

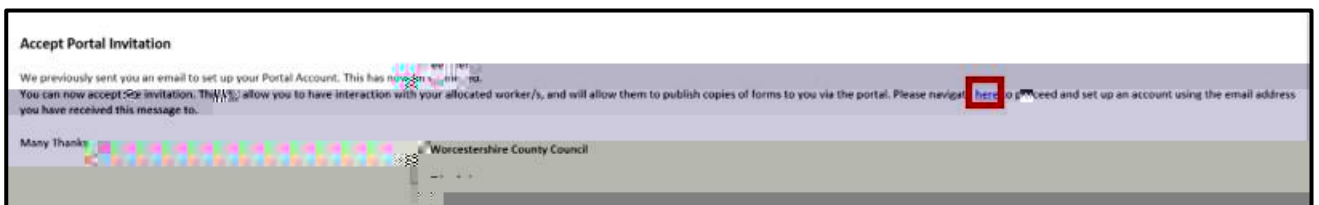
EHCP: Parent Guide to Setting up a Parent Portal Account

Contents

Introdu

Introduction

There is now a new Parent Portal that can be used



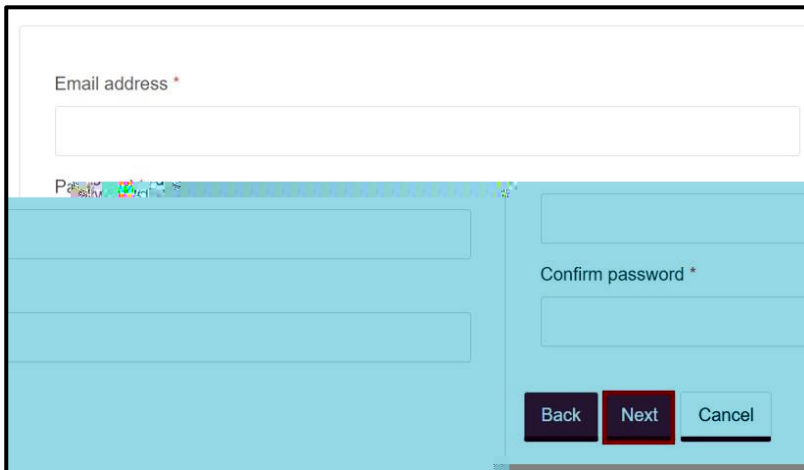
Li

Liquidlogic User Guide

Add the email address. Please make sure it is spelt correctly as this is how to access into the system in the future.

Add a password that is easily remembered, but not one that is commonly used. It will also need to meet the password criteria (see below) for it to be allowed.

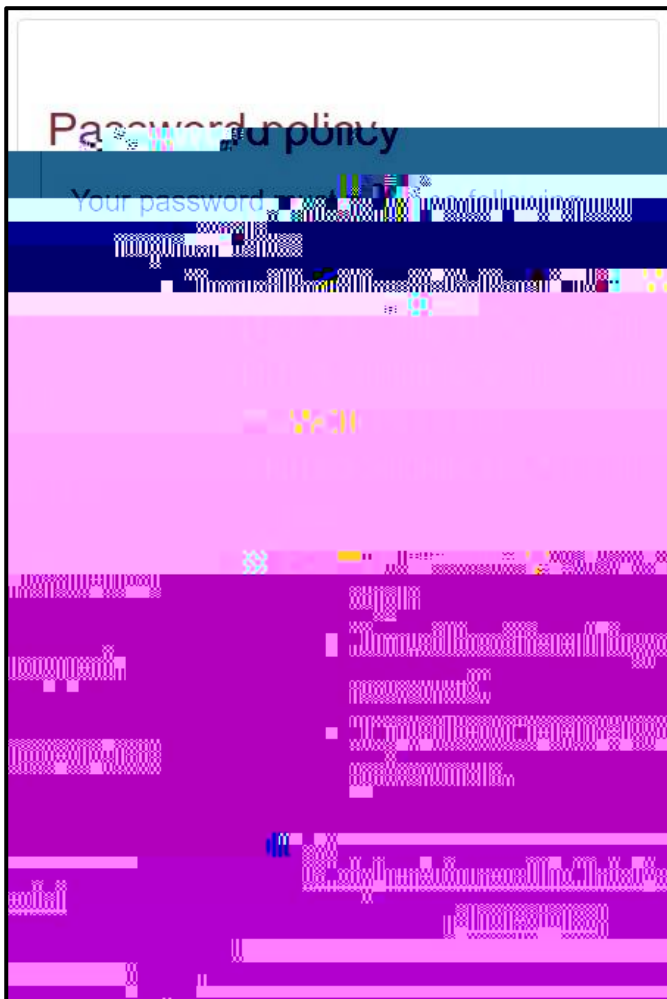
Add the password again in the Confirm Password box. Click **Next**



The image shows a registration form with the following elements:

- An input field labeled "Email address *".
- An input field labeled "Password *".
- An input field labeled "Confirm password *".
- Three buttons at the bottom: "Back", "Next" (highlighted with a red border), and "Cancel".

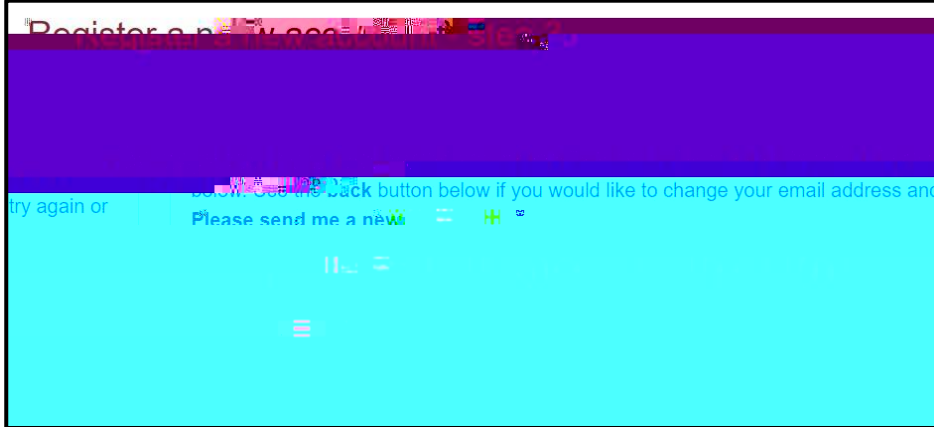
Password Policy



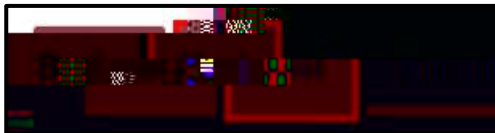
Liquidlogic User Guide

An email containing a verification code will be sent to the registered email. Please enter the code in the box. The easiest way to do this is by copy and paste, but it can be typed in. Check the number is correct before continuing.

If the email is not received, check spam or junk mail folders.

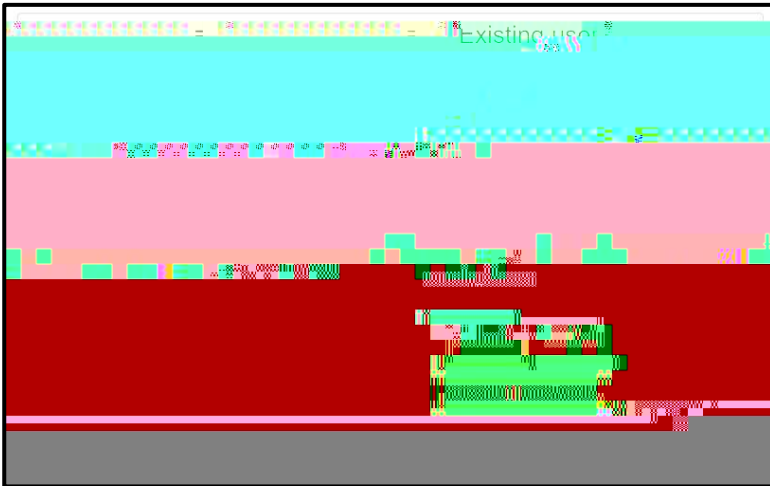


Once the code is entered and checked, click Next



If the code is not recognised, click on **Please send me a new code**





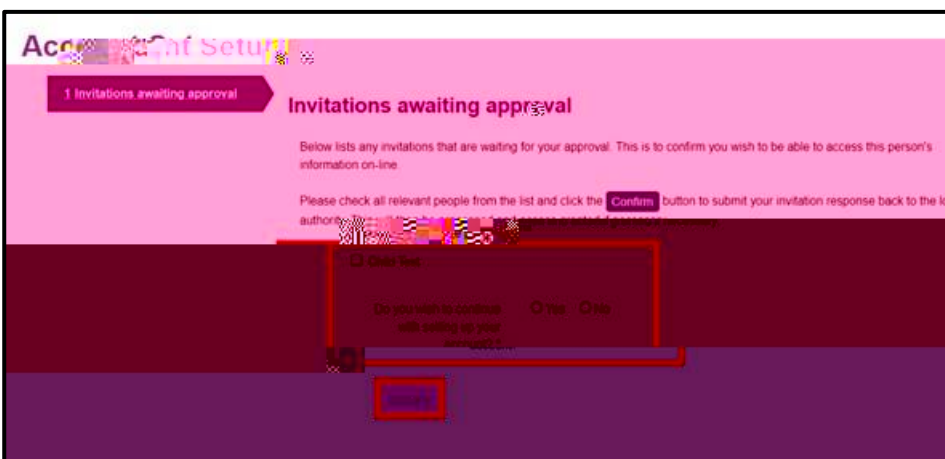
A code will be sent to the registered email address. This code is for one time use only. A new code will be sent each time you log in.

Add the code and click on **Finish**

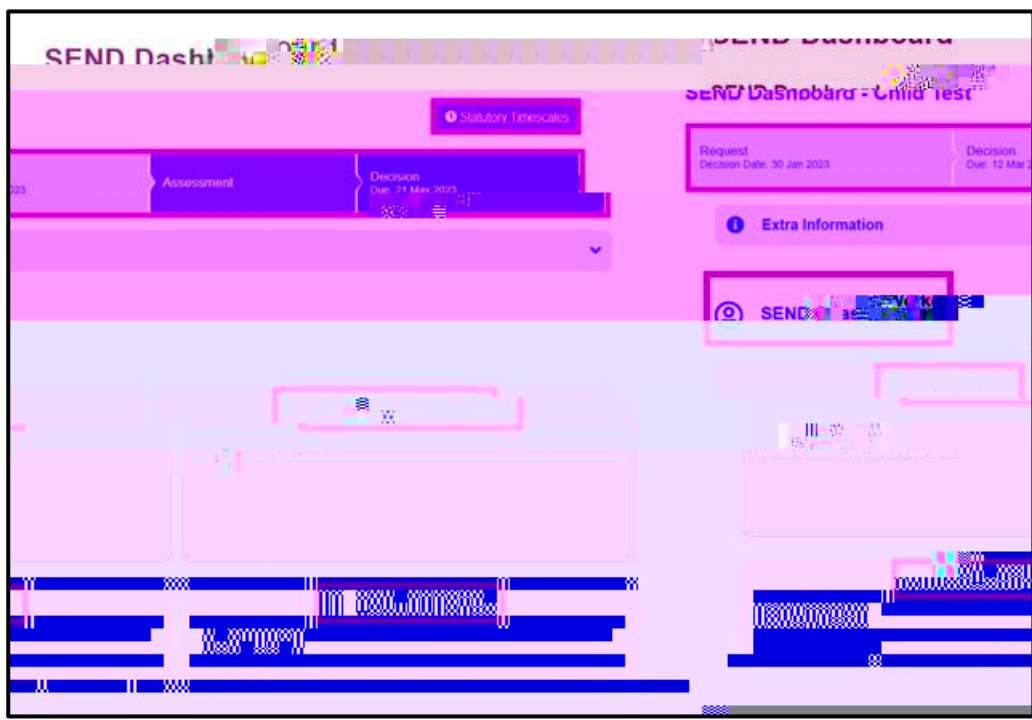
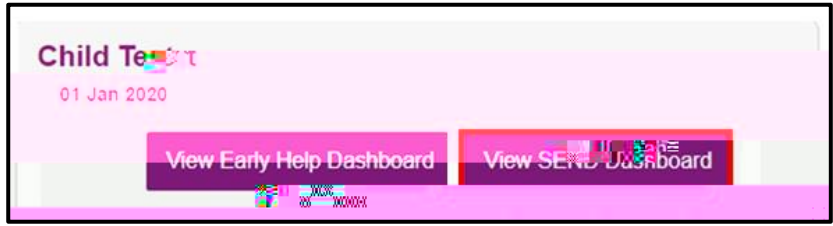


Accepting the Invitation

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**



Once t

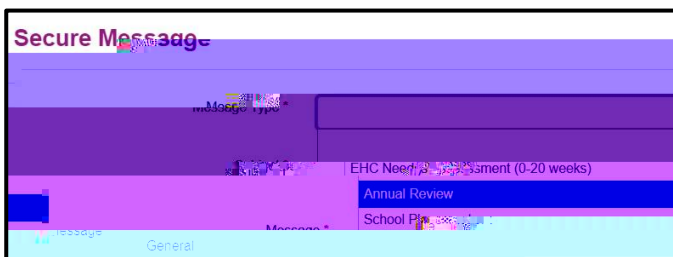
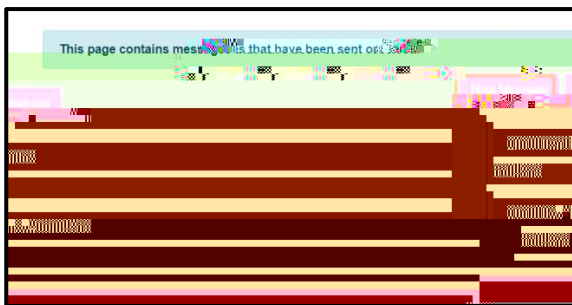
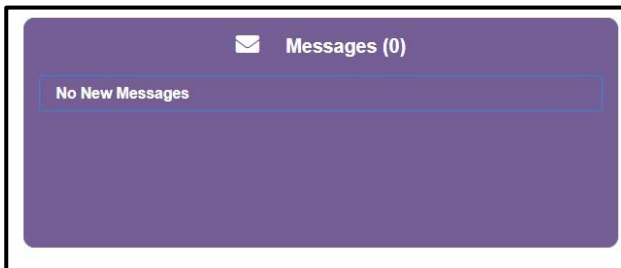


Liquidlogic User Guide

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

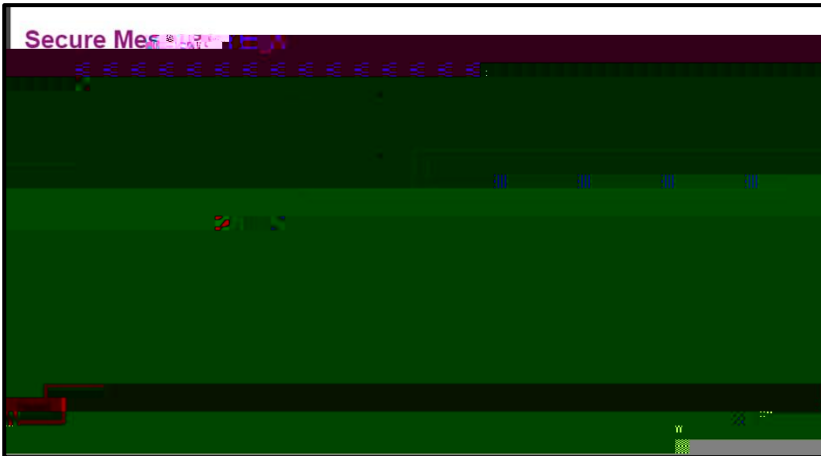


Messages

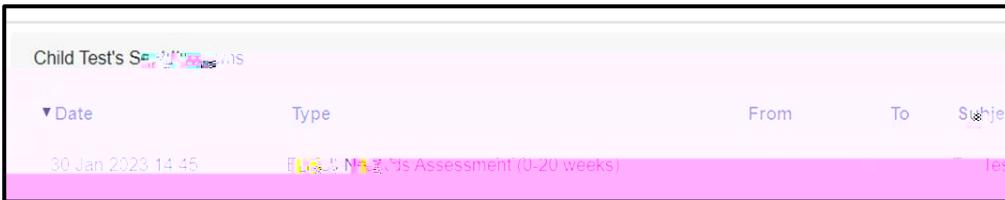


Liquidlogic User Guide

Add the Subject and then type the message. Click **Send**

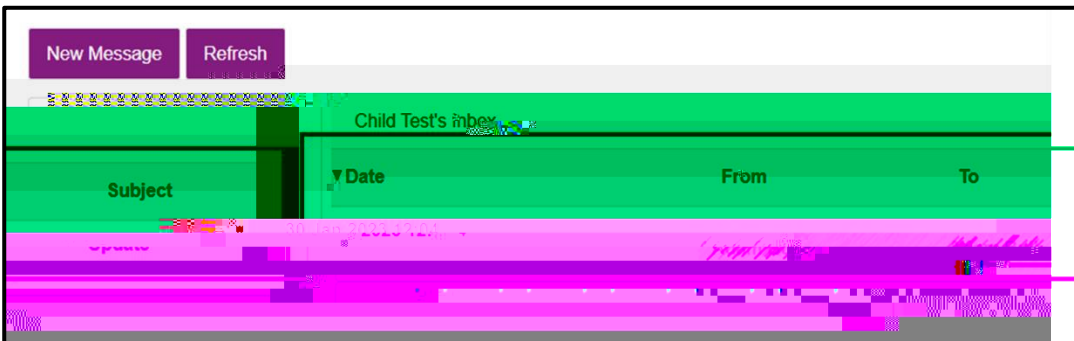


The message will be displayed under Sent Items



Inbox and Messages Received

New Messages received will be displayed in the Inbox

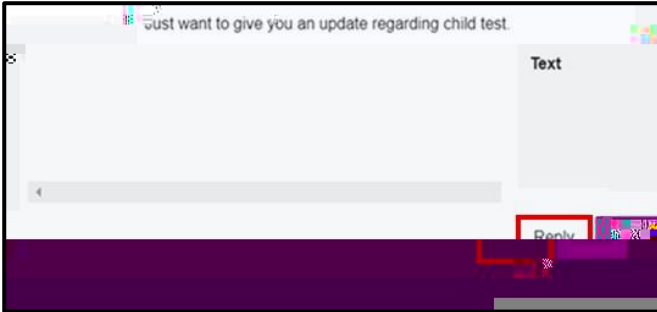


Click on the message to read it.

Liquidlogic User Guide

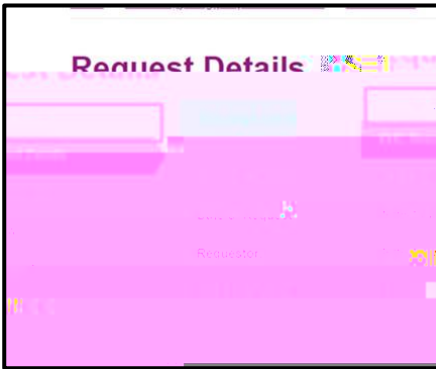
Replying to Messages

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.

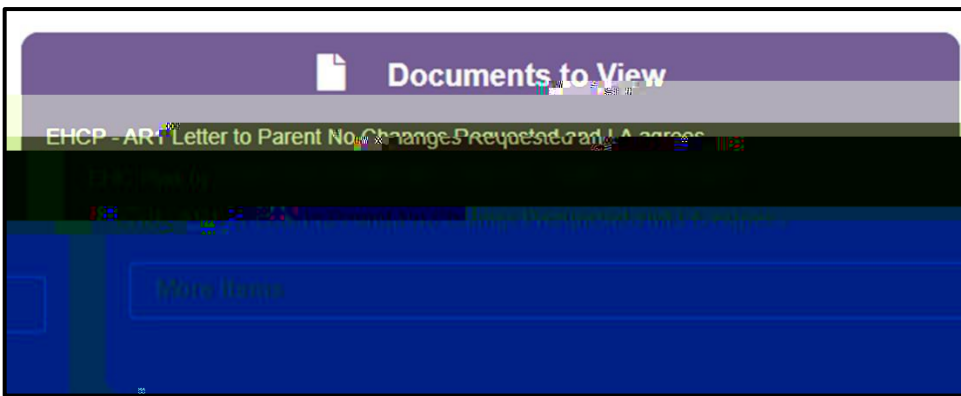
Click Return to Dashboard to go back to the main screen.



Documents to View

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

Click on the **Documents to View** box.



Click on the text to open the form



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

