

Online Parent Portal Guide

Milton Keynes
Council

Two Year Old
Funding



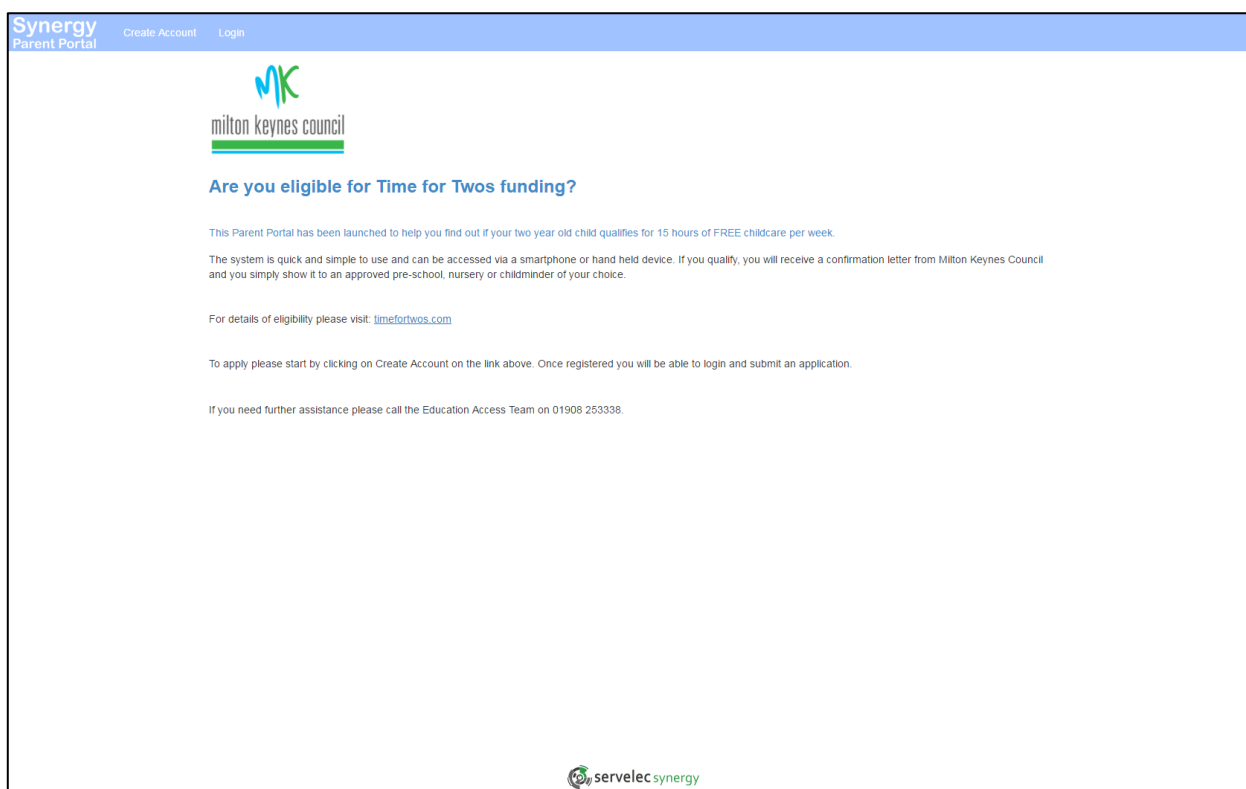
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Introduction

- From 1 May, all applications for Time for Twos funding will be processed online only.
- The eligibility criteria has not changed and golden tickets are still sent to eligible families.
- In order to allocate funding for these families, they still need to make an online application so we have their details.
- **PLEASE NOTE: The online form will only work on an up to date browser. If you cannot access the page due to a compatibility issue, please update your preferred web browser.**



(Above: Time for Two's Online Application Home Page)

How do I register? (Part one)

1. Please use the website address below to access the registration page:
https://childcare.milton-keynes.gov.uk/ENROL_Live/Website/account/add.aspx
2. Fill out all mandatory fields marked with a red star *

Create new user account

To create a new account, please specify the details of the applicant below. Items marked with asterisks are mandatory fields. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters and comprising of: one or more lower-case letters, upper-case letters, digits and special characters (eg: £ \$ % & * # @).

Account Details

* indicates a required field

Title * << Please Select >>

Forename *

Middlename

Surname *

Evening Phone

Daytime Phone

Mobile Phone

Email Address *

Confirm Email Address *

Secret Question * What is your mother's maiden name?

Secret Answer *

Password *

(please see above for secure password policy)

(Above: Registration Page)

- Additional information such as a phone number is useful for when the parent needs to be contacted and if further information is required.
- Please refer to the top of the create new user account page explaining what the password's minimum criterion is.

How do I register? (Part two)

1. Fill out all mandatory fields marked with a red star. *

Applicant manual address
This form allows you to specify your current address manually by entering information in the relevant fields below.

Address Details

House number*

Secondary

Street*

Locality

Town

County

Postcode*

Home LA

<< Back Search Again Next >>

Applicant address: find address

Please specify the address of the applicant by entering the first line of address and/or postcode below. Click the Find button to search for the address. If you wish to enter your address manually, click the Manual Address button.

Find Address

House number

Postcode*

* indicates a required field

<< Back Find Or Enter Manual Address

(Above: Both options on how to enter your address – Manually or Searched)

2. Proceed by clicking on 'next' to be presented with following page.

Applicant account details confirmation

The information below is a confirmation of the details you have supplied to add a new account. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Applicant Details [Edit Applicant Details section](#)

Title:

Forename:

Surname:

Email Address:

Applicant Address [Edit Applicant Address section](#)

House number:

Street:

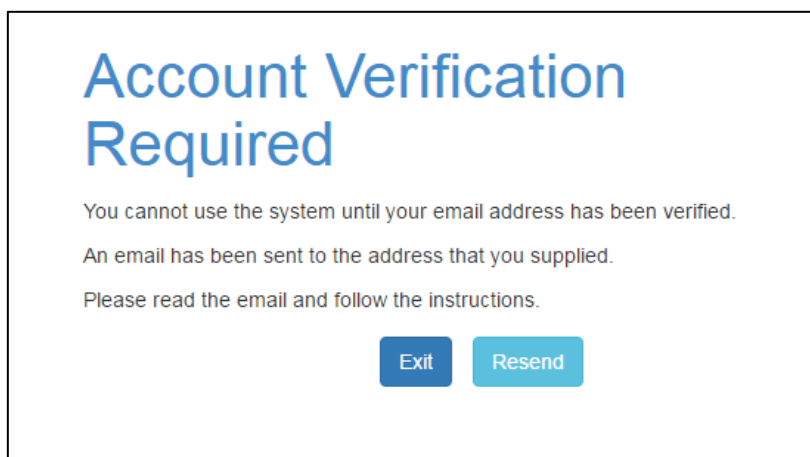
Postcode

<< Back Confirm

3. Check that all the details you have entered are correct and then click confirm. This will take you to the Account Verification Page.

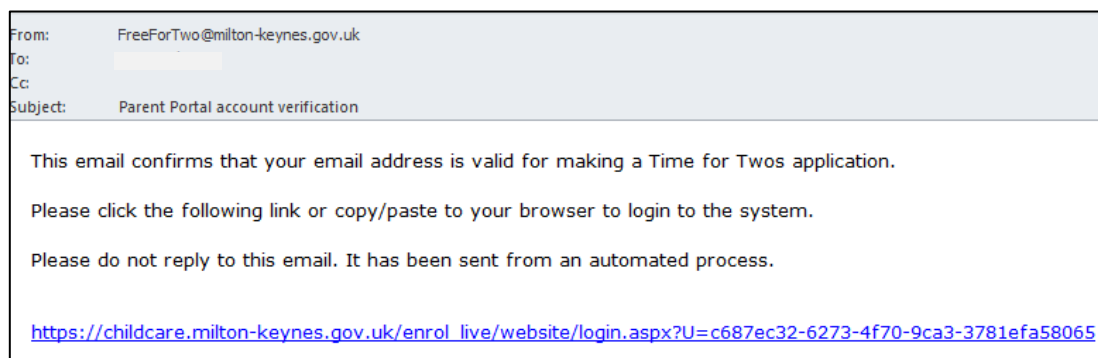
How do I verify my details?

1. Login to your personal email account and click on the link in your email or copy and paste the link into a browser
(Email subject: Parent Portal account verification)



(Above: Account Verification Page)

- Please note: If you do not receive the email you can try clicking Resend
- We also recommend that you check junk folder.

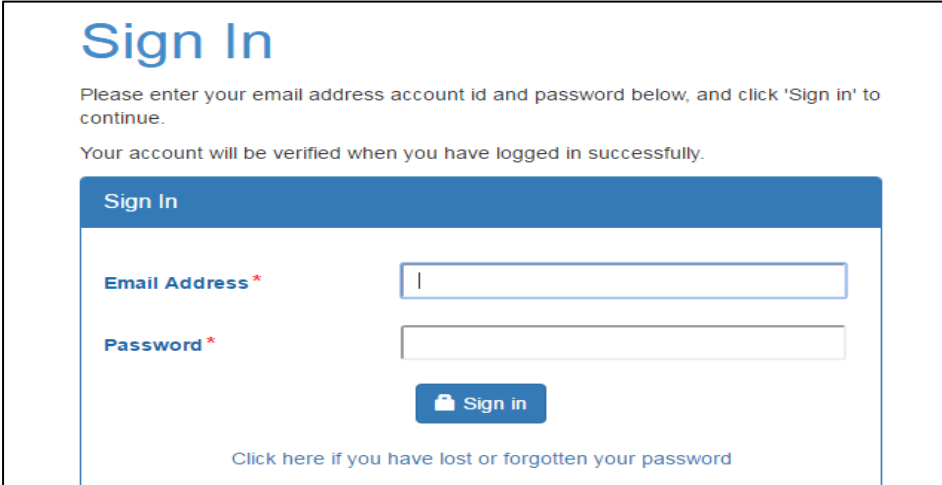


(Above: Automatic Verification Email Example)

How do I sign in?

1. Use the following link to open the Sign In page and enter your email address and password, then click Sign in.

https://childcare.milton-keynes.gov.uk/enrol_live/website/login.aspx



Sign In


Please enter your email address account id and password below, and click 'Sign in' to continue.

Your account will be verified when you have logged in successfully.

Sign In

Email Address*

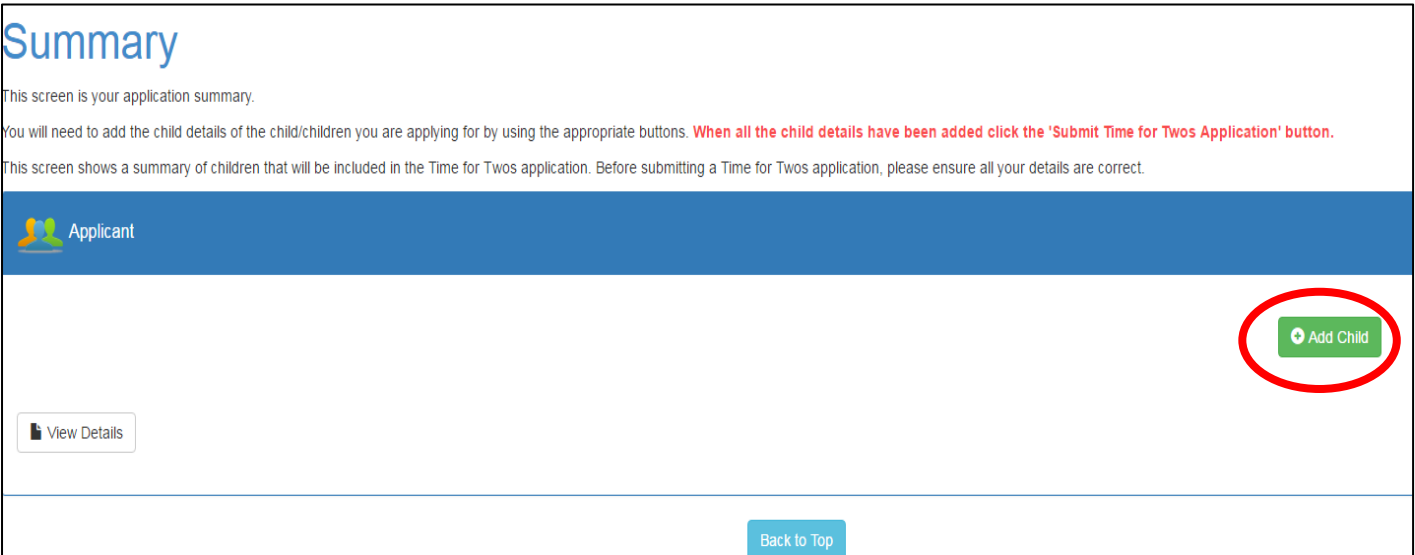
Password*

 **Sign in**

[Click here if you have lost or forgotten your password](#)

(Above: Sign In Page)

- When you sign in it will take you to the summary page. Click on the Add Child button to enter the details of your child.





Summary


This screen is your application summary.


You will need to add the child details of the child/children you are applying for by using the appropriate buttons. **When all the child details have been added click the 'Submit Time for Twos Application' button.**

This screen shows a summary of children that will be included in the Time for Twos application. Before submitting a Time for Twos application, please ensure all your details are correct.

 Applicant

 View Details

 Add Child

 Back to Top

(Above: Summary Page)

How do I enter my child's details?

1. Fill out all mandatory fields marked with a red star. *

Child details

Please specify the details of the child you wish to make an application for and then click the Next button to continue. Fields marked with an asterisk are mandatory.

Details

* indicates a required field

Forename*

Middlename

Surname*

DOB* (DD/MM/YYYY)

Gender* Male Female

Child address same as Applicant?

LA

Leave this blank (disabled field)

(Above: Child Detail's Page)

2. Check all details you have entered are correct, then click Confirm.

Time for Twos child details

The information below is a confirmation of the details you have supplied for the child. If the information you have supplied is correct click the Confirm button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Child Details [Edit Child Details section](#)

Forename: J
Middlename: B
Surname: B
DOB: 08/09/2015
Gender: Male
Child address same as Applicant?: Yes

School Details [Edit School Details section](#)

Current School: Not applicable

(Above: Child Details Confirmation Page)

How do I make my application? (Part one)

1. Now you have an account and confirmed your details and your child's details, you will be taken back to the summary page. You will notice that your child has been added to this page. Click on the Submit Time for Twos application button.

Summary

This screen is your application summary.

You will need to add the child details of the child/children you are applying for by using the appropriate buttons. **When all the child details have been added click the 'Submit Time for Twos Application' button.**

This screen shows a summary of children that will be included in the Time for Twos application. Before submitting a Time for Twos application, please ensure all your details are correct.

Applicant

View Details

Add Child

Submit Time for Twos application

Before progressing, please use the 'Edit Child' link to review or amend child details.

J B B 08/09/2015 Edit Child Delete Child

(Above: Summary page, please note details have been blanked out)

2. Please enter either your National Insurance Number or your NASS number. You will need to also enter your date of birth and then click Submit Time for Twos Application.

Time for Twos eligibility check

Please provide your NI Number to check your eligibility for Time for Twos. Click the Submit Time for Twos Application button to submit application.

Validation Error(s)

- Must enter either NI Number or NASS Number for Time for Twos application

Details

* indicates a required field

Please enter NI Number or NASS Number:-

NI Number

NASS Number

DOB (DD/MM/YYYY)*

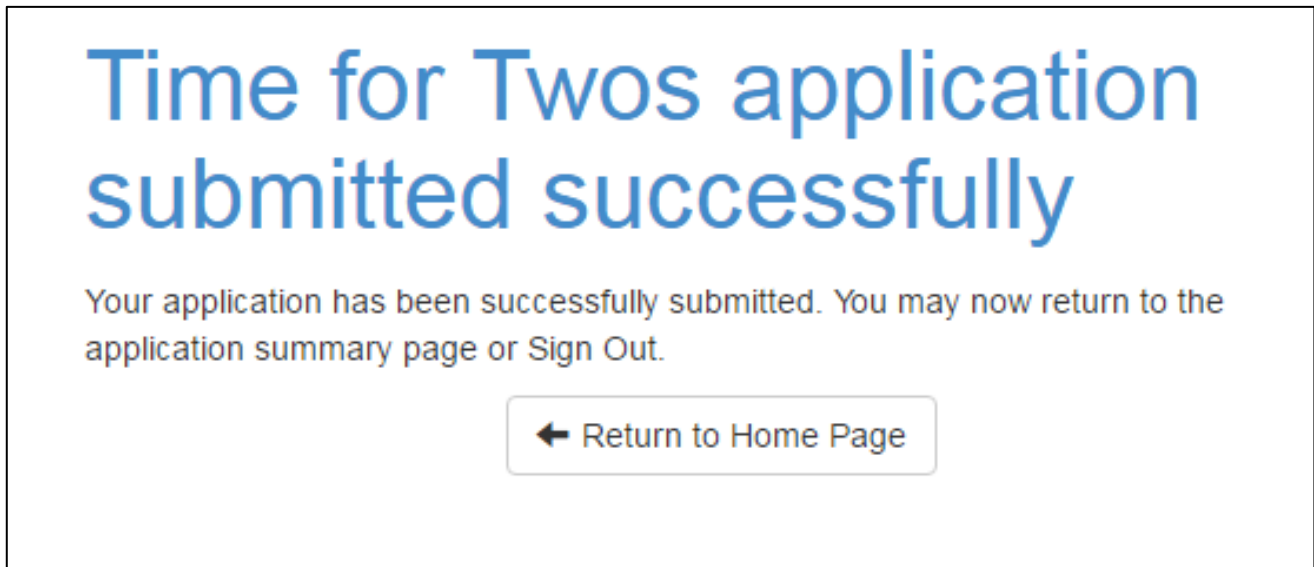
Cancel Submit Time for Twos Application

Upon submission of your Time for Twos application, a provisional check will be performed with the Eligibility Checking Service (ECS). The results of the provisional check will be displayed when you are returned to the Application Summary page.

(Above: Time for Twos Eligibility Application Form)

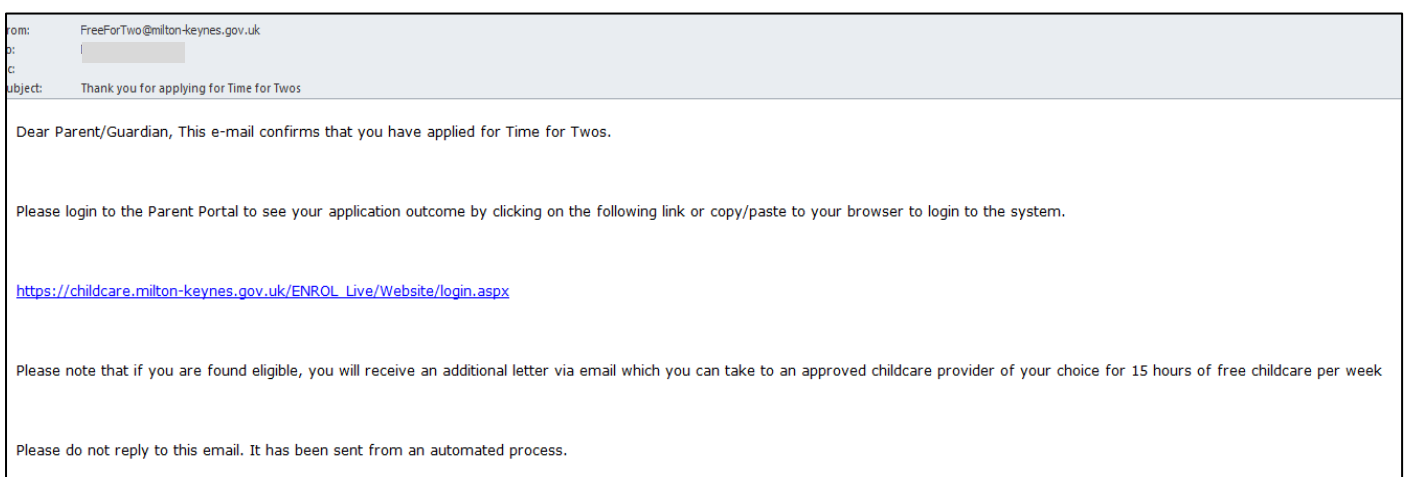
How do I make my application? (Part two)

- You will now see the below message page advising that you have completed your application.



(Above: Successfully Application Submitted Page)

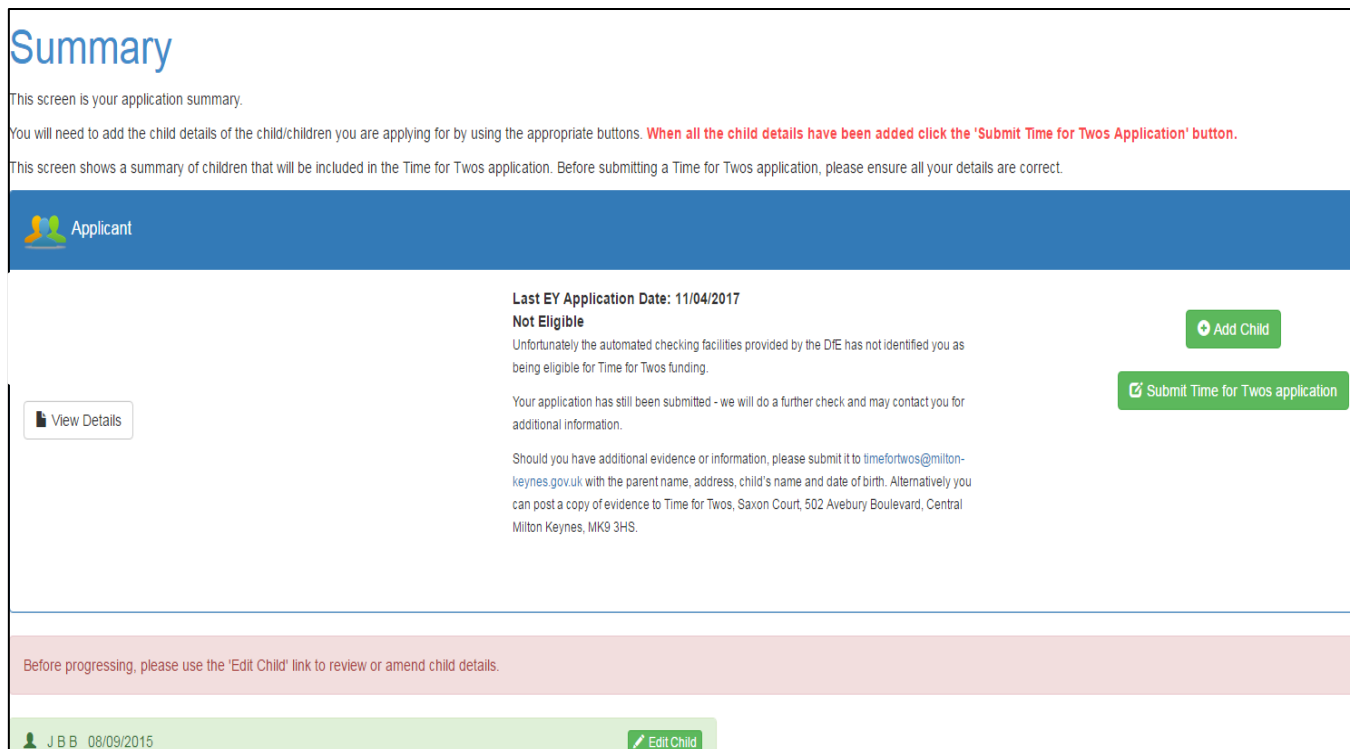
- You will also receive an email advising that you have completed your application. The email will include the link to the sign in page so you can view your application outcome.
- Please note that if you are found eligible, you will receive an additional letter via email which you can take an approved childcare provider of your choice for 15 hours of free childcare per week.



(Above: Application successfully Submitted Email Example)

How do I know if the results of my application?

- The results of your application will be available to you on the Parent Portal Summary page; you can access this by simply logging in.



The screenshot shows a 'Summary' page for a Time for Twos application. The page title is 'Summary'. Below the title, there are three lines of text: 'This screen is your application summary.', 'You will need to add the child details of the child/children you are applying for by using the appropriate buttons. When all the child details have been added click the 'Submit Time for Twos Application' button.', and 'This screen shows a summary of children that will be included in the Time for Twos application. Before submitting a Time for Twos application, please ensure all your details are correct.' Below this is a blue header bar with 'Applicant' and a person icon. The main content area has a white background and contains the following text: 'Last EY Application Date: 11/04/2017', 'Not Eligible', 'Unfortunately the automated checking facilities provided by the DfE has not identified you as being eligible for Time for Twos funding.', 'Your application has still been submitted - we will do a further check and may contact you for additional information.', and 'Should you have additional evidence or information, please submit it to timefortwos@milton-keynes.gov.uk with the parent name, address, child's name and date of birth. Alternatively you can post a copy of evidence to Time for Twos, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS.' There are three buttons: 'View Details' (left), 'Add Child' (top right), and 'Submit Time for Twos application' (right). At the bottom, there is a pink bar with the text 'Before progressing, please use the 'Edit Child' link to review or amend child details.' and a green bar with 'J B B 08/09/2015' and 'Edit Child'.

(Above: Summary Page with Example Results)

- You will be notified of your eligibility immediately after you apply online. If you have additional evidence demonstrating you are eligible, please email this to timefortwos@milton-keynes.gov.uk with the parent's name, address, child's name and date of birth.
- Please note: If you received a golden ticket and applied before the expiry date on the ticket you will be deemed eligible even if the outcome says Not Eligible.
- If you wish to find out which providers in Milton Keynes accept two year old funding, please visit our [childcare search page](#).

Contact Details:

If you need help with making an online application you can call the Education Access Team on 01908 253338 or email timefortwos@milton-keynes.gov.uk.