



# Sheffield Self Update Portal

PROVIDER USER GUIDE

September 2024

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## Introduction

This guide is designed to support the use of the ‘Sheffield Self Update Portal’. Please ensure that you familiarise yourself fully prior to using the Portal and completing any actions.

### Sheffield Self Update Portal

Access to this portal will enable providers to provide Sheffield City Council with the following information:

- Current total capacity (including paid for places), number of vacancies and number on waiting list (Section 3.2).
- Private hourly rates for age groups served (Section 3.3).
- Number of staff working with children under 5 (Section 4).

Existing users of the ‘Sheffield Provider Portal’ located at an approved FEL provider will automatically have access to the portal.

This guide should contain all the information you need to use the Portal, however, should you have any further queries please contact us.


E-mail: [EYFEL.Census@sheffield.gov.uk](mailto:EYFEL.Census@sheffield.gov.uk)



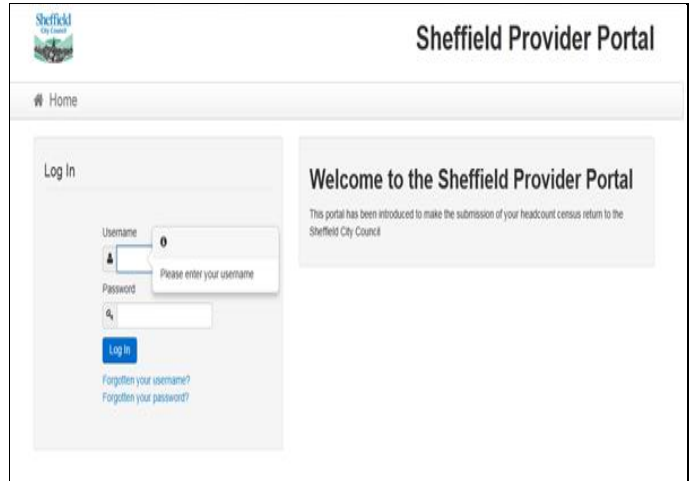
# Self Update Portal Users

## SECTION 1 – Logging In

Using the Web Address provided in your email.  
<https://ems.sheffield.gov.uk/ProviderPortal/>  
Select the address or copy and paste into your Internet Browser address bar.

Login to EY Portal by completing the username and password fields on the login box; then select .

**Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.**



If this is the first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

### Register User

We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Each subsequent login to the Portal you will be directed to the Homepage as detailed in **Section 2**.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



#### Registration Confirmed

Thanks, you have confirmed your email address and now may log in

## Change Password

Your password must be changed to allow access to the portal.

Current password \*

New password \*

Confirm new password \*

[Change password](#)

Your new password must;

- Be between 10 to 128 characters
- Contain at least one uppercase, one lowercase, one numeric, one special character (e.g., # @ ! \$ % & ).
- Not be one number higher than the previous password, e.g., not 'Password23' after 'Password22'
- Not be the same as the previous 10 passwords

Please do not use Password in your new password, this is only an example.

Complete the 'Current password' with the password you have been allocated and then input your new password into the 'New password' and 'Confirm new password' fields; click on [Change password](#).

At the Security Details prompt select a secret question and provide a memorable answer; then select [Save](#).

## Security Details

Please choose a secret question and provide an answer

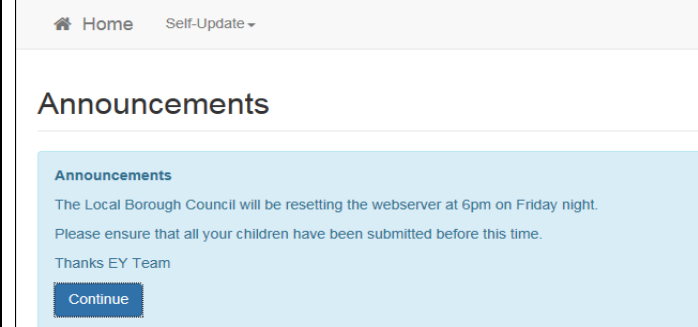
Secret Question \*

Secret Answer \*

[Save](#)

Congratulations you have now successfully logged in for the first time and will have access to the EY Portal.

## SECTION 2 – Homepage Navigation

	<p>The Announcements page will be visible at every login, please read these carefully; select <a href="#">Continue</a> to proceed to the Homepage.</p>
--	--

When you login and land on the home page you will now see several lozenges. Clicking on “Self Update” will take you to the Self Update section of the Portal.

### Welcome to the Provider Portal.

Below, you will see the services available. Please note that not all lozenges will appear depending on the level of access you have been granted.

Click on the **Headcount** lozenge to access and submit your Funded Early Learning headcount Tasks, and to access your Headcount Messages and Payment reports.

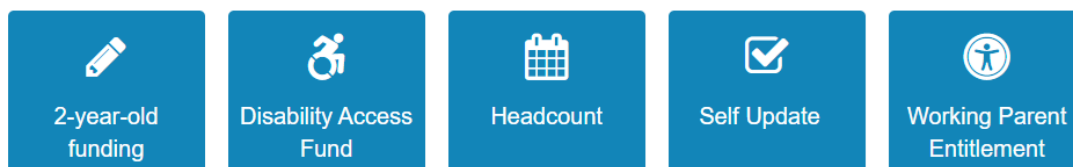
Click on the **Working Parent Entitlement** lozenge to access the Entitlement Checker; for checking child eligibility and reviewing children's eligibility start and end dates.

Click on the **Two Year Old Funding** lozenge to access the 2 Year Old Eligibility Checker; for checking child eligibility and making Placement Notifications.

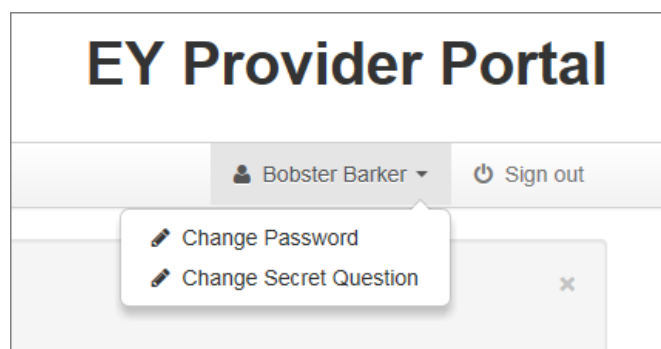
Click on the **Disability Access Fund** lozenge to make a DAF application for a child and see application result Messages. **Note:** This lozenge is only accessible between the Actual Headcount opening and the Amendment Headcount closing each term.

Click on the **School Admissions** lozenge to see current or recent Admissions groups, view applications to your school, ranking applications to your school (only if your school is an Own Admission Authority), verifying claimed siblings for applications to your school and viewing leavers

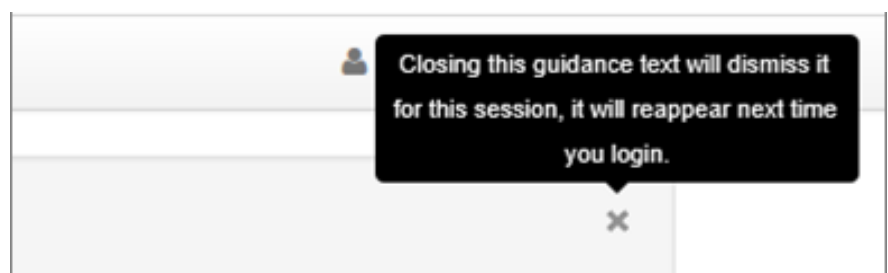
Click on the **Self Update Portal** lozenge to update details about your childcare provision, opening times, and capacity/vacancy information.



Selecting on your name; Top Right, brings up a menu where you can change your own password or secret question, you can also sign out securely.

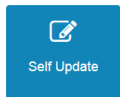


Guidance text is provided. This text can be closed but will become visible again on each new login.



Note: These are particularly useful as shortcuts to the applications if you also use the Headcount Portal.

## SECTION 3 – Self Update




Select  to complete a check and update of your service details.

From the Landing Page select your setting to update the details. If you have access to multiple settings (e.g. you work at a chain of providers), you will be able to select which setting to update.

Providers - Self Update

▼  Has Changes

Provider Name	Email	Changes
> Rainbow Group Esher		
> Markness	markness@nursery.co.uk	
> St Marks	stmarks@estblshmnt.com	

You will now see the service(s) at your Provider, select the Service you would like to update.

Services - Self Update

▼

Self Update / Markness

Service Name	Service Type	Start Date	End Date	FID Type	Changes	Action
> Markness - Daycare	Sessional Care	01/01/2001		ECD		

### Section 3.1 - Service Details

Self Update / Markness / Markness - Daycare

Service Details  Consent  Availability and Capacity  Travel  Costs  Facilities

Guidance Notes  
Service Guidance

Service Name

Service Type

Start Date

End Date

Registered For Nursery Education Grant / Funding

Email Address

Web Site

Telephone Number

Fax Number

Address

Ofsted Provision Type


Offers Extended Childcare

Other Information

Comments for Local Authority

The Service Details are displayed  
Note: There are multiple Tabs available for each Area, some may not be shown if the Local Authority are not collecting those items.

Make changes to the relevant information that you would like to update and select .

Note: Information that you have added or changed will show as a darker colour and the Data Changed Icon  will display.

You can select  to remove any changes that you have submitted.

You can add other information in free text, and a comment for the Local Authority if you need to supply more detail.

Self Update / Markness / Markness - Sessional Daycare

Service Details  Consent  Availability and Capacity

### Guidance Notes

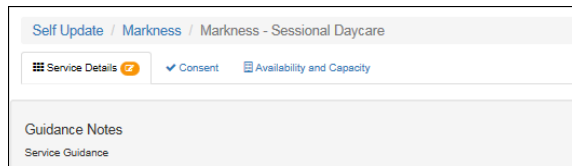
Service Guidance

Service Name *	<input type="text" value="Markness - Sessional Daycare"/>
Service Type *	<input type="text" value="Sessional Care"/>
Start Date *	<input type="text" value="01/01/2001"/>
End Date	<input type="text"/>
Registered For Nursery Education Grant / Funding *	<input checked="" type="checkbox"/>
Email Address	<input type="text" value="nursery@markness.co.uk"/>
Web Site	<input type="text" value="www.markness.co.uk"/>
Telephone Number	<input type="text" value="02154785421"/>
Fax Number	<input type="text"/>
Address	<input type="text" value="1, Bevery Close, Oakley, Bedford, UK, MK43 7SH"/> <input type="button" value="Select"/>
Ofsted Provision Type	<input type="text" value="Childcare - Non Domestic Prem"/>
Other Information	<input type="text"/>
Comments for Local Authority	<input type="text"/>

## Section 3.2 - Availability and Capacity

Select **Availability and Capacity** from the tabs list.

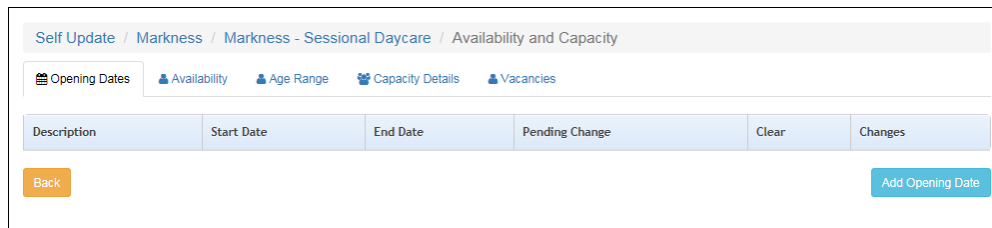
Note: This will only be available if the Local Authority wants you to change this area



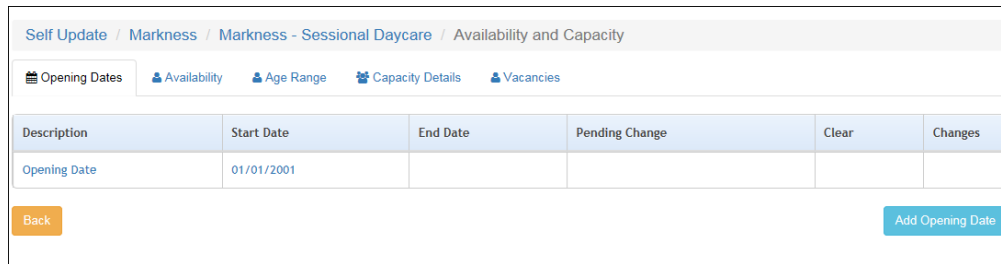
The screenshot shows the breadcrumb trail: Self Update / Markness / Markness - Sessional Daycare. Below it are three tabs: Service Details (selected), Consent, and Availability and Capacity. Underneath is a section for Guidance Notes with the text 'Service Guidance'.

Add your Opening Date if not already showing, if it is already visible select the date.

Note: Screens below show without and with Opening Date.



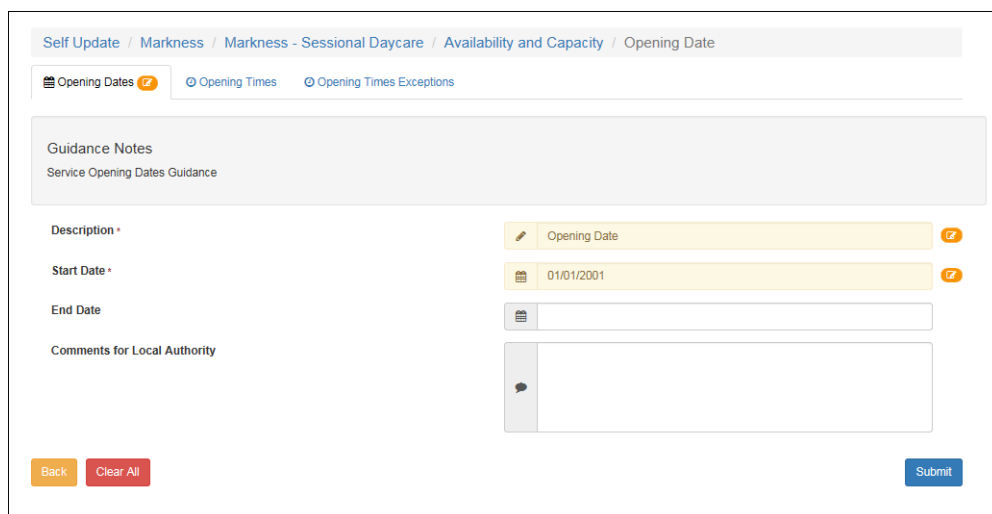
The screenshot shows the breadcrumb trail: Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity. Below it are five tabs: Opening Dates (selected), Availability, Age Range, Capacity Details, and Vacancies. A table with the following columns is visible: Description, Start Date, End Date, Pending Change, Clear, and Changes. At the bottom, there is a 'Back' button and an 'Add Opening Date' button.



The screenshot shows the breadcrumb trail: Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity. Below it are five tabs: Opening Dates (selected), Availability, Age Range, Capacity Details, and Vacancies. A table with the following columns is visible: Description, Start Date, End Date, Pending Change, Clear, and Changes. The table contains one row: Opening Date, 01/01/2001, (blank), (blank), (blank), (blank). At the bottom, there is a 'Back' button and an 'Add Opening Date' button.

You can either add your Opening Date or Submit changes to an existing one.

Note: You only need to add an End Date if you need to end this record and start another with completely different opening times, otherwise you can leave this blank



The screenshot shows the breadcrumb trail: Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity / Opening Date. Below it are three tabs: Opening Dates (selected), Opening Times, and Opening Times Exceptions. Underneath is a section for Guidance Notes with the text 'Service Opening Dates Guidance'. Below that are four fields: Description (Opening Date), Start Date (01/01/2001), End Date (blank), and Comments for Local Authority (text area). At the bottom, there are 'Back', 'Clear All', and 'Submit' buttons.

Select the **Opening Times** tab. If they are available then you can change them, or you can add them.



Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity / Opening Date

[Opening Dates](#) [Opening Times](#) [Opening Times Exceptions](#)

Description	Week day	Start Time	End Time	Pending Change	Clear	Changes
<div style="display: flex; justify-content: space-between;"> <span>Back</span> <span>Add Opening Time</span> </div>						

Add the Day and Start/End times. You can also record Capacities and Vacancies a Description and an additional Comment for the Local Authority.

Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity / Opening Date / Nursery Monday

Guidance Notes  
Service Opening Times Guidance

Week Day \* MON [✎](#)  
 Start Time \* 09:00 [✎](#)  
 End Time \* 17:00 [✎](#)  
 Capacity 12 [✎](#)  
 Vacancies 3 [✎](#)  
 Description Nursery Monday [✎](#)  
 Comments for Local Authority

Back Clear Submit

Once you have submitted select the [Back](#) button to show the current Opening Times list.

Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity / Opening Date

[Opening Dates](#) [Opening Times](#) [Opening Times Exceptions](#)

Description	Week day	Start Time	End Time	Pending Change	Clear	Changes
Nursery Monday	MON	09:00	17:00	Create	<span>Clear All</span>	<a href="#">✎</a>
Nursery Thursday	THU	09:00	17:00	Create	<span>Clear All</span>	<a href="#">✎</a>

Back Add Opening Time

Add your Opening Times until you have populated the list with all information.

Select the [Opening Times Exceptions](#) tab if you would like to record exceptions to your standard hours.

Guidance Notes  
Service Opening Times Exceptions Guidance

Week Day \*

Start Time \*

End Time \*

Start Date \*

End Date \*

Capacity

Vacancies

Is Open \*

Description

Comments for Local Authority

[Back](#) [Submit](#)

Once you have submitted, select the [Back](#) button to show the Exceptions list. Add your Opening Times Exceptions until you have populated the list with all information.

Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity / Opening Date

[Opening Dates](#) [Opening Times](#) [Opening Times Exceptions](#)

Description	Week day	Start Date	End Date	Start Time	End Time	Pending Change	Clear	Changes
Nursery Thursday Closure	THU	01/10/2016	12/10/2016	09:00	17:00	Create	<a href="#">Clear All</a>	<a href="#">+</a>

[Back](#) [Add Opening Time Exception](#)

Select [Availability and Capacity](#) from the 'Breadcrumb Trail' at the top of the page.

Note: This has the effect of navigating between sections without pressing the [Back](#) button multiple times

Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity

[Opening Dates](#) [Availability](#) [Age Range](#) [Capacity Details](#) [Vacancies](#)

Description	Start Date	End Date	Pending Change	Clear	Changes
Opening Date	01/01/2001				

[Back](#) [Add Opening Date](#)

Select the [Availability](#) tab and enter and submit your services availability details.

Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity

[Opening Dates](#) [Availability](#) [Age Range](#) [Capacity Details](#) [Vacancies](#)

Guidance Notes  
Service Availability Guidance

Number of weeks open

When service is available

Comments for Local Authority

[Back](#) [Clear](#) [Submit](#)

Select the **Age Range** tab and enter and submit the age range of children that you cover.

Self Update / Markness / Markness - Sessional Daycare / Availability and Capacity

Opening Dates Availability Age Range Capacity Details Vacancies

Guidance Notes  
Service Age Range Guidance

Minimum Age Years

Minimum Age Months

Maximum Age Years

Maximum Age Months

2 Year Old Funding

3 Year Old Funding

4 Year Old Funding

Comments for Local Authority

Back Clear Submit

Select the **Capacity Details** tab and enter and submit your Capacity Date

Self Update / Markness / Markness - Daycare / Availability and Capacity

Opening Dates Availability Age Range Capacity Details Vacancies

Guidance Notes  
Service Capacity Guidance

Capacity Date

Service Age Range

Age Range	Waiting List	Vacancies	Capacity	Pending Change
Age 1	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="23"/>	Create Clear

Comments for Local Authority

Back Submit

Select **Add Age Range** to add a new line, Select the Age Range this applies to and populate the numbers for you Waiting List Vacancies and Capacity.

You can Select **Add Age Range** until you have completed all your Ages.

Select **Submit** to complete.

Self Update / Markness / Markness - Daycare / Availability and Capacity

Opening Dates Availability Age Range Capacity Details Vacancies


Guidance Notes  
Service Capacity Guidance

Capacity Date

Service Age Range

Age Range	Waiting List	Vacancies	Capacity	Pending Change
Age 2	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="34"/>	Create Clear
Age 1	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="23"/>	Create Clear

Add Age Range

Select the  **Vacancies** tab to enter your contact rules and whether you have immediate vacancies or a waiting list.

[Self Update](#) / [Markness](#) / [Markness - Daycare](#) / Availability and Capacity

[Opening Dates](#) [Availability](#) [Age Range](#) [Capacity Details](#) **[Vacancies](#)**

Guidance Notes  
Service Vacancy Guidance

Contact For Vacancies   [C](#)

Immediate Vacancies   [C](#)

Waiting List   [C](#)

Comments for Local Authority

[Back](#) [Clear](#) [Submit](#)

You can select your Service name from the 'Breadcrumb Trail' to navigate back.

[Self Update](#) / [Markness](#) / [Markness - Daycare](#)

**[Service Details](#)** [Consent](#) [Availability and Capacity](#) [Travel](#) [Costs](#) [Facilities](#)

Guidance Notes  
Service Guidance

Service Name\*

Service Type\*

Start Date\*

## Section 3.3 - Costs

Select the **Costs** tab and select **Add Charge Details** and populate the relevant Age Range and charges.

Self Update / Markness / Markness - Daycare / Costs / New

Guidance Notes  
Service Charge Details Guidance

Age Range

Charge per Hour

Charge per Session

Charge per Day

Charge per Week

Charge per Term

Comments for Local Authority

[Back](#) [Submit](#)

Select [Submit](#) when complete.

Select [Back](#) and repeat until you have added all relevant Age Ranges and Service Charges

Self Update / Markness / Markness - Daycare / Costs

[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 1	4.9	15.1	20.36	90.88	1000.23	Create		<a href="#">Clear All</a>	<a href="#">+</a>

[Back](#) [Add Charge Details](#)

Select the [Cost Details](#) tab to record any Sibling Discount and select [Submit](#).

Self Update / Markness / Markness - Daycare / Costs

[Service Charges](#) [Cost Details](#)

Guidance Notes  
Cost per age or age range per hour, day, session, term or week

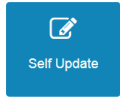
Sibling Discount

Comments for Local Authority

[Back](#) [Clear](#) [Submit](#)

You can select your Service from the 'Breadcrumb Trail' to navigate back.

# SECTION 4 – Census Collection



Select **Self Update** to access the Self Update Provider page.

Provider Name	Census Information	Email	Changes
Markness	Early Years Census		

1 Record(s) Total

Note: This page contains a list of all Providers you have access to.

The Early Years Census link will be available only when the Census data is being collected (typically for a few weeks leading up to the January Census). If you think this should be visible and you do not have this link contact [eyfel.census@sheffield.gov.uk](mailto:eyfel.census@sheffield.gov.uk) and they will be able to answer any questions.

Select **Early Years Census**

Check and enter or corrections for Funded Weeks, Weeks Open, Each Day’s Opening and Closing Time, or if you are continuously open 24/7 you can override the times with the selection.

Note: If the initial details are correct and you have no changes to make, select **No Changes Required** to inform the Early Years Team that the data is already correct. If you make any changes then you must **Submit** them.

Self Update / Markness / Early Years Census

Guidance Notes  
Early Years Census 2018 Details

Availability and Opening Times

No. of Funding Weeks	<input type="text" value="38"/>
No. of Weeks Open	<input type="text" value="48"/>
Monday opening time	<input type="text" value="09:00"/>
Monday closing time	<input type="text" value="18:00"/>
Tuesday opening time	<input type="text" value="09:00"/>
Tuesday closing time	<input type="text" value="18:00"/>
Wednesday opening time	<input type="text" value="09:00"/>
Wednesday closing time	<input type="text" value="18:00"/>
Thursday opening time	<input type="text" value="07:00"/>
Thursday closing time	<input type="text" value="19:00"/>
Friday opening time	<input type="text" value="07:00"/>
Friday closing time	<input type="text" value="17:00"/>
Saturday opening time	<input type="text" value="HH:MM (24hr)"/>
Saturday closing time	<input type="text" value="HH:MM (24hr)"/>
Sunday opening time	<input type="text" value="HH:MM (24hr)"/>
Sunday closing time	<input type="text" value="HH:MM (24hr)"/>
Continuously Open	<input checked="" type="checkbox"/>

Populate the Staff Totals and Highest Qualification per person, e.g. if there are 10 staff there should be one qualification per staff member, i.e. 10 Qualifications in total.

Total Staff Information

Total Number of Staff*	<input type="text" value="12"/>
Level 2 Qualification*	<input type="text" value="3"/>
Level 3 Qualification - Non-managerial*	<input type="text" value="2"/>
Level 3 Qualification - Managerial*	<input type="text" value="1"/>
Qualified Teacher Status*	<input type="text" value="2"/>
Early Years Professional Status*	<input type="text" value="3"/>
Early Years Teacher Status*	<input type="text" value="1"/>

Number of Children By Age

Number of 2 year olds*	<input type="text" value="3"/>
Number of 3 year olds*	<input type="text" value="3"/>
Number of 4 year olds*	<input type="text" value="5"/>

Comments for Local Authority

Back
No Changes Required
Save Draft
Submit

Populate the number of Early Years Children Attending and select Submit when you are ready to send the data to the Early Years Team.

Note: The details can be stored at any time by selecting Save Draft and you can return and complete them later, before submitting your finalised return.

If you have saved the Provider Census icon will show 🔴.

Providers - Self Update
Has Changes 
Q Search

Provider Name	Census Information	Email	Changes
> Markness	Early Years Census <span style="color: red;">🔴</span>		

1 Record(s) Total

After submission the Census Icon will show 🟡.

Providers - Self Update
Has Changes 
Q Search

Provider Name	Census Information	Email	Changes
> Markness	Early Years Census <span style="color: orange;">🟡</span>		

1 Record(s) Total

Once approved by the Early Years Team the icon will not appear.

Providers - Self Update
Has Changes 
Q Search

Provider Name	Census Information	Email	Changes
> Markness	Early Years Census		

1 Record(s) Total

For guidance on other areas of the Provider Portal, please review the Provider Portal User Guide.