

WORCESTERSHIRE
CHILDREN FIRST



**ePep Delegation Portal Training for Designated
Teachers
Pippa Davies**

Aim

- Aim of this course is to gain an understanding of the process required to complete the delegated sections of the ePep form via the delegation portal

Objectives

- Receiving the email
- Logging into the portal
- Registering for an account
- Picking up the form
- Completing the form
- Submitting the form

Receiving the email

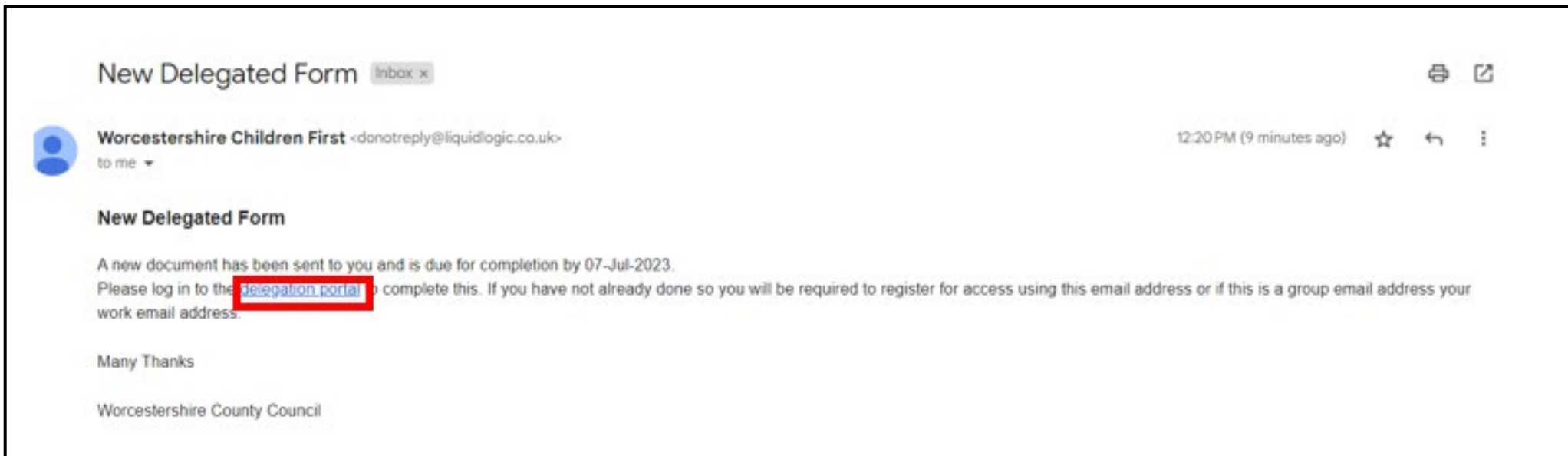
- An email will be sent to the registered email address for the Designated Teacher



- Open the email

Accessing the Delegation Portal

- Click on the delegation portal link in the email



Log in page

Already using Worcestershire Portals? Sign in below.

Existing users

Email

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

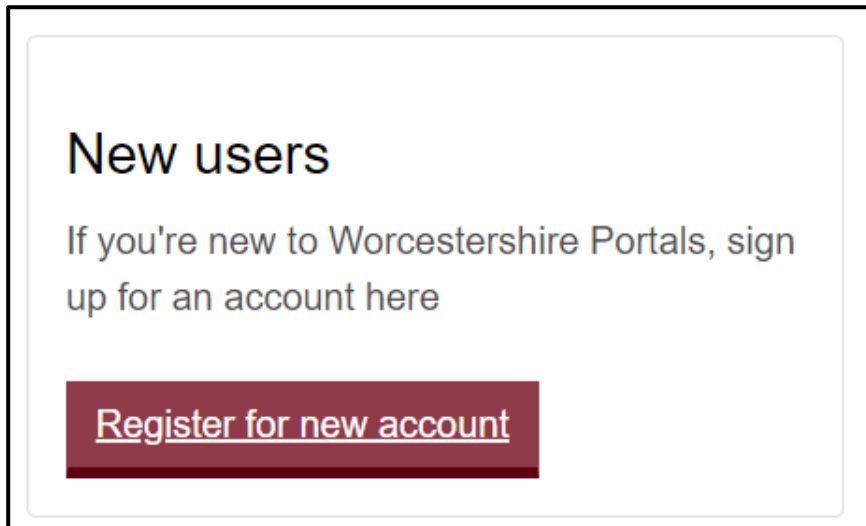
[Forgotten password?](#)

New users

If you're new to Worcestershire Portals, sign up for an account here

Registering for an account

- Click Register for new account & follow the instructions (see guide)



Completing the registration

- Complete the form ensuring all fields with a red * are completed as these are mandatory
- Tick the box to show the account is being used in a professional capacity

Register a new account - step 1

Forename *

Pippa

Surname *

Delegate

Is this account being used in a professional capacity?

Role *

Designated Teacher

Registration

- Add email address
- Create a new password adhering to the password policy

Password policy

Your password must meet the following requirements:

- It must be at least 15 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must be different to your current password
- It must be different to your previous 8 passwords.

[Click here to see the list of special characters:](#)

Logging into the portal

- For existing users, add your email address and password, then click Submit
- A code will be sent to the email address

Existing users

Email

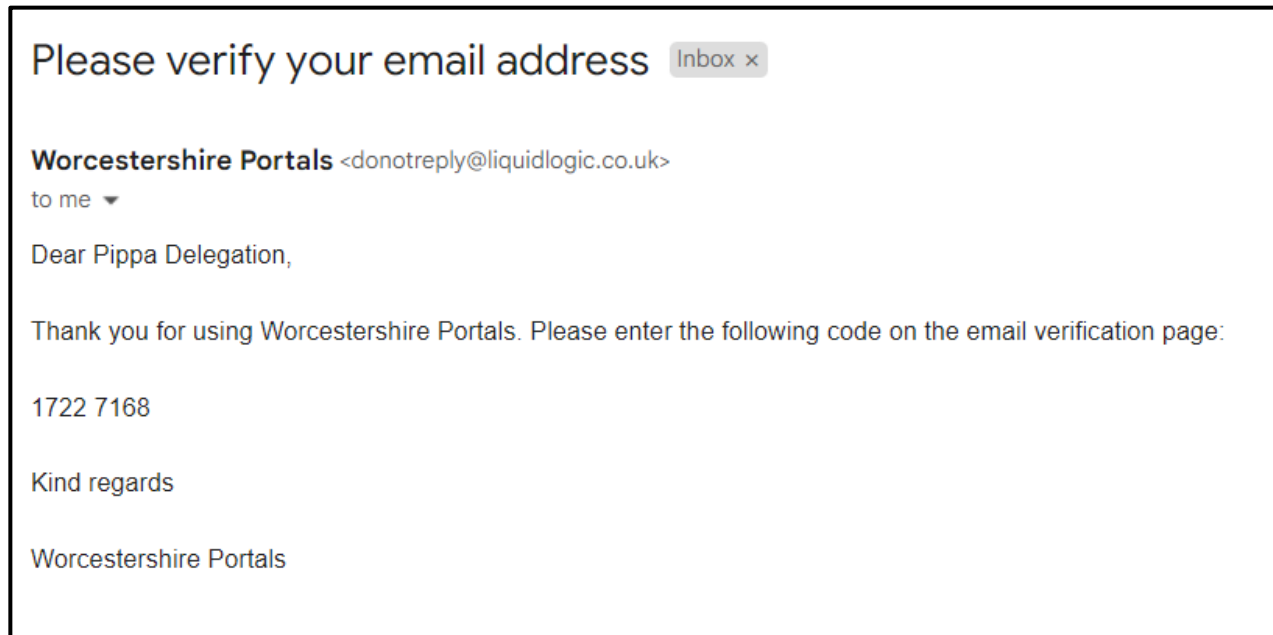
Please enter your email address

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

New Users only – verify address



Verifying Address

- Enter the code sent to the email address
- Registration is now complete
- Agree to terms and conditions by ticking box

We have just sent you an email to confirm your email address. Please enter the code this contains below. Use the **back** button below if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your spam/junk email folder.

Code *

[Please send me a new code](#)

[Back](#) [Next](#) [Cancel](#)

Delegated work

- The delegated work will be listed in the table under Current Assigned Tasks
- Click on the form type to open

Delegation Portal


The following forms have been delegated to you to complete.

Currently Assigned Tasks Recently Retracted Tasks Recently Submitted Tasks

Task List

No.	Form Type	Name	Due Date	Comments
1	Personal Education Plan	Train Epep	07-Jul-2023	

Complete form

- Complete the form as appropriate
- Each section can be clicked on to open
- Sections to be completed will depend on age/service selected by Virtual School
- Click  to move to next screen

Delegation Portal

Task

- 1 My Voice**
- [2 Progress and Attainment](#)
- [3 Progress & Attainment SSA](#)
- [4 End of EYFS Results](#)
- [5 SATS Results for Key Stage 1](#)
- [6 SATS Results for Key Stage 2](#)
- [7 My Targets](#)
- [8 Supporting Documentation](#)


Name: Train Epep **DOB:** 10-May-2014
Form Type: Personal Education Plan

Required By: 07-Jul-2023
Sent By: [Redacted]
Department: [Redacted]
Address: Operational Team
County Hall,

My Voice

Guidance for these conversations can be found here

Who has completed this with me?

Date of completion 

Moving between sections

- Click Previous to move to the previous screen/go back
- Click Next to move to the next section

Progress and Attainment

Year SSA *

[← Previous](#) [Next →](#)

Completing tables

- Can click Full Screen to see full table
- Use + to add a line
- Use – to remove a line

Did the child achieve a GLD at the end of EYFS?

Outcome	Yes/No
<input type="text"/>	<input type="text"/>

Full screen | + | -

Supporting Documentation

- Click Upload Documentation to add any supporting documentation
- Follow instructions to upload files

Supporting Documentation

 Upload Document

Submitting Form

- Click Submit Contribution to send back to Virtual School Team – this cannot be edited once submitted.
- Can also Save and return to the form at a later date – this can be done at any time during completion
- Can save as a PDF
- Can print



Submit Form

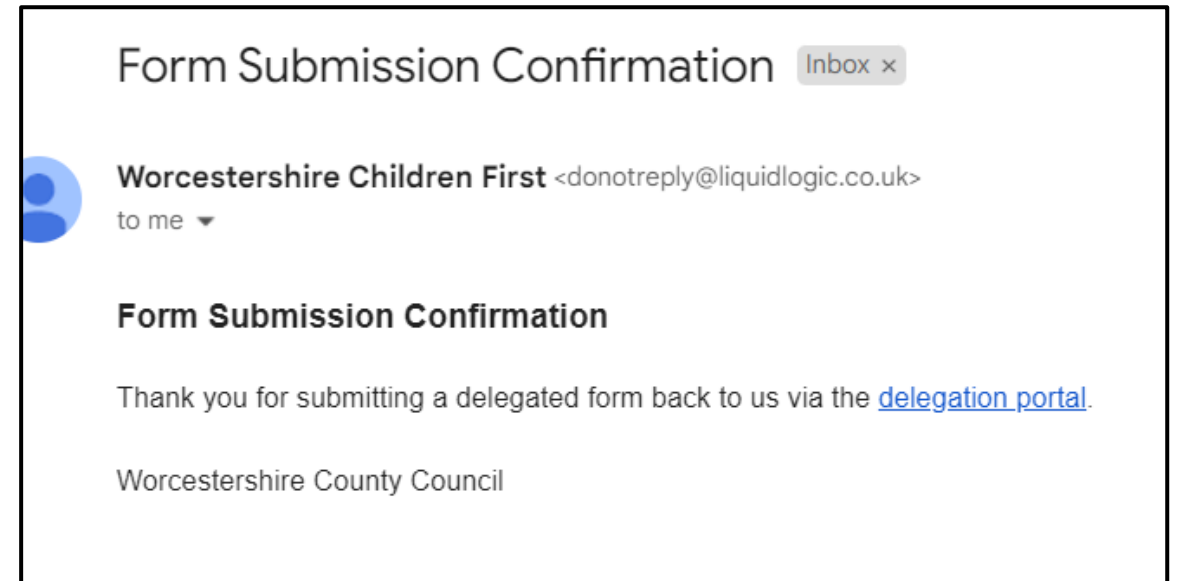
- Click Yes to confirm that all sections are complete and to confirm that the form cannot be edited once submitted

Submit Form ×

Have you entered all the information you need to? You will not be able to make any further changes once you press the 'Submit' button.

Confirmation of form submission

- An email will be sent to the registered email address confirming that the form has been submitted



Current Assigned Tasks

- The task is no longer listed under Current Assigned Tasks
- The form can be found under Recently Submitted Tasks for 30 days after submission

Delegation Portal

There are no forms assigned to you waiting to be completed.

Currently Assigned Tasks

Recently Retracted Tasks

Recently Submitted Tasks

No currently assigned tasks

Accessing Recently Submitted Tasks

- From the Delegation Portal screen, click Recently Submitted Tasks
- Form will be listed – most recent first
- Click form to open
- Can print or save PDF in same way as completing form

Delegation Portal

There are no forms assigned to you waiting to be completed.

Currently Assigned Tasks Recently Retracted Tasks **Recently Submitted Tasks**

Recently Submitted Forms (Last 30 Days)

Form Type	Name	Date Submitted
Personal Education Plan	Train Epep	26-Jun-2023 17:00

Any Questions?