

Employment and Entertainment Portal Guidance

Version History

Confidentiality / Document Control

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Date	Document Name	Owner	Document Version
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1. System Requirements

In order to ensure the functionality of the new Parent Portal works as intended and to keep your browsing experience as secure as possible, it is strongly recommended that you update your Internet browser to its latest version.

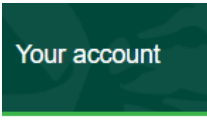
The Parent Portal is supported on the following browser platforms:

- Microsoft IE11
- Microsoft Edge
- Google Chrome
- Apple Safari
- Mozilla Firefox

Mobile device browsing is supported for the Parent Portal. However, for the best user experience, it is recommended to access the Portal with one of the browsers listed above on a standard PC or Apple computer.

2. How to log into the Portal

- Click on Your Account – top right



Your account

3. Register for a new Account

New users

If you're new to Parent Portal, sign up for an account here

[Register for new account](#)

- Enter details
- Set a new password

You will be sent a code to your email address you have just registered

- Collect code from the email that has been sent to you and put it in this field
- Click 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. 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 *

[Back](#)

[Next](#)

[Cancel](#)

[Please send me a new code](#)

- Your account has now successfully been created, click the Continue button to log into your account

Registration completed

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

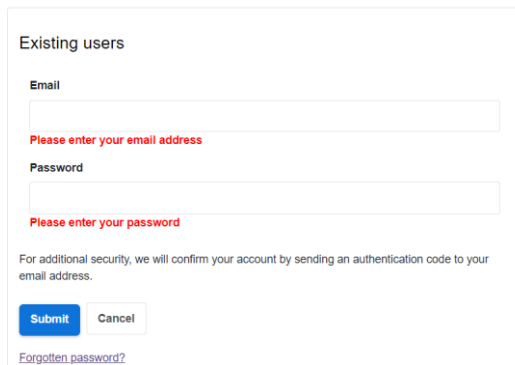
[Continue](#)

4. Signing into an existing account

- Enter your registered email and password
- Click Submit

Secure login - step 1

New to Parent Portal? [Register for an account here](#) or use the button below.
Already using Parent Portal? Sign in below.



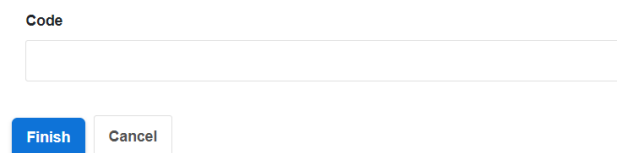
The screenshot shows a login form titled "Existing users". It contains two input fields: "Email" and "Password". Below the "Email" field is a red error message: "Please enter your email address". Below the "Password" field is a red error message: "Please enter your password". Below the input fields is a note: "For additional security, we will confirm your account by sending an authentication code to your email address." At the bottom of the form are two buttons: "Submit" (in blue) and "Cancel" (in white). Below the form is a link: "Forgotten password?"

- Click the Sign In button to continue
- You will then receive an email with a verification code
- Enter in the code

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

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



The screenshot shows a code verification form. It has a label "Code" above a single input field. Below the input field are two buttons: "Finish" (in blue) and "Cancel" (in white).

[Please send me a new code](#)

- Then click on the Finish button to log into your account

You will now be logged into the Portal

5. Completing the Form

Go to Home button – top right-hand side

Home

Select Entertainment Licence or Work Permit depending on which one you are applying for

For Businesses

Entertainment Licence

Work Permit

[Apply for an entertainment licence](#)

[Apply for a work permit \(only to be completed by the employer\)](#)

Starting the Form

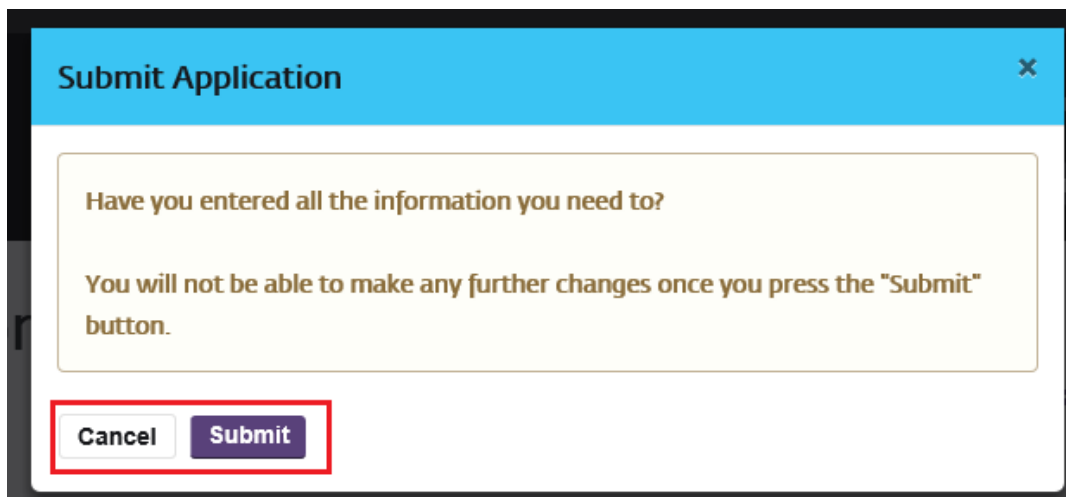
- Click Apply for here

Apply for here

- Complete all fields within the form. If not all fields are completed as necessary, this could delay your application.
- If you need to come back to the form at any time please review guidance on how to save the form (see section on saving a form)

Once completed you can submit the form.

- A pop-up box will appear asking you to confirm the submission. If you need to make further changes click on the Cancel button, once you click the Submit button no further changes can be made



- You will then get a confirmation message that the form has been submitted
- You will also receive an email confirmation about your submission

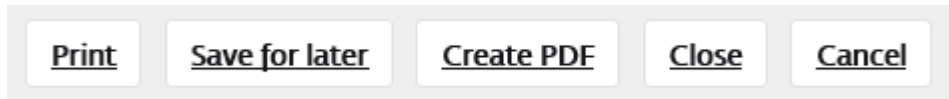
Confirmation of form submission

Thank you for submitting a form to us via the [Portal](#).

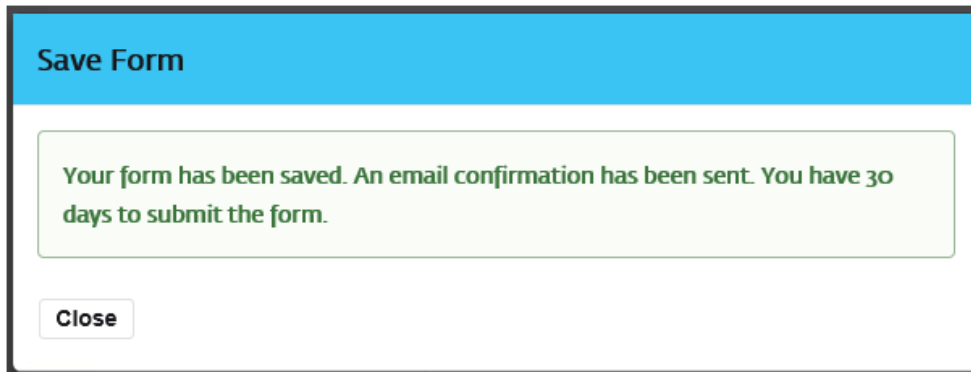
Education Team

6. Saving a form / Create a PDF / Print a form

- You can use the buttons at the bottom of the form to save the form, so that you can return to it later, create a PDF of the form, close the form, Cancel the form and Print the form



- If you click the Save for later button to save your form, the following message will pop-up on the screen



- You will also receive an email confirming the form has been saved, with a link to go back into the form

Saved Assessment Form

Please visit [the Parent Portal](#) in order to continue with your form.

Many Thanks

Early Years & Education Team

7. To View Your Applications / Saved Forms / Submitted Forms

- Click on a tab on the left-hand side

No.	Submitted	Applicant	Reference	Type	Status	Info
1	05-May-2022	Health Worker	M7-HH55-LE6A	Work Permit - Zachary Verify	Submitted Successfully	

8. To Manage your Account

Manage Account

Change profile details

To keep your account secure, we'll ask you to enter your password to authorise your details change.

[Change profile details](#)

Change email address

To keep your account secure, we'll ask you to enter your password to authorise your details change.

[Change email address](#)

Change password

[Change password](#)

9. Support

If you have any queries or issues regarding access to the portal or need help with completing the form, please email:

childperformancelicence@oxfordshire.gov.uk