



VALE of GLAMORGAN COUNCIL Professional Portal

Registering & Creating a New Portal Account

August 2021



Directorate of Learning and Skills

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Registering as a user – Your Security Details

Using Internet Explorer versions 10 and 11, Firefox, Edge or Google Chrome, navigate to:

https://admissions.valeofglamorgan.gov.uk/ProfessionalPortal_LIVE/Account/Login

You should see the Homepage of the Professional Portal (see below).

VALE of GLAMORGAN
BRO MORGANNWG

Professional Portal

Home Login Register

Don't have an account? Please [register](#)

Email Address

Password

Login

Forgotten your password?

Welcome to the Vale of Glamorgan Council's Professional Portal

- Health Professionals.
- Medical Professionals.
- Social Care Professionals.
- Schools / Academies.
- Speech & Language Professionals.
- Occupational Physio Professionals.
- Early Years Settings.
- Professionals that work with Children & Young People.
- Post 16 Establishments.

What can you do via the Portal?

- Upload documents securely and directly to the Local Authority.
- Complete forms online for a Child or Young person you are working with.
- Submit information for a Child or Young person you are working with.
- Request Assessments.
- Complete referrals for the Child/Young person you are working with.
- Update the Child/Young persons details.

Get Registered

If you don't already have an account, please register using the 'Register' option in the top left hand side of this page. For help and support logging on, please see the user guides area at the bottom of this page.

1. Save the link to your Favorites for easy access in the future.
2. On the left-hand side of the screen, left click the register button (see below).

Don't have an account? Please [register](#)

Email Address

Password

Login

Forgotten your password?

Please use a work email address and not personal

Registration

You need to register with us in order to use the Professional Portal. This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details
About you
Work Details

*** Required field**

Email Address *

Confirm Email *

Password *

Confirm Password *

[Next](#)

[User Guides](#)
 [Contact Us](#)
 [Terms and Conditions](#)
 [Forms & Templates](#)
 [Privacy Notice](#)
 [Cookies Policy](#)

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Your password will need to include the below.

i

Please enter password

- It must be a minimum of 10 characters, not longer than 128 characters
- It must contain a minimum of 2 number (s)
- It must contain a minimum of 1 lower case character
- It must contain a minimum of 1 upper case character
- It must contain minimum 1 special characters
- It must not be same as the username

Remember that your password is case sensitive.

Click [Next](#)

Registering as a User – About You

Add your details and click Next

Registration

You need to register with us in order to use the Professional Portal. This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details About you Work Details

* Required field

Title *

Forename *

Surname *

Gender *

Please select gender

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[User Guides](#) [Contact Us](#) [Terms and Conditions](#) [Forms & Templates](#) [Privacy Notice](#) [Cookies Policy](#)

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Registering as a User – Your Work Details

Role and Organisation

The Professional Role and Organisation Name boxes are mandatory.

You can free type into the Professional Role box, which brings up a drop-down box of roles.

If your role does not appear, free type your role in and the system will accept it.

Registration

You need to register with us in order to use the Professional Portal. This screen will guide you to enter the necessary information required for registration process. Please hover the mouse over each field to see what information you will need to enter for this purpose.

Security Details About you Work Details

* Required field

Professional Role *

Organisation Name *

To find your work address please enter your postcode and then click Find Address. If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

[Find Address](#) [Enter Address Manually](#)

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Mobile Number

Work Phone

If you would like to add another Professional Role to your account, please navigate to "My Account" once you have completed your registration.

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Address

You can either find the address automatically searching by postcode, or enter it manually.

To find your work address please enter your postcode and then click Find Address. If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode *

[Find Address](#) [Enter Address Manually](#)

Civic Offices, Holton Road, Barry, CF63 4RU
 Holton Road, Barry, CF63 4RU
 Vale Of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU

[Select](#)

Find the correct address, highlight it by clicking on it and then press select:

boxes provided

[Use Another Address](#)

House Number

House Name

Building Name

Street Name

District / Village

Town

County

Postcode *

Country

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Mobile Number

Work Phone

If you would like to add another Professional Role to your account, please navigate to "My Account" once you have completed your registration.

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[Submit Registration](#)

[User Guides](#) [Contact Us](#) [Terms and Conditions](#) [Forms & Templates](#) [Privacy Notice](#) [Cookies Policy](#)

The Mobile Number and Work Phone boxes are not mandatory however, we would appreciate contact numbers being entered.

Press 'Submit Registration' when complete.

You will now see this:



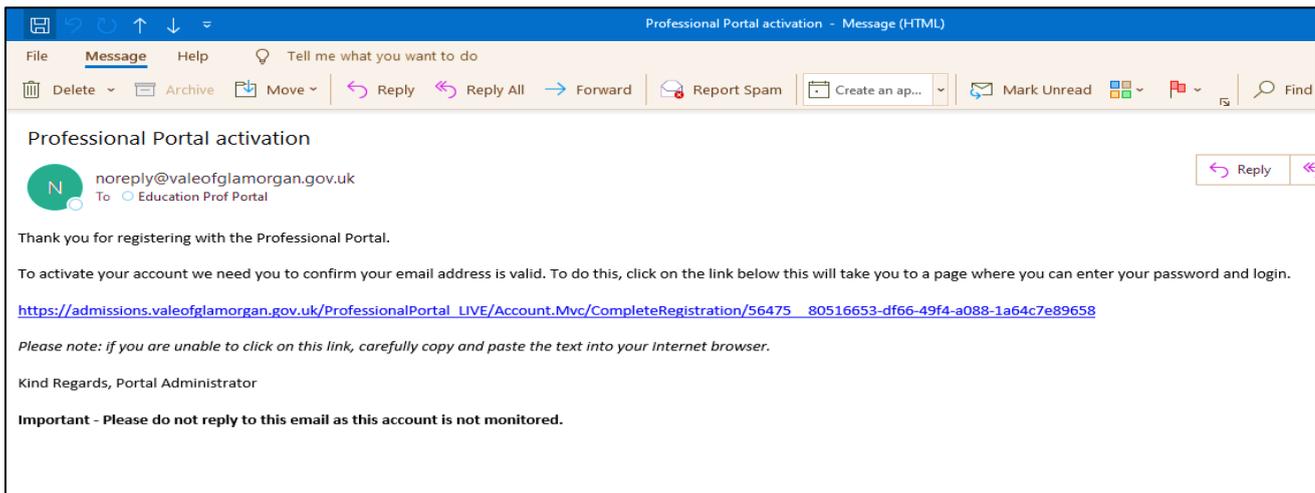
Professional Portal

[Home](#)
[Login](#) [Register](#)

Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

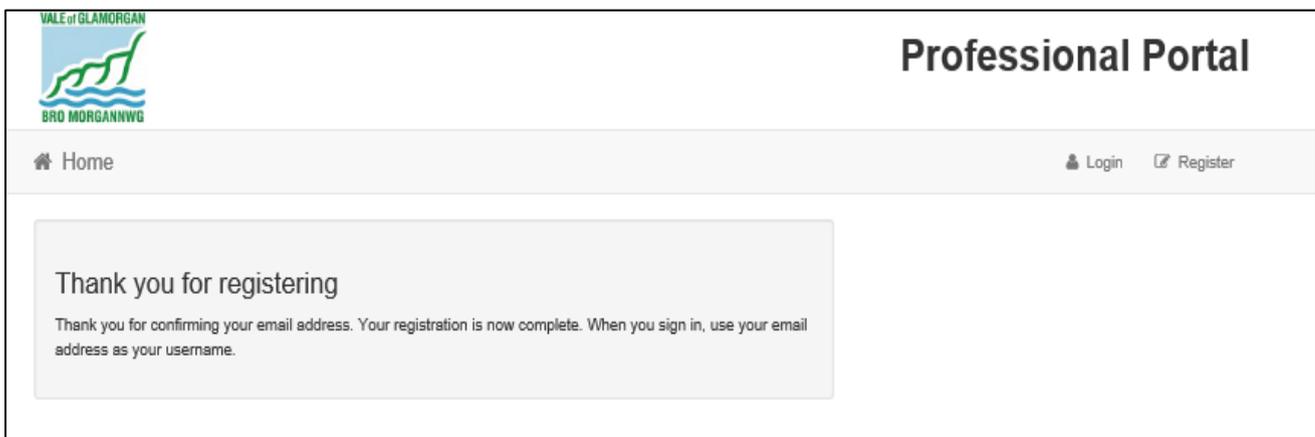
Go to the email account you used to register for the Portal and look for the email below:



If you don't receive an email, please check your SPAM or JUNK Email Accounts.

Click on the link within the email to confirm your registration – you will be taken to the below.

Click on Home and sign in for the first time.



Two Step Verification – The Last Step

To access the forms section within the Professional Portal, a two-step verification process is required. This is due to the sensitive nature of information that is being entered onto the Portal.

Two step verification means that when logging into the Portal, you will first need to enter your username and password. You will then receive an email containing a unique code.

This code needs to be entered before you can access the Portal.

Log in to the Portal for the first time.

Once logged into the Portal select the icon labelled 'Forms' – as below.

Professional Portal

Enable Two Step Verification now
You can increase your security by using Two Step Verification. [Enable now](#)

Home My Account Sign Out

Welcome to the Vale of Glamorgan Council's Professional Portal

Guidance on how to use the site can be found [Here](#).

Below you will see:

- A 'Forms' button. This will allow you to submit, request and receive information on the Child or Young person you are working with.
- A 'Messages' button. This will take you to any messages you have received in relation to them.

Forms Messages

Click on 'Forms'. You will then be taken to the page below:

Professional Portal

Home My Account Sign Out

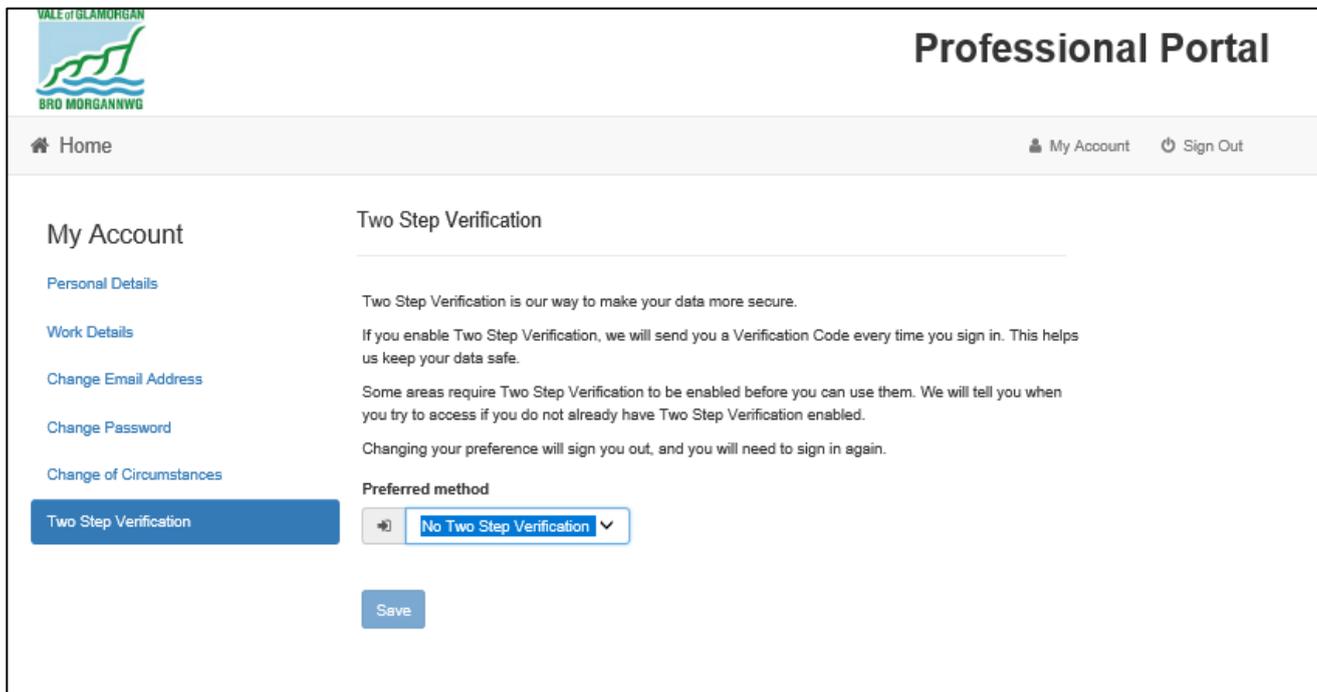
Two Step Verification Area

This area requires Two Step Verification to be enabled before you can access it. Please enable this in My Account before continuing.

[Enable Two Step Verification now](#)

Click on 'Enable Two Step Verification now' and you will be taken to the page below.

Select 'Email' as your preferred method



The screenshot shows the 'Professional Portal' interface. On the left is a 'My Account' sidebar with links for Personal Details, Work Details, Change Email Address, Change Password, Change of Circumstances, and Two Step Verification (which is highlighted). The main content area is titled 'Two Step Verification' and contains the following text:

Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.

Under 'Preferred method', there is a dropdown menu currently set to 'No Two Step Verification' and a 'Save' button below it.

You will be logged out of the system and taken back to the Homepage.

When logging into the Portal from now on, you will need to enter your username and password. You will then be asked to enter a unique verification code. This code will be sent to your registered email address.

Verification Code sent

Your Verification Code has been sent.
Please enter your Verification Code to continue.

Your Verification Code *

Verify

**Congratulations you now have a
Professional Portal Account**