

Essex Education Portal User Guide **Funded Early Education Entitlement for Two-Year-Olds**

Introduction

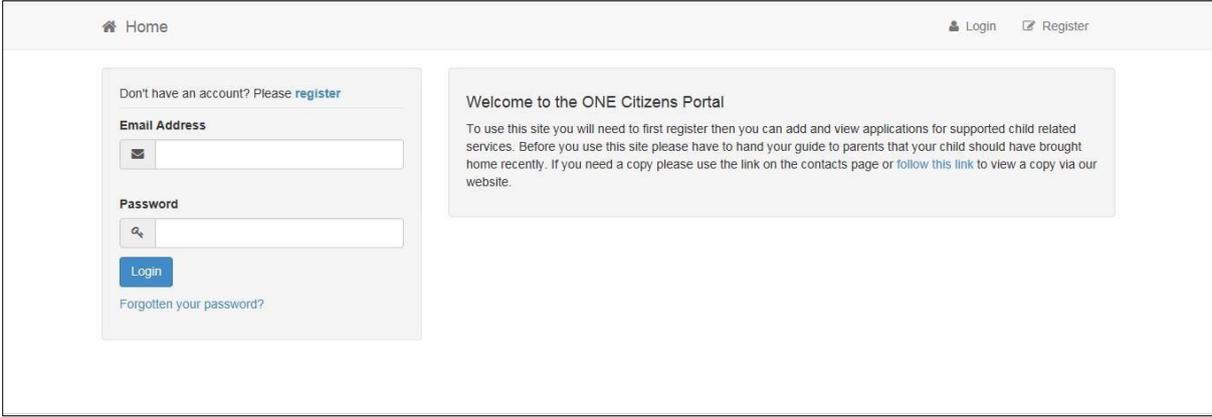
Some two-year-olds are entitled to receive funded early education with an eligible Provider. The entitlement offers 15 hours a week for 38 weeks per year. If you believe your family is eligible to receive this funding you can submit either an economic or non-economic application via the Essex Education Portal. This document will provide guidance on how to access and use the Portal.

If you do not have access to an email address, you can contact your local Family Hub who will assist with completing an application on your behalf.

Please Note: Some graphics may vary slightly.

Registering for a Essex Education Portal Account

1. Open the URL for the [Essex Education Portal](#) to display the Homepage.



The screenshot shows the homepage of the Essex Education Portal. At the top left is a 'Home' link with a house icon. At the top right are 'Login' and 'Register' links with user and document icons respectively. The main content area is divided into two panels. The left panel is a login form with the text 'Don't have an account? Please [register](#)'. It contains an 'Email Address' field with an envelope icon, a 'Password' field with a key icon, a blue 'Login' button, and a link for 'Forgotten your password?'. The right panel is a welcome message titled 'Welcome to the ONE Citizens Portal' with a paragraph of text explaining the need to register and providing instructions on where to find guides and contact information.

2. Click the **Register** link on the **Login** panel to display the **Registration | Security Details** tab.

Home Login Register

Registration

You need to first register with us in order to apply for Free School Meals, Transport or for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details **About you** Contact Details

Email Address *

Confirm Email *

Password *

Confirm Password *

Secret Question *

Secret Answer *

* Required field

3. Enter the requested information on the **Security Details** tab; all of the fields are mandatory.
4. Click the **Next** button to display the **About You** tab.

Home Login Register

Registration

You need to first register with us in order to apply for Free School Meals, Transport or for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details **About you** Contact Details

Title *

Forename *

Surname *

Gender *

* Required field

5. Enter the requested information on the **About You** tab; all of the fields are mandatory.
6. Click the **Next** button to display the **Contact Details** tab.

Registration

You need to first register with us in order to apply for Free School Meals, Transport or for a School Place for your child(ren). This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details About you **Contact Details**

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

Find Address

I don't have a Postcode

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone

Mobile Number

Work Phone

[Previous](#)

Submit Registration

7. Enter a **Postcode**; this is a mandatory field.
8. Click the **Find Address** button or use the on-screen instructions to find your address. The **Home Phone**, **Mobile Number** and **Work Phone** are optional.
9. Click the **Submit Registration** button; you will receive an email asking you to activate your account.
10. Click the link in the email to confirm your email address and complete the registration. You can now log in to the Essex Education Portal, using the password you created when you registered.

Logging into the Essex Education Portal

1. Open the URL for the [Essex Education Portal](#) to display the **Homepage**.

Home Login Register

Don't have an account? Please [register](#)

Email Address

Password

Login

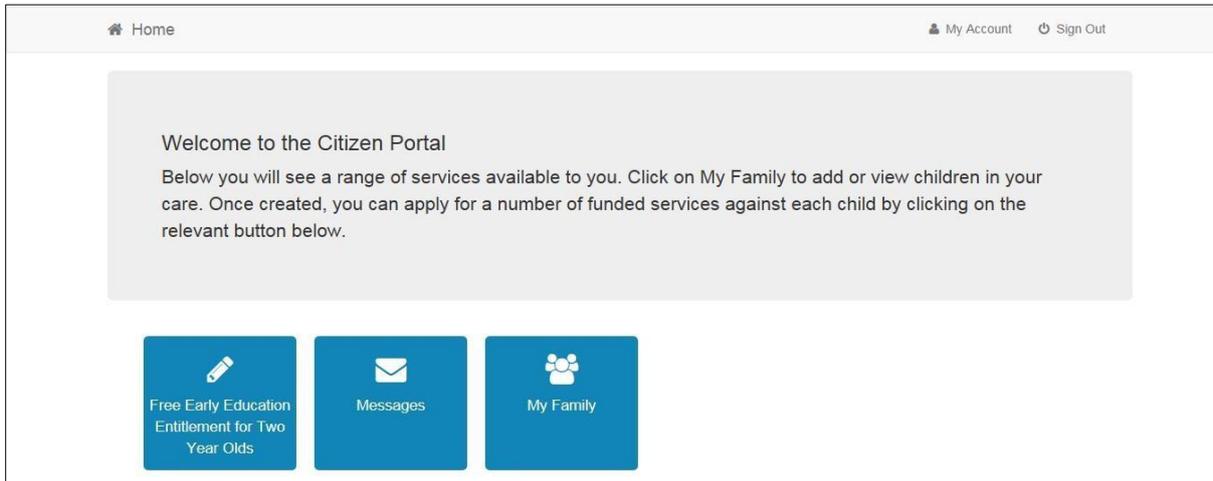
[Forgotten your password?](#)

Welcome to the ONE Citizens Portal

To use this site you will need to first register then you can add and view applications for supported child related services. Before you use this site please have to hand your guide to parents that your child should have brought home recently. If you need a copy please use the link on the contacts page or [follow this link](#) to view a copy via our website.

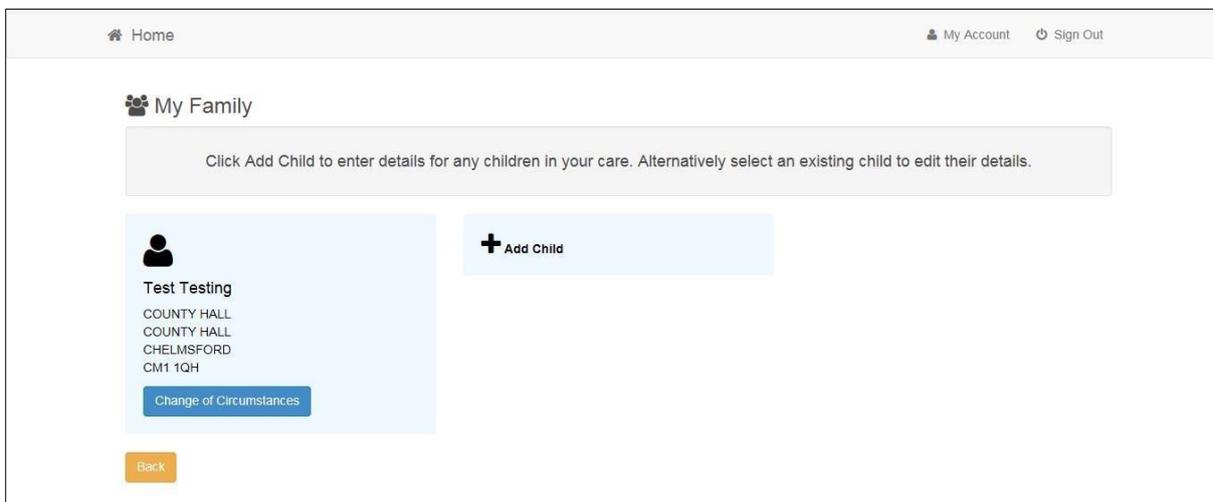
2. Enter the **Email Address** you used to register for the Essex Education Portal.

3. Enter your **Password**.
4. Click the **Logon** button to display the **Announcements** page. This will only be displayed if we have set up any announcements regarding the Portal.
5. Click the **Continue** button to display the Homepage.



My Family

The **My Family** area of the **Home** page displays the details about the parent, carer or guardian making an application. Any existing children are displayed next to the parent, carer or guardian.

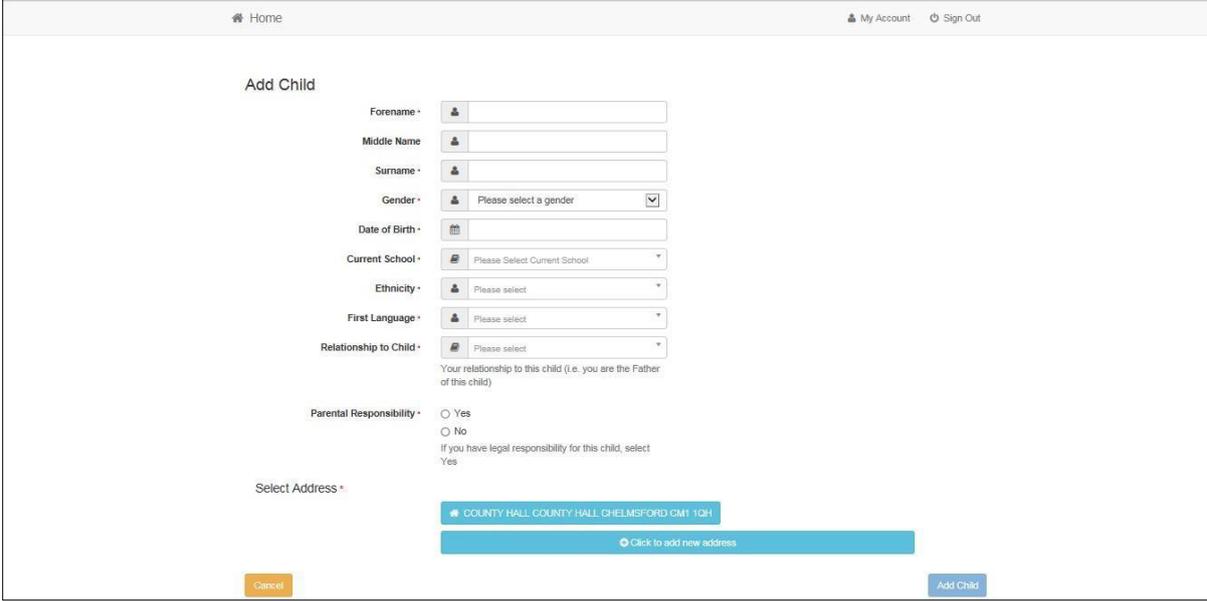


Click on a child to view or edit their details.

Click the **Add Child** button to add another child in your family.

Adding a Child

1. Select **Home | My Family | Add Child** to display the **Add Child** dialog.



The screenshot shows a web interface for adding a child. At the top, there are navigation links for 'Home', 'My Account', and 'Sign Out'. The main heading is 'Add Child'. The form includes the following fields and options:

- Forename: Text input field.
- Middle Name: Text input field.
- Surname: Text input field.
- Gender: Dropdown menu with 'Please select a gender' and a checkmark icon.
- Date of Birth: Date picker.
- Current School: Dropdown menu with 'Please Select Current School'.
- Ethnicity: Dropdown menu with 'Please select'.
- First Language: Dropdown menu with 'Please select'.
- Relationship to Child: Dropdown menu with 'Please select'.
- Parental Responsibility: Radio buttons for 'Yes' and 'No'. Below this, a note states: 'Your relationship to this child (i.e. you are the Father of this child). If you have legal responsibility for this child, select Yes'.
- Select Address: A dropdown menu showing 'COUNTY HALL COUNTY HALL CHELMSFORD CM1 1QH' and a 'Click to add new address' link.

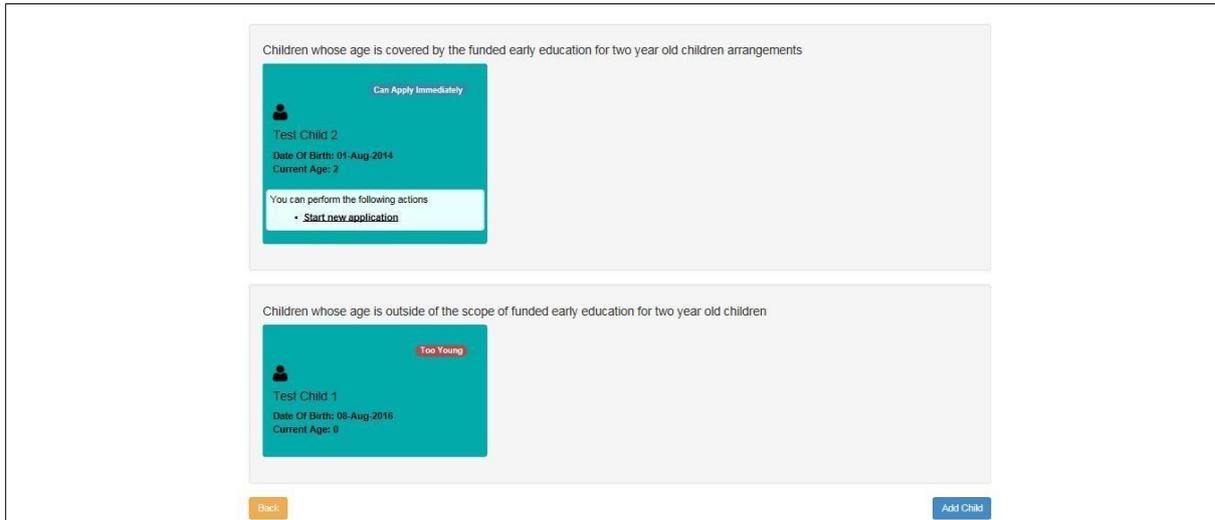
At the bottom of the form, there are two buttons: 'Cancel' (orange) and 'Add Child' (blue).

2. Enter the required information about the child.
3. Click the **Add Child** button to save the details.
4. The child is added to the **My Family** area, ready for an application to be made.

Making Applications for Two Year Old Funding

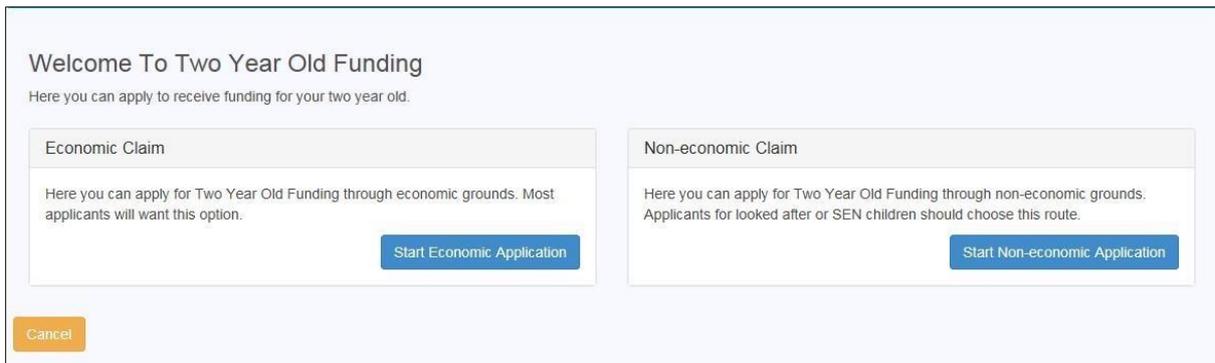
Select **Home | Funded Early Education Entitlement for Two Year Olds** to display the Funded Early Education Entitlement for Two Year Olds homepage. The page is divided into the following two sections:

- Children whose age is covered by the Two Year Old Funding.
- Children whose age is outside of the scope of Two Year Old Funding.



If this is the first time you are making an application please note that you will need to add the child by clicking on **Add Child**.

For an eligible child, click the **Start New Application** link to display the Application Homepage. You must now select whether you want to apply for two year old funding on economic or non-economic grounds.



Making an Economic Application

1. Click the **Start Economic Application** button to display the **Personal Information** page. This information is required by the Department for Work and Pensions (DWP) to check whether the child is eligible for two year old funding.

NB: To check the eligibility criteria for an economic application, please click [here](#).

Step 1
Personal Information Step 2
Summary Step 3
Give Consent Step 4
Results

Personal Details

Please provide the following information. This is required by DWP to check whether you are eligible for Two Year Old Funding.

Date Of Birth *

Please enter either:

National Insurance No. (e.g. AB123456C)

Or

National Asylum Support Service No. (e.g. 13 / 07 / 56789)

 / /

If your details are not correct, please navigate to the Contact Details section using the My Account link in the navigation bar

Address

Home Phone

Mobile Number

Gender

 Test Child 3

Gender	Male
Date of Birth	01-Aug-2014

Back Continue

2. Complete the required fields with your information and click **Continue** to display the **Summary** page.

✓ Step 1 Personal Information
▼ Step 2 Summary
▶ Step 3 Give Consent
▶ Step 4 Results

Application Summary Print this page

Applicant Details

 Miss Test Testing

Gender: Female

Date Of Birth:

Address:

National Insurance No.:

Parental Responsibility: Yes

Relationship: Mother

Application Information

Reference Number:

Current Status: In Progress

Child Details

 Test Child 3

Gender: Male

Date of Birth: 01-Aug-2014

Cancel
Continue

3. If required, click the **Print this page** button to print the Application Summary page.

4. Click the **Continue** button to display the **Give Consent** page.

✓ Step 1 Personal Information
✓ Step 2 Summary
▼ Step 3 Give Consent
▶ Step 4 Results

Applicant Declaration

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

Back
Confirm

5. Select the **check box** to confirm that you have read and agree to the declaration.

6. Click the **Confirm** button to display the **Results** page.

 **Funded Early Education for Two Year Old Children**

Step 1 Personal Information **Step 2** Summary **Step 3** Give Consent **Step 4** Results

Eligibility Result - funded early education for two year old children

Application reference number for your information:
TYF-1408-

The application reference above will help us with enquiries - 

If you have any questions or you disagree with our decision. Please click Request Help

[Request Help](#)

[Finish](#)

This will advise whether you are eligible for the funding based on the information provided or whether we need further details to proceed with the application.

Please note: The reference quoted here will be needed for any future correspondence about this application, so please ensure a record of it is kept.

These were the details we used to determine your eligibility. If you think you incorrectly entered your National insurance number or date of birth please use the edit details button to amend them.

 **Miss Test Testing**

Date Of Birth 

National Insurance No. 

[Edit Details](#)

You can perform check on second applicant whom have parental responsibility

[Second Applicant Details](#)

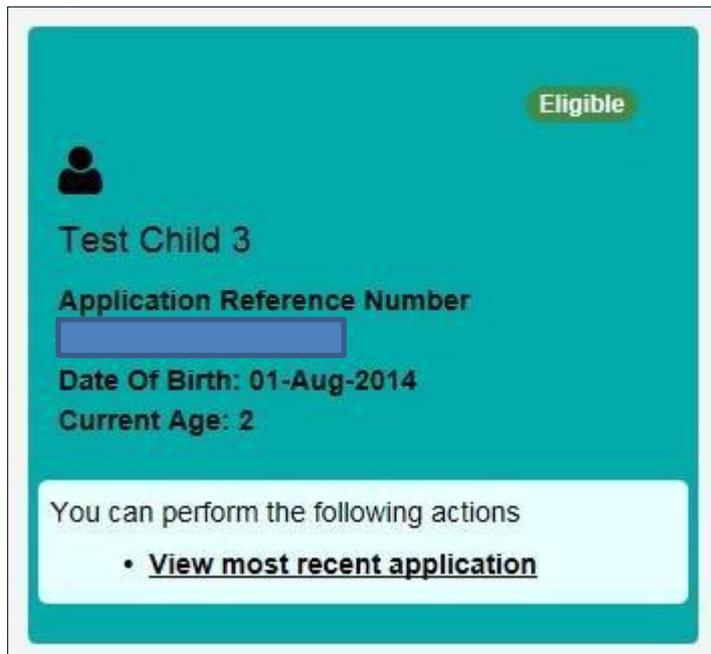
If we are unable to confirm your eligibility based on the details submitted you will be given the option to check your details and edit them if they are incorrect. Alternatively you can enter the details of second applicant who has parental responsibility and you have their approval to do the check.

If you have any questions or you disagree with our decision. Please click Request Help

[Request Help](#)

If you require further assistance or wish to submit further details to us for review click **Request Help** and submit information, including attachments. If you have recently received a letter from Essex County Council advising you may be eligible for funding, please supply the reference when requesting help.

7. Click the **Finish** button to return to the Home page. The application reference is displayed with the application status against the **Child** record.



You can click the **View most recent application** link to see the current application summary.

Making a Non-Economic Application

1. Click the **Start Non-economic Application** to display the **Non-economic Criteria Selection** page.

Non-economic Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB

- Looked After Child** A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.
- Adoption, Residence Order or Special Guardianship** Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).
- Child has a Special Educational Need (SEN)** Has a current statement of Special Educational Needs or an Education, Health and Care plan.
- Child has a disability** Is in receipt of Disability Living Allowance (DLA).

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

Cancel

Submit

2. Select the relevant criteria for this application. Selecting a check box displays a text box enabling you to provide details to support the claim relating to the selected criteria. Files can be attached as additional evidence.

Non-economic Criteria Selection

Select all of the criteria which applies to your application and please provide the details required for that criteria.

Please note that the maximum amount of evidence you can attach cannot exceed a total of 20MB

- Looked After Child** A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Please provide details to support your claim relating to the above criteria:

Please attach any additional evidence relating to the above criteria:

+ Add file

- Adoption, Residence Order or Special Guardianship** Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship).
- Child has a Special Educational Need (SEN)** Has a current statement of Special Educational Needs or an Education, Health and Care plan.
- Child has a disability** Is in receipt of Disability Living Allowance (DLA).

I confirm that I am responsible for the child I am submitting this application for and that they live with me. All information I have provided as part of this application is correct to the best of my knowledge. I agree that my information can be shared locally for the benefit of my family.

I agree

Cancel

Submit

3. Select the **check box** to confirm that you have read and agree to the contents of the application.

4. Click the **Submit** button to display the **Application Submitted** page.

Application Submitted

Your application for Test Child 6 has been submitted. You will be notified of the result of your claim by email and will receive a message through the portal.

Application reference number for your information:

[Redacted]

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at [Redacted]

[Finish](#)

Please note: The reference quoted here will be needed for any future correspondence about this application, so please ensure a record of it is kept.

5. Click the **Finish** button to return to the **Home** page. The Two Year Old Funding application is displayed with the status and reference number, against the child record.

The screenshot shows a teal-colored card with a white header area. In the top right corner, there is an orange pill-shaped button with the text 'Submitted'. On the left side, there is a black silhouette icon of a person. Below the icon, the text 'Test Child 6' is displayed. Underneath, the text 'Application Reference Number' is followed by a blue rectangular redaction box. Below that, the text 'Date Of Birth: 01-Aug-2014' and 'Current Age: 2' are shown. At the bottom of the card, there is a white box with the text 'You can perform the following actions' and a bulleted list containing one item: '• [View most recent application](#)'.

You can click the **View most recent application** link to see the application summary.

You will receive a message in the Essex Education Portal from us to confirm the outcome of your non-economic application.

Messages

Messages are sent from Essex County Council, informing you of the status of your application.

You will receive an email notification when you have received a new Message in the Essex Education portal and will need to login to view the content.

1. Go to **Home | Messages** to display the Messages dialog. All messages received will be listed here with the most recent at the top.



2. To view the content, click on a message. Click **Back** to return to the **Messages** homepage.

For any assistance with the **Two Year Old Funding** application process or with accessing the **Essex Education Portal** please contact us.

Email: twosfunding@essex.gov.uk