

ICT Early Years Portal User Set up

Setting Name / Childminder Name:	
Name of person completing this template:	
Role of person completing this template:	
Telephone number:	
Date template completed:	

Details of person/s who will require a log-in to the portal for your setting

Name:	Individual Email address: (must not be able to be accessed by other individuals)	First four digits of date of birth: (dd/mm)

Please note:

No sensitive data is sent via email, if a staff member leaves a setting we can immediately cease access to the portal for staff members as appropriate

Please return this form to: Eycommissioning@northtyneside.gov.uk