



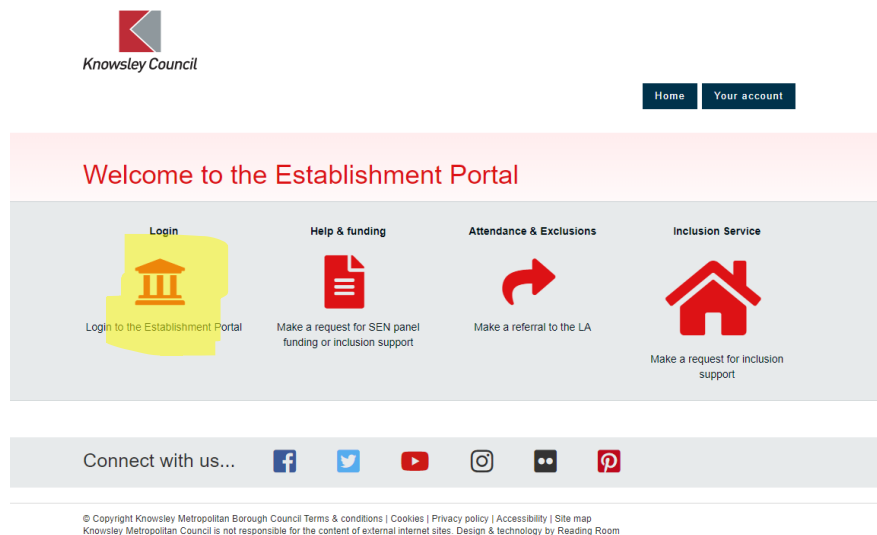
**Knowsley**  
**Early Years and**  
**Education System (EYES)**  
**Provider Portal**  
**Registration Guide**



*Knowsley Council*

# Creating an Account

When you log in for the first time you will need to create an account. Click on 'Login' as highlighted below

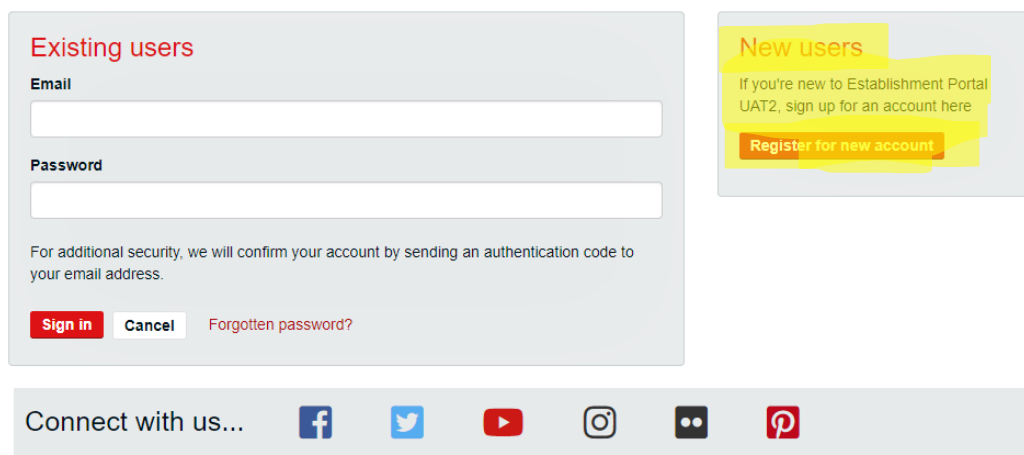


Click on 'Register for new account' as highlighted below



## Secure login - step 1

**New to Establishment Portal UAT2?** Register for an account on the right.  
**Already using Establishment Portal UAT2?** Sign in below.



Enter your name – use the managers or owners name as you only need one login per setting

## Register a new account - step 1

**Forename**

**Surname**

Enter your setting email address as this will be linked to your account as set up by Early Years. Create a password using the Password Policy highlighted below

## Register a new account - step 2

**Email address**

**Password**

**Confirm password**

**Back** **Next** Cancel

### Password policy

Your password must meet the following requirements:

- It must be at least 8 characters long
- It must contain at least one letter
- It must contain only letters, digits, and the following special characters: !@#\$%&\*

Once you have clicked on 'Next' you will see this screen below

## Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

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

**Code**

**Back** **Next** Cancel

Go to your email account as you will have been sent a validation code to enter



No-Reply@knowsle... 10:09  
to me ▾

Dear Test User,

Thank you for using Establishment Portal UAT2. Please enter the following code on the email verification page:

9451 6481

Kind regards

Enter this code as per below and click on 'Next'

## Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again.

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

**Code**

**Back**

**Next**

**Cancel**

You are now registered and have a provider portal account. Click 'Continue'

## Registration completed

Your registration has been completed successfully. Click **Continue** to carry on with your session.

**Continue**

This will then take you to the dashboard – see Provider Portal user guide for further information