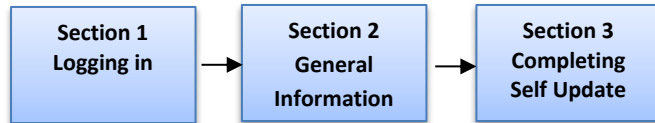




REFERENCE GUIDE:

# Provider Self Update User Guide




## SECTION 1 – LOGGING IN

Using the Web Address provided in your email.

[https://emsonline.leics.gov.uk/ProviderPortal\\_LIVE/Account/Account/Login](https://emsonline.leics.gov.uk/ProviderPortal_LIVE/Account/Account/Login)

Select the address or copy and paste into your Internet Browser address bar.

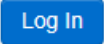
Login to **Provider Portal** by completing the user name and password fields on the login box; then click  button.

Note: If you have logged in previously and cannot remember either your Username or Password you can select the links below the Login button and follow the instructions.

Log In

Username

Password



[Forgotten your username?](#)

[Forgotten your password?](#)

**PLEASE NOTE:** Each time you login the portal, you will need to answer your Secret Question.

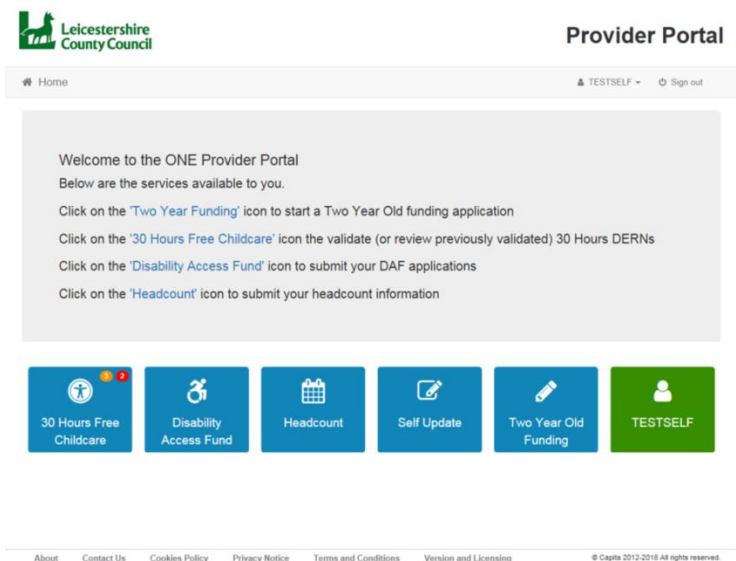
## SECTION 2 – GENERAL INFORMATION


It is important that you press the Submit button **on each individual page** as you complete your updates. If you move on to another section without pressing the Submit button, your changes WILL NOT be sent.

In a number of sections you have the ability to “add” information. If you select the “add” option, the screens will be the same as shown in the guide BUT will be blank (ready for new input) rather than filled in with existing information.


When your changes have been reviewed and accepted (or rejected), you will receive an email confirmation for each update you have made.

## SECTION 3 – COMPLETING SELF UPDATE



To complete the self update, select  to continue.

From the Self Update home page, click the ‘Self Update’ (green box):



Provider Portal

HomeSelf Update

TESTSELFSign out

Actions

My messages


Self Update

You don't have any messages yet.  
Messages sent to you will be displayed here.

AboutContact UsCookies PolicyPrivacy NoticeTerms and ConditionsVersion and Licensing

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This will then show a list of the providers that you have access to (for most users you will only see 1 provider on this list):



Provider Portal

HomeSelf Update

TESTSELFSign out

Provider Self Update

Search Provider Name

Has Changes

Search

Provider Name	Email	Changes
>	onetest@leics.gov.uk	

1 Record(s) Total

Click on the name of the provider (in the ‘Provider Name’ column) whose details you wish to update and this will display a list of the individual services for that provider:

Services - Self Update


Search

Self Update /

Service Name	Service Type	Start Date	End Date	FID Type	Changes	Action
>	Day Nursery	27/06/1997		ECD		
>	Out of School Care	27/06/1997		ECD		

BackAdd Service

To update a specific service, click on the name of the service (in the ‘Service Name’ column) or if you wish to add a new service, click the ‘Add Service’ button. You will then see a number of tabs that show the various sections you can update (the individual sections are Service Details, Consent, Availability and Capacity, Travel, Costs and Facilities):

Leicestershire  
County Council

Provider Portal

HomeSelf Update

TESTSELFSign out

Self Update / Progress House Day Nursery (223161) / Progress House Day Nursery - DN

Service Details

Consent

Availability and Capacity

Travel

Costs

Facilities

To update a particular section, click on that tab name.

Each individual section you open has navigation buttons at the bottom:

Back

Submit

[About](#)

[Contact Us](#)

[Cookies Policy](#)

[Privacy Notice](#)

[Terms and Conditions](#)

[Version and Licensing](#)

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“Back” will take you back to the previous page you were viewing.

“Submit” commits the changes you have made **AND MUST BE PRESSED AFTER YOU HAVE AMENDED EACH SECTION** (there is not a single submit button for all updates).

Tab 1 – Service Details

Service Details

Consent

Availability and Capacity

Travel

Costs

Facilities

Guidance Notes

Please refer to the User Guide - available in the 'About' section below - for guidance in completing your Self Update.

Any information submitted that is incorrect or does not follow the instructions in the User Guide will be rejected by the Local Authority.

1

Service Name \*

2

Service Type \*

Day Nursery

3

Start Date \*

27/06/1997

4

End Date

5

Registered For Nursery Education Grant / Funding

6

Email Address

7

Web Site

8

Main Telephone Number

9

Additional Contact Telephone Number

10

Address

Select

11

Ofsted Provision Type

Childcare - Non Domestic Prem

12

Offers Extended Childcare

13

Details of your 30 hours offer

14

Other Information


Comments for Local Authority

Back

15

16

Submit

1. Service Name: If you have added a new service, please enter a name for this service here. If you are editing an existing service you **SHOULD NOT** change this (this is especially critical for FEEE providers, as changing this name will cause a mismatch with our financial systems and will cause your payments to fail).
2. Service Type: If you are adding a new service, please select the appropriate service type from this dropdown menu. If you are editing an existing service and you feel that the service type shown is incorrect, can you select the correct type from this list. For FEEE providers only - please be aware that changing this value can have knock on effects to your FEEE payments.
3. Start Date: If you are adding a new service, please enter the start date for this service. If you are editing an existing service you **SHOULD NOT** change this.
4. End Date: If the service shown is no longer running, you should enter the date it ended in this box.
5. Registered for Nursery Education Grant/Funding: This is not editable and should not be updated.
6. Email Address: Enter or update the main contact email address for this service.
7. Web Site: Enter or update the web site address for this service.
8. Main Telephone Number: Enter or update the main contact telephone number for this service.
9. Additional Contact Telephone Number: Enter or update the additional contact telephone number for this service.
10. Address: **THIS SHOULD NOT BE AMENDED**. Any address changes should be advised to Ofsted, and they will then pass these changes to us.
11. Ofsted Provision Type: If you are adding a new service, please select the appropriate value from this list. If you are editing an existing service you **SHOULD NOT** change this.
12. Offers Extended Childcare: **THIS SHOULD NOT BE AMENDED** (it is not used by Leicestershire County Council)
13. Details of your 30 Hours Offer: **THIS SHOULD NOT BE AMENDED** (it is not used by Leicestershire County Council)
14. Other Information: This is the 'marketing statement' displayed on your details on the Council's 'Find A Provider' website and contains any additional information about your setting that you may wish to share with prospective parents/carers (e.g. you may want to talk about training, or the layout of your setting., etc.)
15. Back: will take you back to the previous page (if you have made changes, remember to click Submit (16) first)
16. Submit: If you have made changes, this will send these to us for review. These changes will be highlighted by an orange edited symbol . Press Back (15) to continue to the next tab.

Tab 2 – Consent

Service Details

✓ Consent

Availability and Capacity

Travel

£ Costs

Facilities

Guidance Notes

Please refer to the User Guide - available in the 'About' section below - for guidance in completing your Self Update.

Any information submitted that is incorrect or does not follow the instructions in the User Guide will be rejected by the Local Authority.

Consent to publish details to FID

✓

✓

Reason for not publishing details

☰

▼

Consent to share cost details

✓

Consent to share telephone numbers

✓

Consent to share address details

✓

✓

Consent to be contacted by email

✓

Consent to be contacted by telephone

✓

Consent to be contacted by post

✓

Signature provided

✓

Comments for Local Authority

💬

2



**\*\*Please ensure you complete this section correctly as it relates to how we will use your personal data\*\***

Leicestershire County Council will help you in marketing your service by making your information available to the public in the following ways:

- Telephone - people who ring us for information are given your contact details.
- Post/Fax/Email - printed information of childcare providers is posted, faxed or emailed in response to enquiries.
- Face-to-face - printed information is given to anyone who visits our offices or those people who visit our outreach events.
- Internet - information is given to parents through Leicestershire's Family Information Directory (<http://www.leicestershire.gov.uk/find-a-childcare-provider>). Please note that information available via the internet may be accessed by people in countries and territories outside the European Union which may operate different levels of data protection than apply in the United Kingdom.

**Data Protection Act Statement:**

The information you provide will be held by Leicestershire County Council and made available to the public and on the internet only if you have given your consent. If you do not give consent then it will be held for the purpose of sending you local authority regulated mailings and for statistical purposes only, including helping the local authority to assess the sufficiency of childcare provision in order to meet its statutory obligations. The information you provide may also be shared with other agencies or partner organisations (including organisations acting on their behalf) to assist in the performance of their functions and/or statutory obligations, in line with Leicestershire County Council's data Privacy Notice (<http://www.leicestershire.gov.uk/privacy-notice>).

You may withdraw or change your consent at any time in the future by revisiting the Self Update portal and updating this section.

Please DO NOT amend any of the items in the top section (1). These are not used by Leicestershire County Council.

In the bottom box 'Comments for Local Authority' (2) you should enter **one** of the following values:

- X**      this should be used if you do not want your details to be advertised
- F**      this should be used if you are happy for your full details (specifically including your FULL address) to be shown, along with a map showing the (approximate) location of your setting
- P**      this should be used if you are happy for partial address details (town/village but no street/house number) to be shown, along with a map showing the (approximate) location of your setting
- N**      this should be used if you are happy for partial address details (town/village but no street/house number) to be shown, but you do not want any map displayed

If you leave this box empty, or if you add any value other than 1 of the 4 shown above, or if you enter more than 1 value, due to GDPR regulations we will assume that you do not want your details advertised.

## Tab 3 – Availability and Capacity

This tab contains five 'sub-tabs' and each is covered under its own heading below.

### a. Opening Dates

Opening Dates

Availability

Age Range

Capacity Details

Vacancies

Description	Start Date	End Date	Pending Change	Clear	Changes
Opening Hours 2	27/06/1997				

Back

1

Add Opening Date

If we already hold opening times and days for your setting, they are editable in this section by clicking the text (2). If we do not hold information you can add it by clicking Add Opening Date (1). The screens below are the same whichever you use (except for if you are adding they will be blank)

Opening Dates

Opening Times 3

Opening Times Exceptions

Guidance Notes

Please refer to the User Guide - available in the 'About' section below - for guidance in completing your Self Update.

Any information submitted that is incorrect or does not follow the instructions in the User Guide will be rejected by the Local Authority.

Description \*

Start Date \*

End Date

Comments for Local Authority

Opening Hours 1

27/06/1997 2

Back

Submit

If you are adding information, please enter “Opening Hours” into 1 and the current date into 2 – if you are editing existing information, you **SHOULD NOT** change these boxes – then click Submit. To start adding new times and days (or to edit existing times and days), click on ‘Opening Times’ (3).

This will then open this screen:

Opening Dates

Opening Times

Opening Times Exceptions

Description	Week day	Start Time	End Time	Vacancies	Pending Change	Clear	Changes
	MON 2	07:30	18:00				
	TUE	07:30	18:00				
	WED	07:30	18:00				
	THU	07:30	18:00				
	FRI	07:30	18:00				

Back

1 Add Opening Time

If you are adding new information (or if you want to add other days/times), you should click Add Opening Time (1). To edit existing data, click on the day name in ‘Week day’ column (2). Either option opens this screen:

Week Day \*

Start Time (HH:MM 24 Hour) \*

End Time (HH:MM 24 Hour) \*

Capacity

Vacancies

Description

Comments for Local Authority

4

Current Value: MON

1 MON

2 07:30

3 18:00

Back

5 Submit

Select the appropriate day from the Week Day dropdown (1), add the start time (in 24 hour format) in Start Time (2) and the end time (again, in 24 hour format) to End time (3). DO NOT add anything to the boxes indicated in 4 as these are not used by Leicestershire County Council. Remember to press the Submit button if you have made any changes, then press Back to return to the previous page.

You should complete this step for each day you wish to add/edit.

When you have finished, press Back until you see the main Availability and Capacity menu and you can then move onto the next part.

Please Note: Leicestershire County Council will not use 'Opening Time Exceptions' so you should not update this.

## b. Availability

### Guidance Notes

Please refer to the User Guide - available in the 'About' section below - for guidance in completing your Self Update.

Any information submitted that is incorrect or does not follow the instructions in the User Guide will be rejected by the Local Authority.

Number of weeks open

When service is available

Comments for Local Authority

Back

Submit

In this section, you should only update/add data into "Number of weeks open". Remember to press Submit if you have made any changes.

### c. Age Range

#### Guidance Notes

Please refer to the [User Guide](#) - available in the 'About' section below - for guidance in completing your Self Update.

Any information submitted that is incorrect or does not follow the instructions in the User Guide will be rejected by the Local Authority.

Minimum Age Years

1



Minimum Age Months

2



Maximum Age Years

3



Maximum Age Months

4



2 Year Old Funding

☒

☒

3 Year Old Funding

☒

☒

4 Year Old Funding

☒

☒

Comments for Local Authority



Back

Submit











Enter the minimum age years in (1), minimum age months in (2), maximum age years in (3) and maximum age months in (4) – so in the example above, this setting caters for children from 0years 3months upto 11years 0months. The tick boxes for 2/3/4 year old funding are not updateable.

Remember to press Submit if you have made any changes.

#### d. Capacity Details

Capacity Date \*  27/06/1997

##### Service Age Range

Age Range  1	Waiting List  2	Vacancies  3	Capacity  4	Pending Change 
 Age 0 		 5	 56	

Add Age Range

Comments for Local Authority



Back

Submit

If this form is blank and you want to add Capacity details, please click 'Add Age Range'

- 1 Please only select 'Age 0' in Age Range column (1), as we do not collect capacity by specific age ranges
- 2 Waiting List: is not used, so should not be updated
- 3 Vacancies: please enter the number of full time vacancies you currently have
- 4 Capacity: please enter the total number of places available at any one time (so if you have 10 places split across 2 sessions, you would enter "10", not "20")

Remember to press the Submit button, if you have made any changes.

**e. Vacancies**

Contact For Vacancies

☒

☐

Immediate Vacancies

1

☒


☒

Waiting List

☒

☐

Comments for Local Authority



Back

Submit


If you have any vacancies, please tick the box (1) – or untick if you don’t have any.


The other parts in this form are not used, so should not be updated.

Remember to press Submit if you have made any changes

## Tab 4 – Travel

We only use one box in this section, labelled (1) below, and this contains an indicator as to whether you offer drop offs and/or pick ups.

 Travel Details

 School Pickups

Guidance Notes

Information about parking spaces, travel, own transport & school pickups


Parking Space

☒

Own Transport


☒

Travel Information



Yes (1)

Comments for Local Authority



Back

Submit

If you do, please enter 'Yes' into this box. If not, please leave it blank (or remove the word 'Yes' if it shouldn't be there).

Press the Submit button to send any changes. Then click Back to return to the main Self Update tabs.

No other boxes or sections are used in this tab – so DO NOT update anything else as these changes will be rejected.



## Tab 5 – Costs

Please note, Leicestershire County Council only use the 'Service Charges' tab. Do not use 'Cost Details' as these updates will not be processed.

We also only collect typical costs (rather than cost per age band), so please ensure you only use Age 0 when updating this section.

Service Charges

☒ Cost Details

Age Range	Charge per Hour	Charge per Session	Charge per Day	Charge per Week	Charge per Term	Pending Change	Delete	Clear	Changes
Age 0	0	0	40.5	168	0		Delete		

Back









3

Add Charge Details

If Costs are already recorded and you wish to update these, click on the name (will always say 'Age 0') in the Age Range column (1)

If Costs are already recorded and you wish to completely remove these, click the Delete button in the Delete column (2)

If there are no Costs recorded and you wish to add them, click the Add Charge Details button (3)

Age Range *	1	 Age 0	
Charge per Hour	2	 0	
Charge per Session	3	 0	
Charge per Day	4	 40.5	
Charge per Week	5	 168	
Charge per Term	6	 0	
Comments for Local Authority			

[Back](#)
7
8 [Submit](#)

- 1 Please only select/use "Age 0" in this menu and then record typical costs for your setting in the boxes below
- 2 Enter typical costs per hour in this box
- 3 Enter typical costs per session in this box
- 4 Enter typical costs per day in this box
- 5 Enter typical costs per week in this box
- 6 Enter typical costs per term in this box (PLEASE NOTE: these ARE not published to the Family Information Directory)
- 7 Back button will take you to the previous page (remember to press Submit first if you've made any updates)
- 8 Submit to send your changes/additions

## Tab 6 – Facilities

The form contains the following fields:

- Facility
- Wheel Chair Access (1)
- SEN Children (2)
- Cultural Provision
- Special Needs Code (3)
- Language Spoken
- Diet Code
- Emergencies
- Comments for Local Authority

The dropdown menu for Special Needs Code (3) shows the following options:

- ☐ Physical Disability Affect Mob
- ☐ Physical symps medic unexplain
- ☐ Profound/Multi Learn Diff(PMLD)
- ☐ Self-harming
- ☒ Severe allergies
- ☐ Severe dietary needs
- ☐ Severe eating disorders
- ☐ Severe Learning Diff (SLD)
- ☐ Specific Learning Diff (SpLD)
- ☒ Speech disorders eg.stutt/stam
- ☐ Speech Lang & Communication
- ☐ Substance misuse
- ☐ Visual Impairment

Only the 3 boxes indicated are used by Leicestershire County Council. Any information entered elsewhere will be rejected.

- 1 Wheel Chair Access: this should be ticked if your service is wheelchair accessible
- 2 SEN Children: this should be ticked if your service is able to facilitate children with special educational needs
- 3 Special Needs Code: if you have ticked 2 (above) then you can select from this dropdown list which specific needs you can support (tick the item in the list, or remove ticks for any needs you no longer support).

Remember to press Submit if you have made any changes.

As this is the final section (and provided you have completed them in order!), you can now log out of the portal as you have finished your Self Update.