Early Years Provider Hub

User Guide: Logging in and getting started

Introduction

This secure online system will be used for the administration of funded places and will streamline the flow of information between providers and the local authority.

You can now use The Hub to:
• Check if a 30 hours eligibility code is valid and receive an instant response
• Exchange confidential documents with The Early Education Team

Please remember to keep your username and password details safe and do not share them with anyone. The person named on the signed Agreement for Providers of Early Years Funded Places has been set up with manager privileges and can create additional accounts for other members of staff if necessary.

If you are the named person for more than one provision you can switch between providers.

Creating a user account

Before you can use the Early Years Provider Hub you must set up a **user account.**

The email address provided on the Provider Agreement will be sent an email confirming that you have been given access to EYP Hub by The Early Education Team. This will be followed by a second email with your Invitation to Register. Please follow the link to create your account.

Begin by choosing a password. Your password must be a minimum of 8 characters in length, contain upper and lower case characters and at least one number.

Click on the Complete your Registration button and you will be taken to the Login Page. You now have an account on The Hub! You can use your email address and password to login.
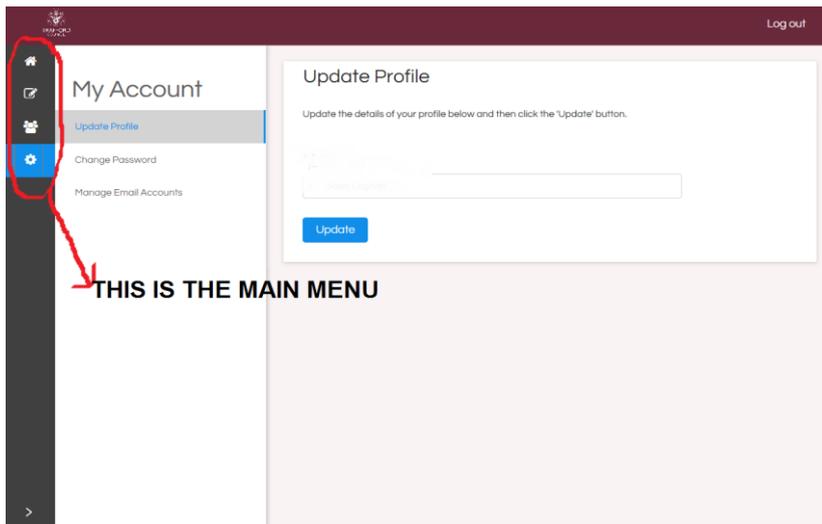
Login page

The login page of the EYP Hub is available at www.eyp.trafford.gov.uk. You may want to save the page to your favourites. You need to enter your email and password and then click Log In.
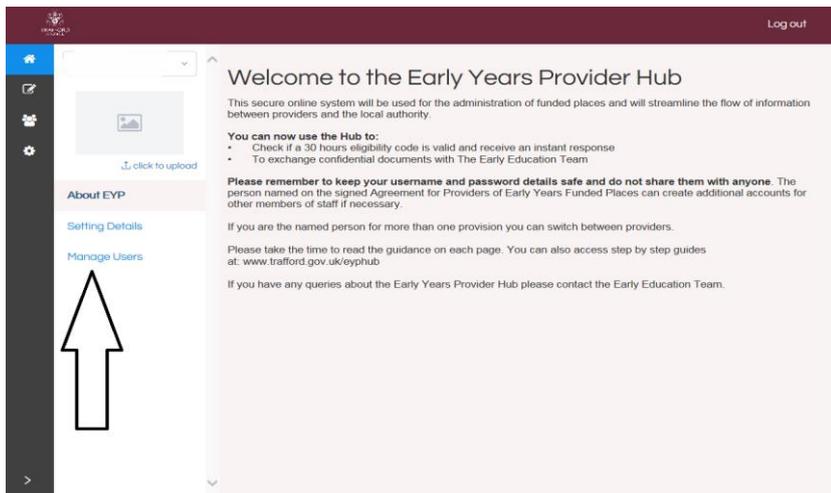
Main menu

The main menu is on the left hand side of the screen.

There are 4 options:

• **Home Page**: This section is the main page where you can edit details about your setting and request new user logins.

• **ECS Checks**: This section is where you can check a 30 hours code is valid. Please see the separate user guide on how to complete these checks.

• **Pupil Register**: You don't need to use this function yet.

• **User Settings**: This section is where you can change your password and update your personal details.
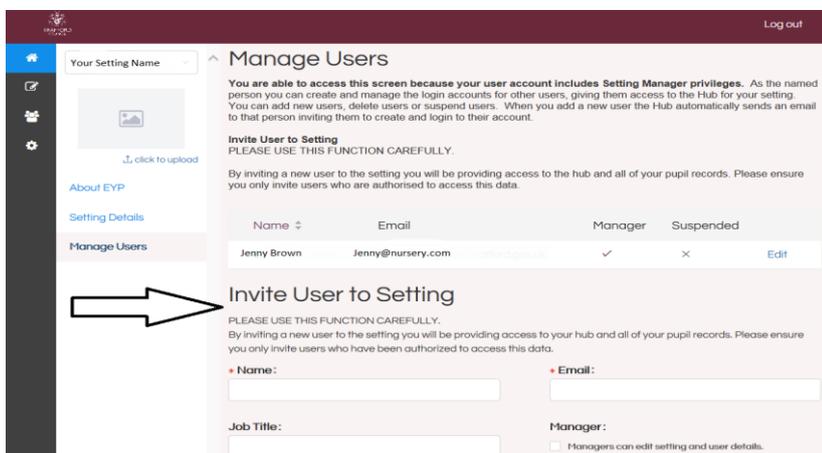
Home page

On the home page there are three options:
• About EYP: This section gives a description of what you can use The Hub for and information about who can use it. This page will be updated when there are new developments.
• Setting Details: This section gives you the option to edit the information about your setting. You can also add a logo or picture and upload any documents you want to share securely.
• Manage Users: This section gives you the option to create and manage the login accounts for other users, giving them access to The Hub for your setting. You can add new users, delete users or suspend users. When you add a new user The Hub automatically sends an email to that person inviting them to create and login to their account.

Please take time to read all the text on the EYP Hub as information has been added to make The Hub as easy as possible to use.

Manage users

This section can be found under the 'Home' page and you can use it to set up other members of staff on The Hub if they need to use it. Please use this function carefully. It is the responsibility of the named person to keep these records up to date.

By inviting a new user to the setting you will be providing access to The Hub and all of your pupil records. Please ensure you only invite users who are authorised to access this data.

• In the 'Home' section click on 'Manage Users' on the left hand side. You will be able to see the names and email addresses of existing users.

• Input the name, email address and job title of the person you would like to invite. You can also tick 'managers can edit setting and user details' if you would like to give this member of staff permission to update the setting details and the details of other users.

• Click the blue 'Invite User' button to invite this user to The Hub.

• The user will then be sent an email confirming they have been given access to The EYP Hub by The Early Education Team. This will be followed by second email with an invitation to Register. They should follow the link to create an account.

You can use the Manage Users section to delete or suspend a user. You will need to do this if a member of staff is a hub user and leaves your setting.

• Click on 'Manage Users' and locate the user record you wish to amend.

• You can choose to suspend or delete the user or simply amend their details. Click 'Update User' to save your changes.

Tips for using The Hub

• You can't break The Hub! If you make a mistake you can always cancel and start again. Using The Hub is just like using any other online account you have.

• Only invite staff members to use The Hub that need access and will be using it. In the first instance this will just be people who are doing 30 hours code checks.

• If you click the 'click to upload' in the Home Page, you can upload your settings logo or any picture you like.

• You can upload any documents you want to share with The Early Education Team by going to 'Setting Details' on the Home Page, scrolling to the bottom and using the documents section. This might be useful if you want to send your bank details or any other sensitive information securely.

REMEMBER to keep your username and password details safe and do not share them with anyone.

Contact details

If you have any queries about The Early Years Provider Hub or this guide please contact **The Early Education Team:**

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