



How to Register a Setting and Join an existing Setting

Trainer: Menna Ward



Aims and Objectives

Our aim is to show you how to sign in to the digital system, register your setting and authorise other members of staff join your setting.

This session will take you through the journey step by step to become familiar with the environment and understand the process.



Llywodraeth Cymru
Welsh Government



Adysg gynnar a gofal • Early education and care

Content

- Create Government Gateway account
- Sign-in to Government Gateway
- The process to register and activate your setting
- The process to join an existing setting
- Step-by-step demonstration
- Help and support



Llywodraeth Cymru
Welsh Government



Adysg gynnar a gofal • Early education and care



Create Government Gateway account



Account Recovery



Llywodraeth Cymru
Welsh Government

Childcare Offer for Wales: Providers / Settings

Childcare for 3 and 4 year-olds

Your details

All fields are required unless stated optional

First name

Middle name (optional)

Last name

Date of birth

For example: 29/06/1980

Email address

Why are we asking for your email address? ▼

Contact number

Why are we asking for your contact number? ▼

Memorable word

Your memorable word must be between 6 and 12 characters (including Welsh characters) and must not contain spaces, numbers or special characters

What do we mean by a memorable word? ▼

Memorable word hint

Your memorable word hint must be less than 50 characters and cannot contain any special characters

What do we mean by a memorable word hint? ▼

Continue



Addysg gynnar a gofal • Early education and care

Communication preferences



Llywodraeth Cymru
Welsh Government

Your communication preferences

All fields are required unless stated optional

Please tell us which language you would like us to write to you and speak to you in

Writing to you

Welsh

English

Speaking to you

Welsh

English

Continue



Adysg gynnar a gofal • Early education and care

Sign In to Government Gateway



Keeping your information secure

Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

1

2

Password

3



Llywodraeth Cymru
Welsh Government



Addysg gynnar a gofal • Early education and care

Access code via text



Enter the access code

English | [Cymraeg](#)

We have sent a 6 digit access code to *****5900

It may take a few minutes to arrive

If you have a UK mobile your 6-digit code will arrive from the phone number 60 551.

1

Access code

2



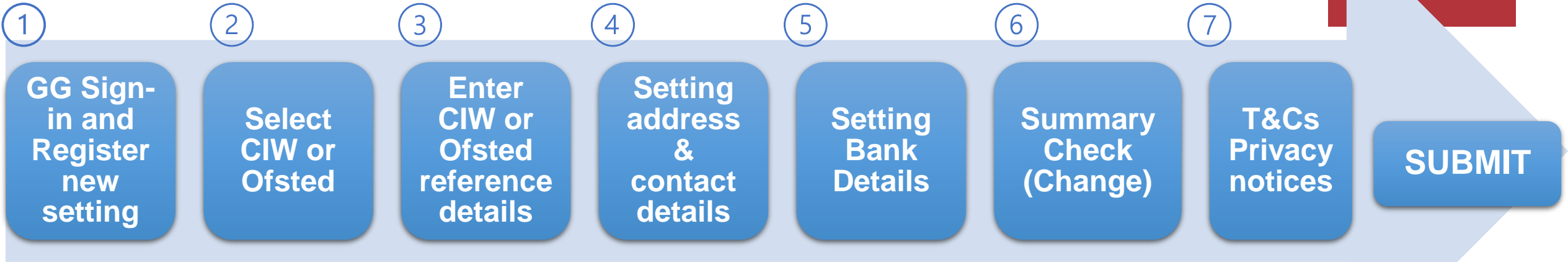
Remember me for 7 days

Problems receiving this code? [You can get help](#)

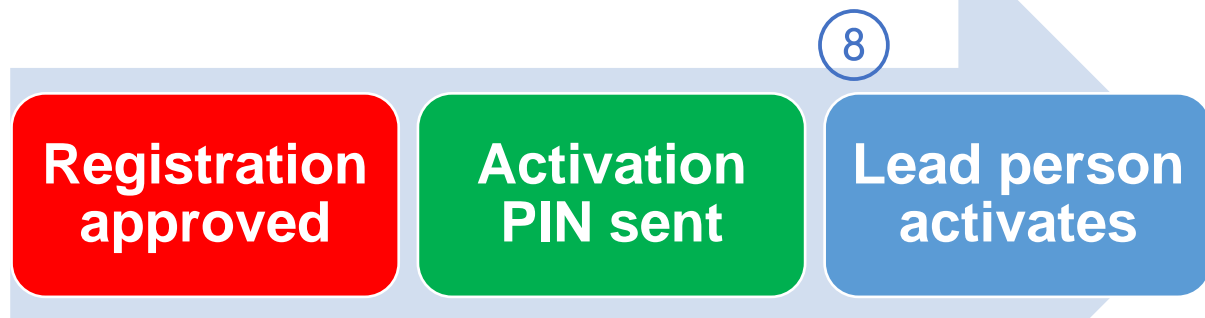
3

Continue

The process to register and activate your setting



Childcare Offer setting number (KEEP SAFE)



KEY

- Provider (blue box)
- System generated (green box)
- Local Authority (red box)



Step by step



Step 1 - Registering a new setting

Childcare Offer for Wales: Providers / Settings

[Sign out](#)

[← Back](#)

Childcare for 3 and 4 year-olds

Your setting

All fields are required unless stated optional

Are you registering or joining a setting on the national digital service?

Register a setting for the first time on the national digital service

Join a setting already registered on the national digital service

[Continue](#)



Llywodraeth Cymru
Welsh Government



Addysg gynnar a gofal • Early education and care

Step 2 – CIW or Ofsted

[← Back](#)

[Sign out](#)



Llywodraeth Cymru
Welsh Government

Childcare Offer Wales

Childcare for 3 and 4 year-olds

Registering a new setting

All fields are required unless stated optional

Please provide the name of your childcare setting as registered with Care Inspectorate Wales (CIW) or Ofsted

Are you registered with CIW or Ofsted?

CIW

Ofsted

[Continue](#)



Addysg gynnar a gofal • Early education and care

Step 3 – CIW - Enter setting details



Llywodraeth Cymru
Welsh Government

Registering a new setting

All fields are required unless stated optional

Please provide the name of your childcare setting as registered with Care Inspectorate Wales (CIW) or Ofsted

Are you registered with CIW or Ofsted?

CIW

CIW registration number

CIW Setting Instance Number (SIN)

Please enter the SIN number in it's entirety using the prefix SIN-

[Where to find your SIN number](#) ^

Your unique SIN is provided on all CIW correspondence and when you log into CIW online

Registered postcode

Ofsted

[Continue](#)



Adysg gynnar a gofal • Early education and care

CIW details entered

Are you registered with CIW or Ofsted?

CIW

CIW registration number

s048722

CIW Setting Instance Number (SIN)

Please enter the SIN number in it's entirety using the prefix SIN-

[Where to find your SIN number](#) ^

Your unique SIN is provided on all CIW correspondence and when you log into CIW online

SIN-00088727

Registered postcode

CF10 5NS

Ofsted

Continue



Llywodraeth Cymru
Welsh Government



Addysg gynnar a gofal • Early education and care

Step 4 - CIW - address and contact details



Llywodraeth Cymru
Welsh Government

Address and contact details for your setting

All fields are required unless stated optional

Joan Coppin
Pwllheli
CF10 3NQ

Email address

[Why are we asking for the setting email address? ^](#)

The email address will be used by the local authority should they need to contact the setting

Contact number

[Why are we asking for the setting contact number? ^](#)

The contact number will be used by the local authority should they need to contact the setting

Local authority (where your setting resides or, if you are a setting in England, the Welsh Local Authority in which most of your Welsh children reside)

Continue

Select a local authority

- Blaenau Gwent County Borough Council
- Bridgend County Borough Council
- Caerphilly County Borough Council
- Carmarthenshire County Council
- Ceredigion County Council
- City and County of Swansea
- City of Cardiff Council
- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Gwynedd Council
- Isle of Anglesey County Council
- Merthyr Tydfil County Borough Council
- Monmouthshire County Council
- Neath Port Talbot Council
- Newport City Council
- Pembrokeshire County Council
- Powys County Council
- Rhondda Cynon Taf County Borough Council

Select a local authority



Adysg gynnar a gofal • Early education and care

Step 3 – Ofsted - Registration number

Registering a new setting

All fields are required unless stated optional

Please provide the name of your childcare setting as registered with Care Inspectorate Wales (CIW) or Ofsted

Are you registered with CIW or Ofsted?

CIW

Ofsted

Ofsted registration number

EY233333

[Continue](#)

Step 4 – Ofsted - setting details

Address and contact details for your setting

All fields are required unless stated optional

Setting name

Postcode

Find address 


Email address

Why are we asking for the setting email address? 

Contact number

Why are we asking for the setting contact number? 

Local authority (where your setting resides or, if you are a setting in England, the Welsh Local Authority in which most of your Welsh children reside)

Select a local authority 

Continue

Select a local authority

- Blaenau Gwent County Borough Council
- Bridgend County Borough Council
- Caerphilly County Borough Council
- Carmarthenshire County Council
- Ceredigion County Council
- City and County of Swansea
- City of Cardiff Council
- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Gwynedd Council
- Isle of Anglesey County Council
- Merthyr Tydfil County Borough Council
- Monmouthshire County Council
- Neath Port Talbot Council
- Newport City Council
- Pembrokeshire County Council
- Powys County Council
- Rhondda Cynon Taf County Borough Council

Select a local authority 

Step 5 - Bank account details

Name on the account

Sort code

Must be 6 digits long

Account number

Must be between 6 and 8 digits long

Building society roll number (if you have one)

You can find it on your card, statement or passbook

[Continue](#)



Llywodraeth Cymru
Welsh Government



Adysg gynnar a gofal • Early education and care

Step 6 – Check / Change your details



Llywodraeth Cymru
Welsh Government

Address and contact details for your setting

[Change](#)

CIW registration number	w021967
Name of setting	Setting 52
Address	BRIDGEND CF10 5NS
Contact details	01234567890 test@gmail.com
Local authority	Bridgend County Borough Council

Bank account details for your setting

[Change](#)

Name on the account	Provider22
Sort code	222222
Account number	12345678



Addysg gynnar a gofal • Early education and care

Step 7 - T&Cs and Privacy Notices



Llywodraeth Cymru
Welsh Government

Acknowledgement

All fields are required unless stated optional

- Please confirm all information you have provided is correct
- Declare that you have the authority to register this setting
- Accept the [terms and conditions](#) Childcare Offer
- Accept the [privacy notice](#) explaining
- Accept the [terms and conditions](#)
- Accept the [privacy notice](#) which explains

✓ Tick all the **Acknowledgements**

If not, an error message will appear in red and will allow you to try again

There are some errors on this page. Correct any required fields and submit again.

Print this page

Submit



Addysg gynnar a gofal • Early education and care

Your application has been submitted

Your application to register as a provider for the Welsh Government Childcare Offer has been submitted

Childcare offer setting number:

C2585451

The application to register a setting will be reviewed by your local authority and, when accepted, you will receive a PIN number to the address you have advised us of. Please contact the helpline if you have any queries about this. You will need to use this PIN number to open the account. Any other users wishing to join the account will require the same PIN number.

What is a Childcare Offer setting number? ^

Your Childcare Offer setting number is provided above. This will be used in reference to your setting throughout all correspondence and Childcare Offer Wales. Please retain a copy for your records.

When registered you will be able to claim for childcare hours provided under the Childcare Offer Wales on a weekly basis, including any additional hours and Additional Support Grant (ASG)

[Back to my dashboard](#)



Llywodraeth Cymru
Welsh Government



Addysg gynnar a gofal • Early education and care

Registration processed & reviewed

Childcare Offer for Wales: Providers / Settings

[Sign out](#)



Llywodraeth Cymru
Welsh Government

Childcare for 3 and 4 year-olds

Your dashboard

Your registration for Joan Coppin is being processed

Your application is being reviewed and you will receive an e-mail, usually within 10 working days

Childcare Offer setting number: C4715200

[Register a new setting](#)

[Join an existing setting](#)

Your setting

You are currently not an active user on any registered setting

Get help

You can contact the Childcare Offer for Wales helpline on 0800 123 123 for further help and support. Call charges may apply.



Adysg gynnar a gofal • Early education and care

Registration reviewed & validated by LA



Llywodraeth Cymru
Welsh Government

Approved

Activation PIN
sent by post
(not e-mail)

Provider
activates

Registration approved

Your dashboard

Your application to join Setting 52 has been approved and is awaiting activation

Your activation PIN has been posted to your setting

Childcare Offer setting number: C2585451

[Enter your activation PIN](#)

[Register a new setting](#)

[Join an existing setting](#)

Your setting

You are currently not an active user on any registered setting

Get help

You can contact the Childcare Offer Wales helpline on 0800 123 123 for further help and support. Call charges may apply.

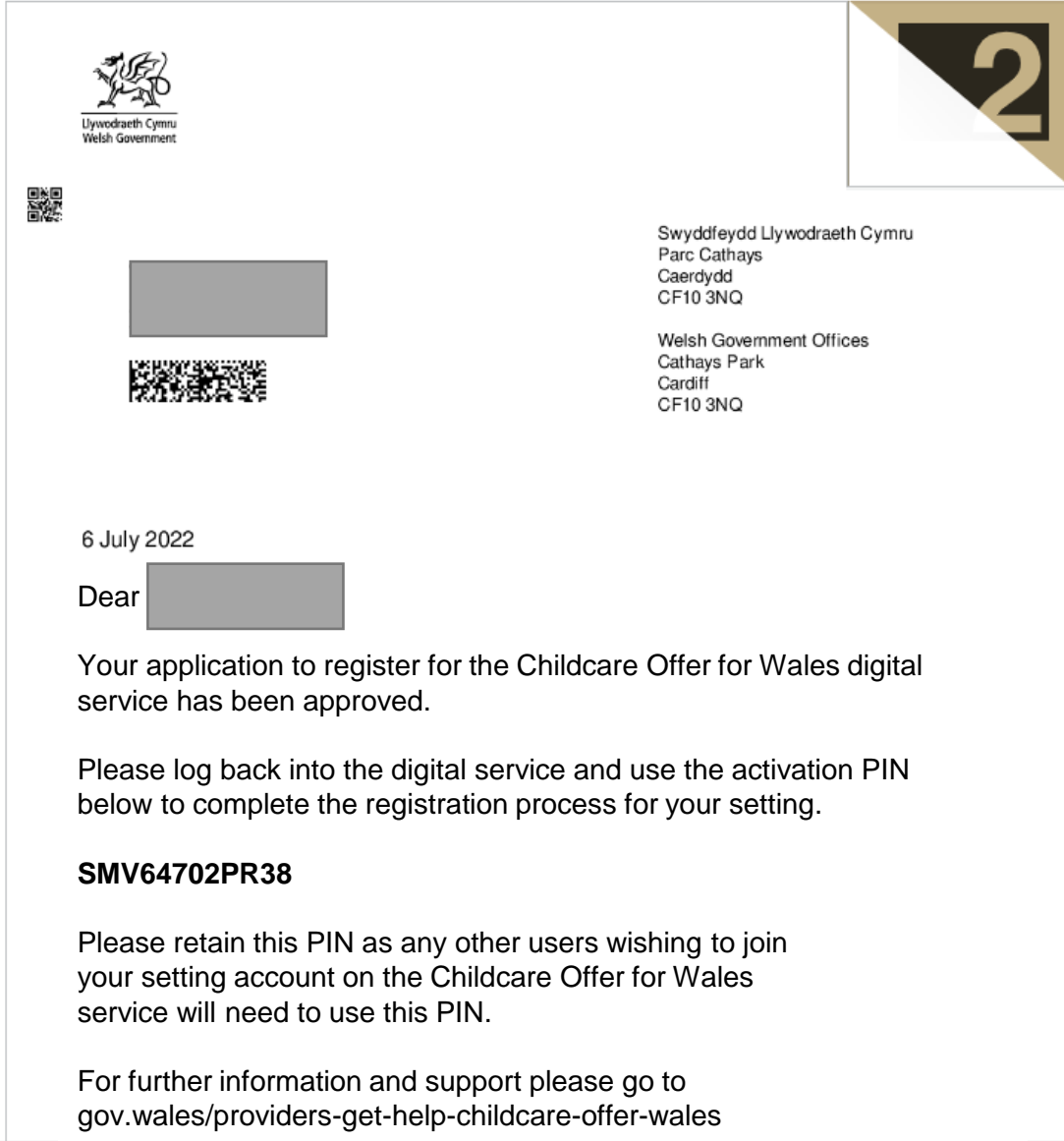


Llywodraeth Cymru
Welsh Government



Adysg gynnar a gofal • Early education and care

Activation PIN letter e.g.



Activate your setting

All fields are required unless stated optional

You need to add an activation PIN for your setting.

Each setting has a unique activation PIN. If you have more than one setting, you will need to enter the right activation PIN for each setting.

Name of setting

Setting 52

Childcare Offer setting number

C2585451

Enter your activation PIN

Save and continue



Llywodraeth Cymru
Welsh Government



Adysg gynnar a gofal • Early education and care



Dashboard

[Register a new setting](#)

[Join an existing setting](#)

Your setting

Setting name	Dwylo Da
Town	Caernarfon
Postcode	LL54 6HD
Childcare Offer setting number	C4087627

Claims

Submit timesheets for claimed childcare offer hours

Agreements

Manage agreements with parents for childcare offer hours

Get help

You can contact the Childcare Offer for Wales helpline on 0800 123 123 for further help and support. Call charges may apply.





Llywodraeth Cymru
Welsh Government

Registration rejected by LA



Registration rejected



Cymraeg

Childcare Offer Wales

[Sign out](#)

Childcare for 3 and 4 year-olds

Your dashboard

Your registration for **Setting 55** has been rejected

Your registration has been rejected and you will be sent an email to explain why

Childcare Offer setting number: C3202104

[Register a new setting](#)

[Join an existing setting](#)

Your setting

You are currently not an active user on any registered setting

Get help

You can contact the Childcare Offer Wales helpline on 0800 123 123 for further help and support. Call charges may apply.



Llywodraeth Cymru
Welsh Government



Addysg gynnar a gofal • Early education and care

Register multiple settings

Childcare Offer for Wales: Providers / Settings

[Sign out](#)



Llywodraeth Cymru
Welsh Government

Dashboard

[Register a new setting](#)

[Join an existing setting](#)

Your setting

Setting name

Meithrinfa Jac y Do ▼

[Change setting](#)

Town

Porthmadog

Postcode

LL49 9RN

Childcare Offer setting number

C0301103

Claims

Submit timesheets for claimed childcare offer hours

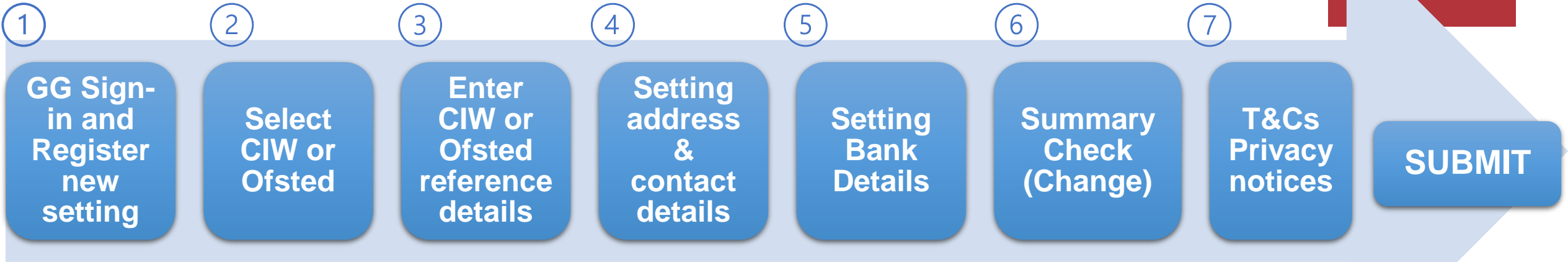
Agreements

Manage agreements with parents for childcare offer hours

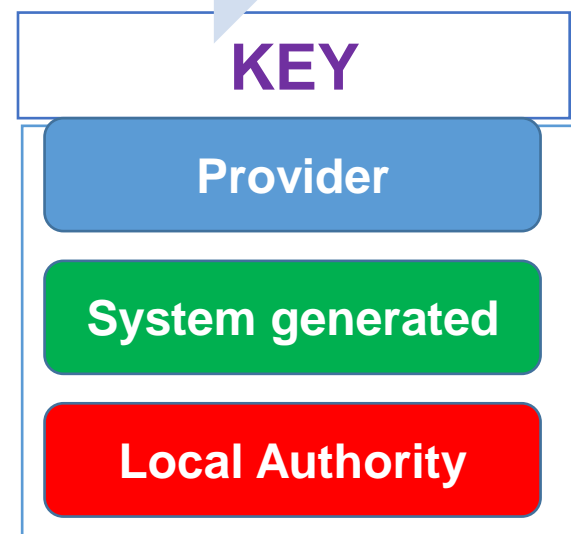
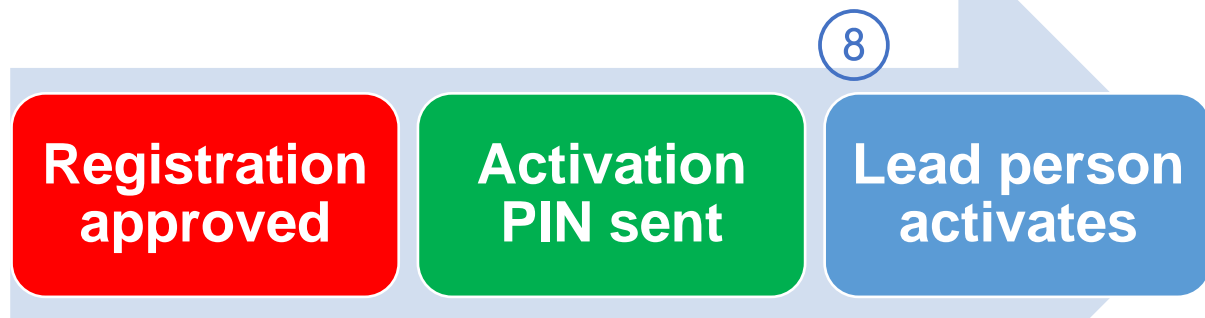


Addysg gynnar a gofal • Early education and care

The process to register and activate your setting



Childcare Offer setting number (KEEP SAFE)



Join an existing setting





Create Government Gateway account



Account Recovery



Llywodraeth Cymru
Welsh Government

Childcare Offer for Wales: Providers / Settings

Childcare for 3 and 4 year-olds

Your details

All fields are required unless stated optional

First name

Middle name (optional)

Last name

Date of birth

For example: 29/06/1980

Email address

Why are we asking for your email address? ▼

Contact number

Why are we asking for your contact number? ▼

Memorable word

Your memorable word must be between 6 and 12 characters (including Welsh characters) and must not contain spaces, numbers or special characters

What do we mean by a memorable word? ▼

Memorable word hint

Your memorable word hint must be less than 50 characters and cannot contain any special characters

What do we mean by a memorable word hint? ▼

Continue



Addysg gynnar a gofal • Early education and care

Communication preferences



Llywodraeth Cymru
Welsh Government

Your communication preferences

All fields are required unless stated optional

Please tell us which language you would like us to write to you and speak to you in

Writing to you

Welsh

English

Speaking to you

Welsh

English

Continue



Adysg gynnar a gofal • Early education and care

Keeping your information secure

Do not share your Government Gateway user ID and password with anyone else.

Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

1

2

Password

3



Llywodraeth Cymru
Welsh Government



Addysg gynnar a gofal • Early education and care

Access code via text



Enter the access code

English | [Cymraeg](#)

We have sent a 6 digit access code to *****5900

It may take a few minutes to arrive

If you have a UK mobile your 6-digit code will arrive from the phone number 60 551.

1

Access code

2



Remember me for 7 days

Problems receiving this code? [You can get help](#)

3

Continue

The process to join an existing setting and activate new user



**GG Sign-in
and Join a
setting**

Existing user to provide:

- Childcare Offer setting number
- CIW/Ofsted registration number
- SIN number (CIW only)
- Registered Postcode
- Activation PIN

**Summary Check
(Change)
Acknowledge
T&Cs

Submit**

**Activate by
registered user**

KEY

New user

Registered user

Step 1 – Manage a setting already registered i.e. to join



Llywodraeth Cymru
Welsh Government

Childcare Offer for Wales: Providers / Settings

[Sign out](#)

[← Back](#)

Childcare for 3 and 4 year-olds

Your setting

All fields are required unless stated optional

Are you registering or joining a setting on the national digital service?

Register a setting for the first time on the national digital service

Join a setting already registered on the national digital service

[Continue](#)



Adysg gynnar a gofal • Early education and care

Step 2 – Enter setting details



Llywodraeth Cymru
Welsh Government

Joining an existing setting

All fields are required unless stated optional

For the purposes of your registration, you will need to supply the following information as registered with the Care Inspectorate Wales (CIW) or Ofsted

Childcare Offer setting number

Is the setting you are joining registered with CIW or Ofsted?

CIW

Ofsted

Activation PIN

Continue

Are you registered with CIW or Ofsted?

CIW

CIW registration number

w048722

Setting Instance Number (SIN)

Please enter the SIN number in its entirety using the prefix SIN-

SIN-00088727

Registered postcode

CF10 5NS

GO FAL PLANT CYMRU
The CHILD CARE Offer for WALES

Adysg gynnar a gofal • Early education and care

Step 3 – Check, (Change) & Submit



Llywodraeth Cymru
Welsh Government

Details for your setting

Setting name	Setting 14
CIW registration number	W048722
Childcare Offer setting number	C1582083
Address	CARDIFF CF10 5NS

[Change](#)

Acknowledgement

All fields are required unless stated optional

- Please confirm all information you have provided is correct
- Accept the [terms and conditions](#) about your obligations when using this service on behalf of your setting
- Accept the [privacy notice](#) which explains how we handle your personal information and use cookies

[Print this page](#)

[Submit](#)



Adysg gynnar a gofal • Early education and care

Join request submitted



Llywodraeth Cymru
Welsh Government

Your request has been submitted

Your request to manage a setting already registered for Childcare Offer Wales has been submitted

What happens next?

An existing user at your childcare setting will need to approve your request

When registered you will be able to claim for childcare hours provided under the Childcare Offer Wales on a weekly basis, including any additional hours and Additional Support Grant (ASG)

You can get support from the [Childcare Offer for Wales helpline](#)

[Back to my dashboard](#)

Click Back to my dashboard



Addysg gynnar a gofal • Early education and care

Awaiting activation notification

Childcare Offer for Wales: Providers / Settings

[Sign out](#)



Llywodraeth Cymru
Welsh Government

Childcare for 3 and 4 year-olds

Your dashboard

Your registration to join Setting 14 is awaiting activation by a setting user

An existing user at your childcare setting will need to approve your request

Childcare Offer setting number: C1582083

[Register a new setting](#)

[Join an existing setting](#)

Your setting

You are currently not an active user on any registered setting

Get help

You can contact the Childcare Offer for Wales helpline on 0800 123 123 for further help and support. Call charges may apply.



Adysg gynnar a gofal • Early education and care

Existing user activate join request



Llywodraeth Cymru
Welsh Government

Childcare Offer Wales [Sign out](#)

Childcare for 3 and 4 year-olds

Your dashboard

[Register a new setting](#)
[Join an existing setting](#)

Your setting

Setting name: [Change setting](#)

Town: CARDIFF
Postcode: CF10 5NS
Childcare Offer setting number: C1582083

[Claims](#) [Agreements](#)

Submit timesheets for claimed childcare offer hours Manage agreements with parents for childcare offer hours

Users belonging to this setting

Name of user	Date of birth	E-mail address	Communication preferences	Action
Menna Ward	01/01	menna.ward001@gov.wales	Written: English Spoken: English	Deactivate
Ceri Evans	01/01	ceri@gmail.com	Written: English Spoken: English	Activate

Get help

You can contact the Childcare Offer Wales helpline on 0800 123 123 for further help and support. Call charges may apply.

On **Activate** – Users belonging to this setting will have the same privileges and permissions to manage the registered setting



Step 1 – Join link

Childcare Offer for Wales: Providers / Settings

[Sign out](#)



Llywodraeth Cymru
Welsh Government

Childcare for 3 and 4 year-olds

Your dashboard

[Register a new setting](#)

[Join an existing setting](#)

Your setting

Setting name	Setting 14
Town	CARDIFF
Postcode	CF10 5NS
Childcare Offer setting number	C1582083

Claims

Submit timesheets for claimed childcare offer hours

Agreements

Manage agreements with parents for childcare offer hours



Addysg gynnar a gofal • Early education and care

Step 2 – Enter setting details



Llywodraeth Cymru
Welsh Government

Joining an existing setting

All fields are required unless stated optional

For the purposes of your registration, you will need to supply the following information as registered with the Care Inspectorate Wales (CIW) or Ofsted

Childcare Offer setting number

Is the setting you are joining registered with CIW or Ofsted?

CIW

Ofsted

Activation PIN

Continue

Are you registered with CIW or Ofsted?

CIW

CIW registration number

w048722

Setting Instance Number (SIN)

Please enter the SIN number in it's entirety using the prefix SIN-

SIN-00088727

Registered postcode

CF10 5NS

GOFAL PLANT CYMRU
The CHILD CARE Offer for WALES

Adysg gynnar a gofal • Early education and care

Step 3 – Check, (Change) & Submit



Llywodraeth Cymru
Welsh Government

Check your answers before sending your application

Details for your setting

Setting name	Setting 14
CIW registration number	W048722
Childcare Offer setting number	C1582083
Address	CARDIFF CF10 5NS

[Change](#)

Acknowledgement

All fields are required unless stated optional

Please confirm all information you have provided is correct

[Print this page](#)

[Submit](#)



Addysg gynnar a gofal • Early education and care

Further Help

- Your Local Authority contact
- Your local Family Information Service
- Supporting Information available online
- Recording will be available online asap
- Further information can be found on gov.wales website:
[Childcare for 3 and 4 year olds: guidance for providers](#)
- Agreements and Claims Live Event to be advertised



Llywodraeth Cymru
Welsh Government



Adysg gynnar a gofal • Early education and care



Thank you for attending

