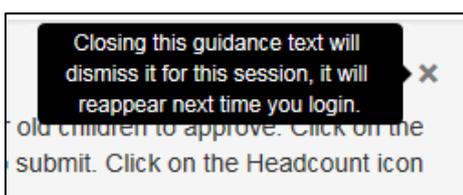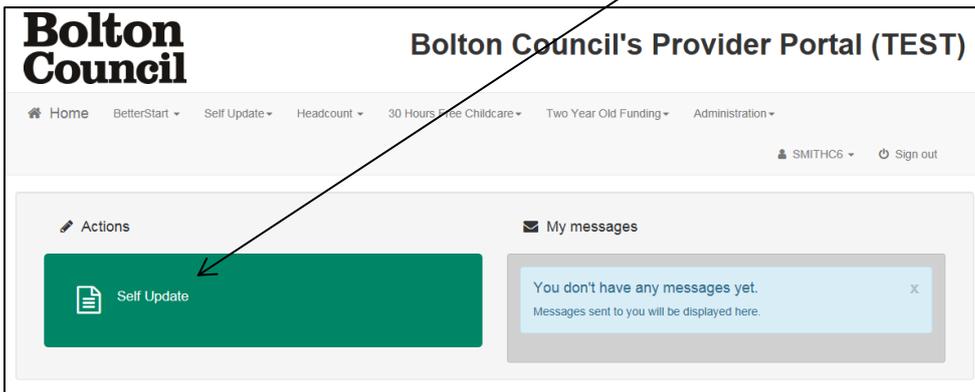
# SECTION 3 – Accessing the Early Years Census Form

To access the Early Years Census Setting Information form, click on the Self Update Button

You will then be taken to the screen below. Any messages sent to you regarding the Self Update portal can be seen on the right side of the screen. Click on the Self update button to continue to the next screen.

On this screen you will see the provider settings that your account is linked to. You will need to click on the 'Early Year Census' text to be taken to the census form. Please **do not** click on your provider name as it will take you to an area that has not been released yet and any information entered in there will be discarded.
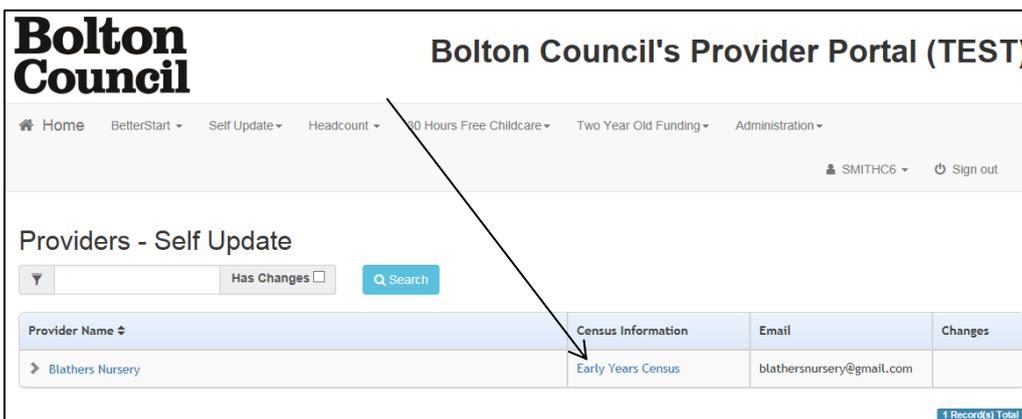
Once you have clicked on the link you should see a page similar to the one below.

Self Update / Blathers Nursery / Early Years Census

Guidance Notes
Early Years Census 2018 Details

Availability and Opening Times

No. of Funding Weeks *	✎	38
No. of Weeks Open *	✎	0
		Number of weeks open per year must be between 1.0 Week and 52.0 weeks
Monday opening time	🕐	HH:MM (24hr)
Monday closing time	🕐	HH:MM (24hr)
Tuesday opening time	🕐	HH:MM (24hr)
Tuesday closing time	🕐	HH:MM (24hr)
Wednesday opening time	🕐	HH:MM (24hr)
Wednesday closing time	🕐	HH:MM (24hr)
Thursday opening time	🕐	HH:MM (24hr)

SECTION 4 – Completing the Early Years Census Form

The first section is about opening and closing times. It will automatically populate your funding weeks, weeks open and times with default figures.

Availability and Opening Times		
No. of Funding Weeks *	✏	38
No. of Weeks Open *	✏	52
Monday opening time	🕐	08:00
Monday closing time	🕐	13:07
Tuesday opening time	🕐	08:00
Tuesday closing time	🕐	13:07
Wednesday opening time	🕐	08:00
Wednesday closing time	🕐	13:07
Thursday opening time	🕐	08:00
Thursday closing time	🕐	13:07
Friday opening time	🕐	08:00
Friday closing time	🕐	13:07
Saturday opening time	🕐	HH:MM (24hr)
Saturday closing time	🕐	HH:MM (24hr)
Sunday opening time	🕐	HH:MM (24hr)
Sunday closing time	🕐	HH:MM (24hr)
Continuously Open	☑	☐

If these are not correct for your setting then you will need to change them so that they are correct. Here is an example of what it should look like once it has been filled in.

Availability and Opening Times		
No. of Funding Weeks *	✏	38
No. of Weeks Open *	✏	48
Monday opening time	🕐	9:00
Monday closing time	🕐	17:00
Tuesday opening time	🕐	9:00
Tuesday closing time	🕐	17:00
Wednesday opening time	🕐	7:00
Wednesday closing time	🕐	18:00
Thursday opening time	🕐	9:00
Thursday closing time	🕐	17:00
Friday opening time	🕐	7:00
Friday closing time	🕐	16:00
Saturday opening time	🕐	HH:MM (24hr)
Saturday closing time	🕐	HH:MM (24hr)
Sunday opening time	🕐	HH:MM (24hr)
Sunday closing time	🕐	HH:MM (24hr)
Continuously Open	☑	☐

The second section is about staffing information

Total Staff Information

Total Number of Staff *	✏️ 0
	Number of total staff should be between 1 and 999
Level 2 Qualification *	✏️ 0
Level 3 Qualification - Non-managerial *	✏️ 0
Level 3 Qualification - Managerial *	✏️ 0
Qualified Teacher Status *	✏️ 0
Early Years Professional Status *	✏️ 0
Early Years Teacher Status *	✏️ 0

Please enter the staffing information for your setting. If a member of staff has multiple qualifications, count them based on the highest level qualification they have got. Here is an example of what it should look like once it has been filled in.

Total Staff Information

Total Number of Staff *	✏️ 15
Level 2 Qualification *	✏️ 3
Level 3 Qualification - Non-managerial *	✏️ 7
Level 3 Qualification - Managerial *	✏️ 2
Qualified Teacher Status *	✏️ 1
Early Years Professional Status *	✏️ 1 Current Value: 0
Early Years Teacher Status *	✏️ 1

The 3rd section is the total number of children at your setting. In this section it will pull through figures from your headcount. If there are any children that are not on your headcount due to them not being funded, please make sure you count them in this figure.

Here is an example of what it may look like when you first look at it.

Number of Children By Age		
		Current Value: 10
Number of 2 year olds *	✏	10
Number of 3 year olds *	✏	5
Number of 4 year olds *	✏	11

Please make sure the figures are correct and change them if they are not.

Number of Children By Age		
Number of 2 year olds *	✏	17
Number of 3 year olds *	✏	4
Number of 4 year olds *	✏	13

Finally, at the bottom of the screen is the submission button. Click it to submit your Early Years Census setting Information.

Back		No Changes Required	Save Draft	Submit

The message below will then display.

Submission Declaration ✖

❓ I confirm that all the values are correct and no changes are required

No Yes

Click 'Yes' and you will have submitted your Setting Information to and we will begin to process it.

SECTION 5 – Further Support

If you encounter any errors or you have problems submitting your task

Logging on to the system

Information Management – one.support@bolton.gov.uk

Support filling in the Early Years census Form

Data Management - ec.imu@bolton.gov.uk

Contact Numbers

- 01204 337461
- 01204 332129
- 01204 338620

End of document

If you encounter any errors or you have problems submitting your task