ePep Delegation Portal Training for Designated Teachers
Pippa Davies

Aim

- Aim of this course is to gain an understanding of the process required to complete the delegated sections of the ePep form via the delegation portal

- Receiving the email
- Logging into the portal
- Registering for an account
- Picking up the form
- Completing the form
- Submitting the form

- An email will be sent to the registered email address for the Designated Teacher

| ☐ ☆ Worcestershire Chil. | **New Delegated Form** - New Delegated Form A new document has been sent to you and is due for completion by 07-Jul-2023. ... | 12:20 PM |

- Open the email

- Click on the delegation portal link in the email

Already using Worcestershire Portals? Sign in below.

Existing users

Email

uk

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit   Cancel

Forgotten password?

New users

If you're new to Worcestershire Portals, sign up for an account here

Register for new account

- Click Register for new account & follow the instructions (see guide)

New users

If you're new to Worcestershire Portals, sign up for an account here

Register for new account

worcestershire
county council

- Complete the form ensuring all fields with a red * are completed as these are mandatory
- Tick the box to show the account is being used in a professional capacity

Register a new account - step 1

Forename *

Pippa

Surname *

Delegate

☑ Is this account being used in a professional capacity?

Role *

Designated Teacher

worcestershire
county council

- Add email address
- Create a new password adhering to the password policy

Password policy

Your password must meet the following requirements:

- It must be at least 15 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must be different to your current password
- It must be different to your previous 8 passwords.

Click here to see the list of special characters:

worcestershire
county council

- For existing users, add your email address and password, then click Submit

- A code will be sent to the email address

Existing users

Email

Please enter your email address

Password

Please enter your password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit   Cancel

Please verify your email address Inbox ×

Worcestershire Portals <donotreply@liquidlogic.co.uk>
to me ▾

Dear Pippa Delegation,

Thank you for using Worcestershire Portals. Please enter the following code on the email verification page:

1722 7168

Kind regards

Worcestershire Portals

- Enter the code sent to the email address

- Registration is now complete

- Agree to terms and conditions by ticking box

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

- The delegated work will be listed in the table under Current Assigned Tasks
- Click on the form type to open

Complete form

- Complete the form as appropriate
- Each section can be clicked on to open
- Sections to be completed will depend on age/service selected by Virtual School

- Click [Next →] to move to next screen

- Click Previous to move to the previous screen/go back
- Click Next to move to the next section

Completing tables

- Can click Full Screen to see full table

- Use + to add a line

- Use – to remove a line

- Click Upload Documentation to add any supporting documentation
- Follow instructions to upload files

Supporting Documentation

⬆ Upload Document

Submitting Form

- Click Submit Contribution to send back to Virtual School Team – this cannot be edited once submitted.

- Can also Save and return to the form at a later date – this can be done at any time during completion

- Can save as a PDF

- Can print

| Print | PDF | Close | Save | Submit Contribution |

worcestershire
county council

- Click Yes to confirm that all sections are complete and to confirm that the form cannot be edited once submitted
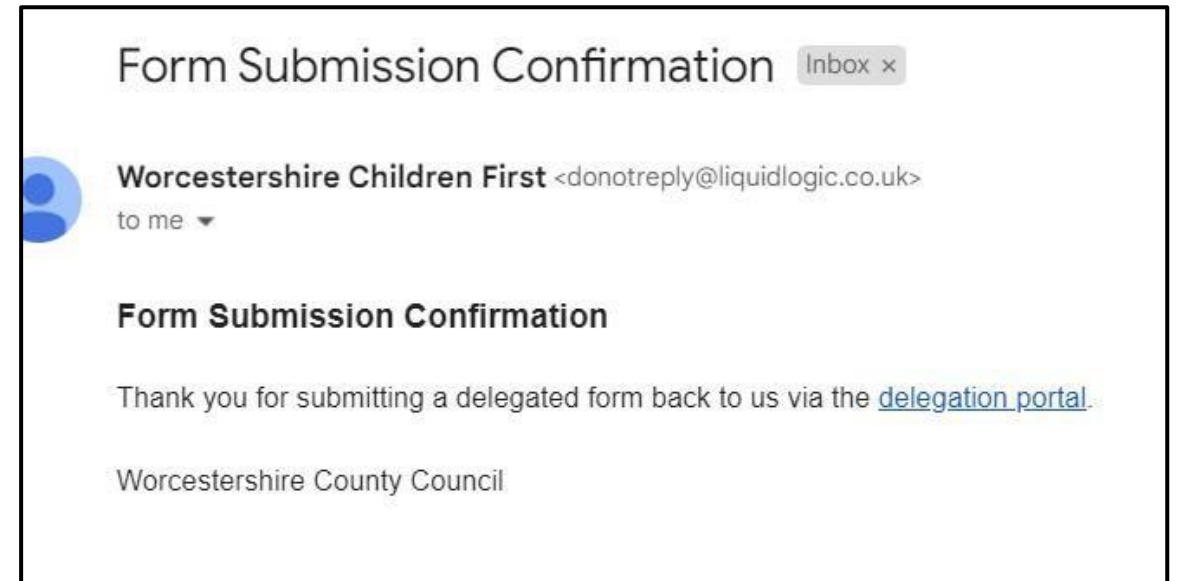

Submit Form

Have you entered all the information you need to? You will not be able to make any further changes once you press the 'Submit' button.

Yes   No

worcestershire
county council

Confirmation of form submission

- An email will be sent to the registered email address confirming that the form has been submitted

- The task is no longer listed under Current Assigned Tasks
- The form can be found under Recently Submitted Tasks for 30 days after submission

Delegation Portal

There are no forms assigned to you waiting to be completed.

| Currently Assigned Tasks | Recently Retracted Tasks | Recently Submitted Tasks |

No currently assigned tasks

worcestershire
county council

Accessing Recently Submitted Tasks

- From the Delegation Portal screen, click Recently Submitted Tasks

- Form will be listed – most recent first

- Click form to open

- Can print or save PDF in same way as completing form

worcestershire
county council

Any Questions?