Activate User ID on early years provider portal

- Open early years provider portal using link below:
  https://eduweb.northamptonshire.gov.uk/ProviderPortal_LIVE/Account/Account/Login

- Logon to Provider Portal using the username and password supplied in registration email sent by the early years team
- The below screenshot will appear

Email will be sent to the email address supplied on form to register to deliver early years funding
- Click on link to activate account
- Re-Enter username and password
- To change password, re-enter password and set a new memorable password ensuring the password criteria is met:
  - 10 Characters or more
  - Must include at least one upper and lower case character
  - Two numbers
  - One special character
  - For example, Summer2019* (Capital S)

- Select secret question
- Enter secret answer

We advise providers not to utilise the two step verification as an extra layer of security, as this makes logging into the portal more difficult and has created issues in the past when activated. Your passwords will expire every 90 days but you can choose to change these regularly to avoid expiration.
Advice – To show all menus as tabs at the top of the screen
  o  Click onto the green tab which shows your username
  o  Tick show all menus