

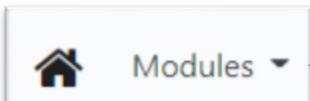
Logging in to the new system

Please ensure you have followed the instructions on how to log in for the first time. These instructions can be found in the document 'Logging in to the new IT System'. If you have not yet logged in and created a new password or set up your 2 factor authentication, then please contact earlyyearstraining@hounslow.gov.uk

Once you have successfully logged in your screen should look like the below image. This is the new Family Service Directory (FSD) which will be the route to search and book onto courses.



To access the Training courses go to 'Modules' in the top left hand corner and click on the drop down arrow



Click on 'Childcare / Service Provider'

Please select an Organisation below
As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation:

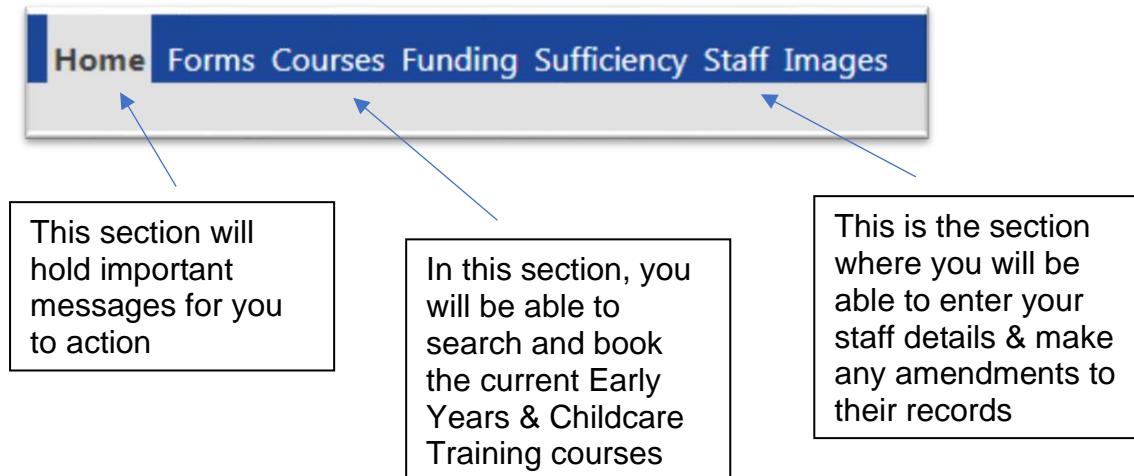
Another window will open with the name of your provision. If you have more than one setting, click on the drop down arrow and select the correct name/setting. Then click on 'Proceed'



NB – in the top right hand corner you will see a set of initials. For most, these initials will not relate to your name. The first initial will be from the first word of your setting and the second will be 'M' for migration. When the data was migrated, these were automatically set

Finding your way around the system

Once you have selected your setting/name you will see the below menu:



Before you can book your staff onto a course, you will need to add their details onto the system. Select the Staff tab from the options at the top.

Manage Staff

If you need to tell us about a leaver, please edit the record and specify their last day as the End Date
Previous | Page: 1 | Next [5 Results]

	Status	Staff Name	Staff Type	Start Date	Main Reg Contact
Edit	Unchanged	Beckham, David	Nursery Assistant	21-Jan-2021	<input type="checkbox"/>
Edit	Unchanged	Cox, Courtney	Cover Staff	29-Jan-2021	<input type="checkbox"/>
Edit	Unchanged	Pan, Peter	Administrator	09-Feb-2021	<input type="checkbox"/>
Edit	Unchanged	Perry, Mathew	Setting Manager	21-Jan-2021	<input type="checkbox"/>
Edit	Unchanged	Wadia, Nina	Setting Deputy Manager	01-Feb-2021	<input type="checkbox"/>

Previous | Page: 1 | Next [5 Results]

Add Staff Submit

In the example above, some staff have already been added. To add another member of staff, click on:

[Add Staff](#)

You will now see a page to add your staff details

Home Forms Courses Funding **Staff** Ofsted

Staff List

Staff Main Details Address/Other Details Qualifications Questions

Staff Details

Staff Type*	<input type="text"/>	DOB	<input type="text"/>
Title*	<input type="text"/>	Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female
Forename*	<input type="text"/>	Main Registration Contact	<input type="text"/>
Initials*	<input type="text"/>	Start Date*	<input type="text"/>
Surname*	<input type="text"/>	End Date	<input type="text"/>

Registration Providers

Use this table to identify the Providers with which this staff member is involved and, if relevant, identify them as the Main Contact (primary recipient of communications) and/or Census Contact (included in the annual DfE funding census return).

Provider	Involved with Provider	Main Contact	Census Contact	Posts
Happy Day Nursey - Day nurseries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Save **Cancel** *denotes mandatory fields

Any field with an asterisk next to it is a compulsory field.

Points to note:

- For the Initial, please enter the first letter of your first name
- The Start Date is the date you are creating the record for your staff member
- When a staff member leaves, please remember to add an End Date to ensure that only eligible staff can access the Council's subsidised training

Provider	Involved with Provider	Main Contact	Census Contact
Happy Day Nursey - Day nurseries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this section, select **Involved with Provider** for all staff you are adding. Main Contact is selected for the primary recipient of communication (usually the manager). Please select this for one staff member only. Census Contact is selected for the person in your setting that the LA or DfE can speak to regarding any queries about the census (usually the manager). Please select this for one staff member only.

From this section
select
Address/Other
Details

Please enter the setting address, telephone number &
E-Mail Address

Home Forms Courses Funding **Staff** Ofsted

Staff List

Staff Main Details **Address/Other Details** Qualifications Questions

Address

Address Line 1
Address Line 2
Address Line 3
Locality
Town
County
Postcode
Telephone (Home)
Telephone (Work)
Telephone (Mobile)

Ethnicity
NI Number

Contact Preferences

E-Mail Address
Include in Letters
Print Letters
E-Mail Letters
Use Work Address

Save Cancel *denotes mandatory fields

From this section
select
Qualifications

Please select the staff qualification from the dropdown. You can only add one qualification for each staff member, therefore please ensure this is the most recent or highest level.

Home Forms Courses Funding **Staff** Ofsted

Staff List

Staff Main Details Address/Other Details **Qualifications** Questions

Add Qualification

Once you have completed the sections for Staff Main Details, Address and Qualifications, please press Submit

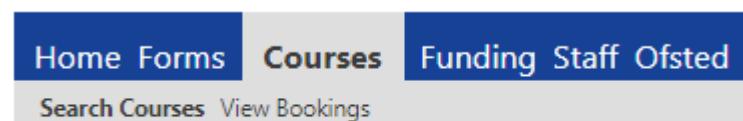
Submit

Once submitted, the details will be sent through to the Early Years & Childcare Team to authorise. Once authorised, you can book your staff onto courses.

Once your staff details have been submitted and accepted, you can now book training courses.



Select the Courses tab from the options bar



Course Search

Please select a search route:

Searching is made easier by selecting a particular criteria.

- Course Search

Select Course Search

Step 1 of 1 Section 1

Help?

Course Type:

Course Dates DD/MM/YY

From:

To:

Course Audiences:

Course Venues:

Step 1 of 1

Finish

Cancel

If you know any of the information that goes into these fields (Course Type, Course Dates, Course Audiences, Course Venue) then choose these from the dropdowns. **Alternatively, please select FINISH to get a full list of current courses.**

	Course	Course Sessions	Venue	Target Audience
Details or Request Places	Developing A Progressive Curriculum For Maths	17/03/2021: 10:00AM - 12:00PM	Microsoft Teams	All Early Years Practitioners

Previous | Page: 1 | Next [1 Result]

[Home page](#)

Once the list of courses is displayed, you can either:

- Select Details to see further details of the course
- Select Request Places to book a place

If you select Details, you will see the following page:

Home Forms Courses Funding Staff Ofsted

Search Courses View Bookings

Course Search

Course Information:

Course: Developing A Progressive Curriculum For Maths
Course Type: Learning & Development

[Request Places](#)

Course
Developing A Progressive Curriculum For Maths

Course Type
Learning & Development

Course Sessions
• 17/03/2021: 10:00AM - 12:00PM

Target Audience
All Early Years Practitioners

Venue
Microsoft Teams

Course Website
<https://fsd.hounslow.gov.uk/SynergyWeb/math.aspx>

[Back To Results](#) [Home page](#)

Select Home Page to return to Course search page

Select Course Website to see full details of the course

Select Request Places to book the course

If you select Request Places, you will see the following page:

The diagram illustrates the booking process. It starts with a 'Course Booking' table showing staff members and their booking status. Three arrows point from this table to three callout boxes below, each containing a step in the process:

- To book a place, tick Request Booking next to your staff member** (points to the 'Not Booked' row for David Beckham).
- Once you have selected Request Booking, the status will change to Place Requested and the request will go to the Early Years & Childcare Team** (points to the 'Place Requested' row for David Beckham).
- Once the Early Years & Childcare Team has accepted your booking, the status will change to Booked** (points to the 'Booked' row for Nina Wadia).

Staff Member	Provider	Status	Action
David Beckham	Happy Day Nursery(Day Nursery)	Place Requested	<input type="checkbox"/> Cancel Request
Courtney Cox	Happy Day Nursery (Day Nursery)	Not Booked	<input type="checkbox"/> Request Booking
Peter Pan	Happy Day Nursery (Day Nursery)	Not Booked	<input type="checkbox"/> Request Booking
Mathew Perry	Happy Day Nursery (Day Nursery)	Not Booked	<input type="checkbox"/> Request Booking
Nina Wadia	Happy Day Nursery(Day Nursery)	Booked	

Course Search

Course Booking:

Course: Developing A Progressive Curriculum For Maths
Course Type: Learning & Development

Submit **New Search**

If you wish to view bookings made by your setting, select View Bookings from the option bar and add the dates you wish to search:

The screenshot shows the 'View Bookings' page with a 'Booked Courses' section. It includes date filters for 'From' (02/03/2021) and 'To' (31/03/21), and a 'Filter' button.

View Bookings

Booked Courses:

From: 02/03/2021 To: 31/03/21 **Filter**

The courses that you have requested a place for/booked will show here:

Home Forms Courses Funding Staff Ofsted

Search Courses View Bookings

View Bookings

Booked Courses:

From: 02/03/2021 To: 31/03/21 Filter

	Course	Course Sessions	Venue	Target Audience
Details or Manage Requests	Through The Eyes Of The Child	09/03/2021: 9:30AM - 12:30PM	Microsoft Teams	All Early Years Practitioners
Details or Manage Requests	Developing A Progressive Curriculum For Maths	17/03/2021: 10:00AM - 12:00PM	Microsoft Teams	All Early Years Practitioners

Select Manage Requests

Home Forms Courses Funding Staff Ofsted

Search Courses View Bookings

Course Search

Course Booking:

Course: Developing A Progressive Curriculum For Maths
Course Type: Learning & Development

Course Details

Staff Member	Provider	Status	Action
David Beckham	Happy Day Nursey(Day Nursery)	Place Requested	<input type="checkbox"/> Cancel Request
Courtney Cox	Happy Day Nursey (Day Nursery)	Not Booked	<input type="checkbox"/> Request Booking
Peter Pan	Happy Day Nursey (Day Nursery)	Not Booked	<input type="checkbox"/> Request Booking
Mathew Perry	Happy Day Nursey (Day Nursery)	Not Booked	<input type="checkbox"/> Request Booking
Nina Wadia	Happy Day Nursey(Day Nursery)	Booked	<input type="checkbox"/> Request Booking

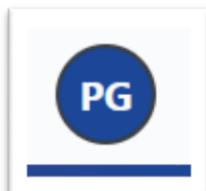
Submit New Search

If you need to cancel a Booked course, please email earlyyearstraining@hounslow.gov.uk (2 weeks notice required)

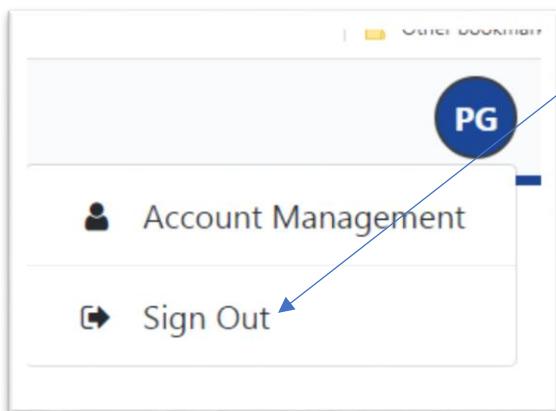
If the status is Place Requested, you can Cancel the Request

To book a place, tick Request Booking next to your staff member

Logging out



Go to the top right hand corner and click on the initials displayed in the circle



An option will pop up for you to 'Sign Out'

NB If any employee with login details leaves your setting and should no longer be accessing the provider portal, please contact a member of the Early Years & Childcare team immediately.

Further support

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