




# Quick Start Guide

Accessing and navigating Ofsted's Provider Portal

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This guide shows you how to use Ofsted's Provider Portal, including how to access it, where to find information on your inspection, and how to navigate between different areas and upload documents.

## Key

-  Information point
-  'Click' instruction
-  Data entry instruction

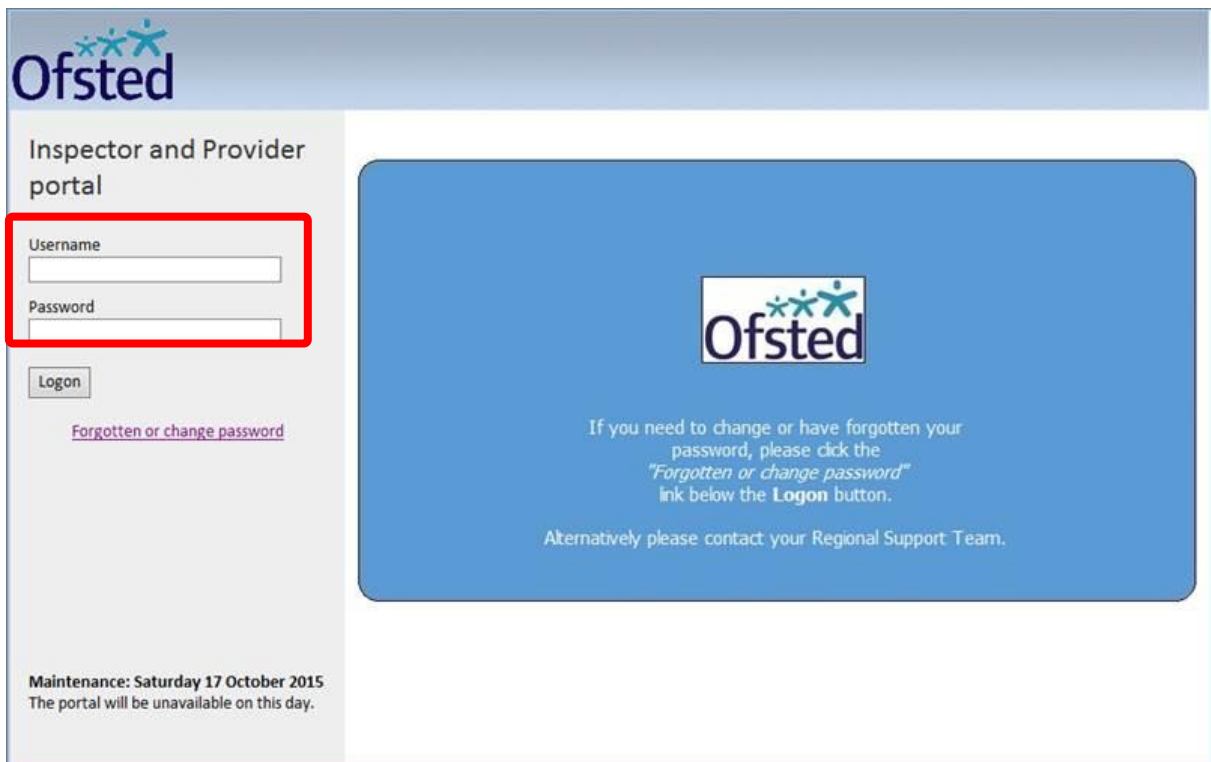
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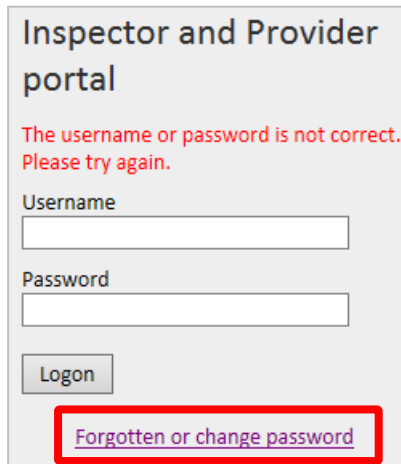
## Accessing the Provider Portal

- ① We will send you two emails: the first provides your username and a link to access the Provider Portal; the second provides your password for the Provider Portal.
- ① If you are missing these emails from your inbox, please check your email account's spam or junk folder in case the messages have been filtered out.
- 🔗 Click on the link to go to the login page.

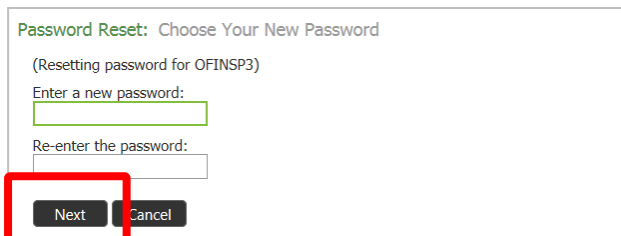


- 🖨 Enter your username and password in the relevant fields.

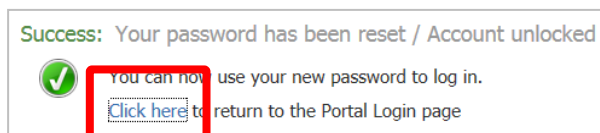
- ❏ If your username or password is not correct, the message below will be displayed.



- ☞ To reset your password, click on the '[Forgotten or change password](#)' link. Follow the onscreen instructions to unlock your account.
- ❏ If your identity cannot be verified, please contact your inspection support administrator.
- ❏ Once you have reached the 'Password Reset' screen, enter your new password and click 'Next'.<sup>1</sup>



- ☞ Your password is now reset. Continue to the login page by clicking the 'Click here' link.



- ☞ Enter your new login details to access the Provider Portal.

<sup>1</sup> Your new password should contain at least eight characters, alpha-numeric and at least one capital letter.

## What you will see on your Provider Profile page

- ① The Provider Portal page is specific to your inspection or visit. It is made up of several areas, which include:
- information about your inspection and Ofsted’s team
  - links to Ofsted’s inspection documents
  - links to documents that your organisation has uploaded
  - links to various forms.

Provider portal: Grammar School

Event ID: 10000748  
 Event Type: S5 Inspection  
 First day: 11 Aug 2015  
 Last day: 12 Aug 2015

**Ofsted team**

Role	Name	Pen portrait
Lead	Mr Achilles Smith	Achilles Smith became an HMI in 2003. He is a qualified teacher and has over 15 years of leadership experience. He worked for several years as a headteacher in Surrey and holds two Master's degrees, one in 'Intelligence and International Security' and the other in 'Theoretical Physics'. His subject expertise is in Classical Civilisation.
Team member	Mr Jeremie Amoroso	Jeremie is a Senior HMI, having joined Ofsted in 2008. He is a qualified teacher and holds a degree in Microelectronic Engineering. Jeremie has been subject to an enhanced DBS check. His subject expertise is modern languages.

**Documents uploaded by Ofsted**

Type	File name	Uploaded by
Notification letter	<a href="#">TEST Notification.docx</a> (13 kB)	Will Dennis
Letter to parents	<a href="#">Letter to parents</a>	(Not applicable)
Inspection plan	<a href="#">Inspection Plan.docx</a> (13 kB)	Will Dennis
Draft inspection report cover letter	<a href="#">Draft inspection report cover letter</a>	(Not applicable)
Inspection report cover letter	<a href="#">Full inspection report template 12 Aug 2015.docx</a> (37 kB)	Will Dennis
Inspection report	<a href="#">Full inspection report template.pdf</a> (217 kB)	Will Dennis

**Documents uploaded by Grammar School**

[TEST upload file.docx](#) (13 kB)  
[Upload or delete a document](#)

**Forms**

[Factual accuracy check](#)  
[Survey](#)

- ① The top section of the screen displays basic information about the inspection or visit. You can see the event ID, event type and inspection dates.

Provider portal: Grammar School

Event ID: 10000748  
 Event Type: S5 Inspection  
 First day: 11 Aug 2015  
 Last day: 12 Aug 2015

## Ofsted team

- ① This section of the Provider Portal gives information on the inspectors who will be carrying out your inspection.
- ① You can see their roles, as well as some basic information about them in their pen portraits.

Ofsted team		
Role	Name	Pen portrait
Lead	Mr Achilles Smith	Achilles Smith became an HMI in 2003. He is a qualified teacher and has over 15 years of leadership experience. He worked for several years as a headteacher in Surrey and holds two Master's degrees, one in 'Intelligence and International Security' and the other in 'Theoretical Physics'. His subject expertise is in Classical Civilisation.
Team member	Mr Jeremie Amoroso	Jeremie is a Senior HMI, having joined Ofsted in 2008. He is a qualified teacher and holds a degree in Microelectronic Engineering. Jeremie has been subject to an enhanced DBS check. His subject expertise is modern languages.

## Documents uploaded by Ofsted

- ① This section contains Ofsted documents related to your inspection.
- 🔗 Simply click on the 'File name' link of the document you wish to view.

Documents uploaded by Ofsted		
Type	File name	Uploaded by
Notification letter	<a href="#">TEST Notification.docx</a> (13 kB)	Will Dennis
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Inspection report	<a href="#">Full inspection report template.pdf</a> (217 kB)	Will Dennis

- 🔗 This will download the document to your computer. Depending on your internet browser, you may need to click to open the downloaded file.

Click on the 'Open' button.

Documents uploaded by Ofsted		
Type	File name	Uploaded by
Notification letter	<a href="#">TEST Notification.docx</a> (13 kB)	Will Dennis
Letter to parents	<a href="#">Letter to parents</a>	(Not applicable)
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**Documents uploaded by Grammar School**

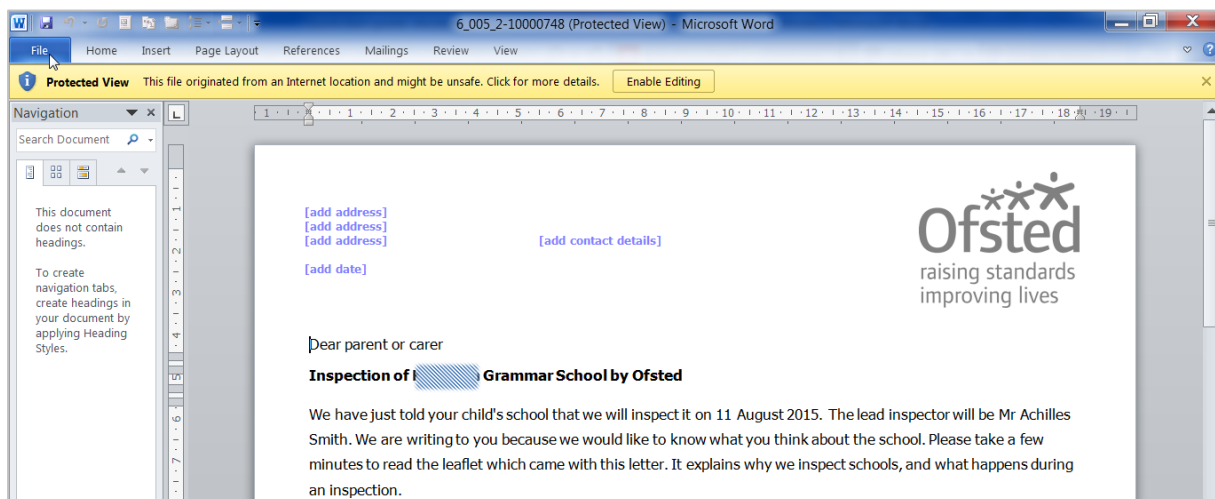
[TEST upload file.docx](#) (13 kB)  
[Upload or delete a document](#)

**Forms**

[Factual assessment sheet](#)  
[Survey](#)

Do you want to open or save **6\_005\_2-10000748.rtf** (354 KB) from **twickdev1a**?

This will open the document. You will then be able to save or print it as required.



## Documents uploaded by provider

In this section of the Portal, you can download, upload or delete documents.

**Documents uploaded by Grammar School**

[TEST upload file.docx](#) (13 kB)  
[Upload or delete a document](#)

- To download a document that you have previously uploaded, simply click on the file name link.

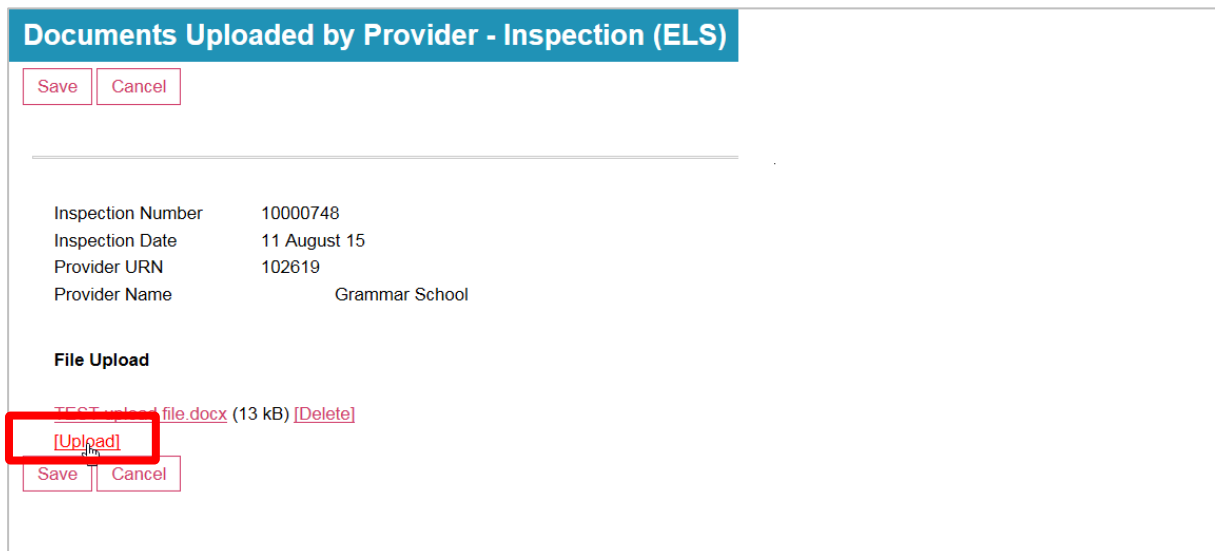


- To upload a new document, click on the 'Upload or delete a document' link.



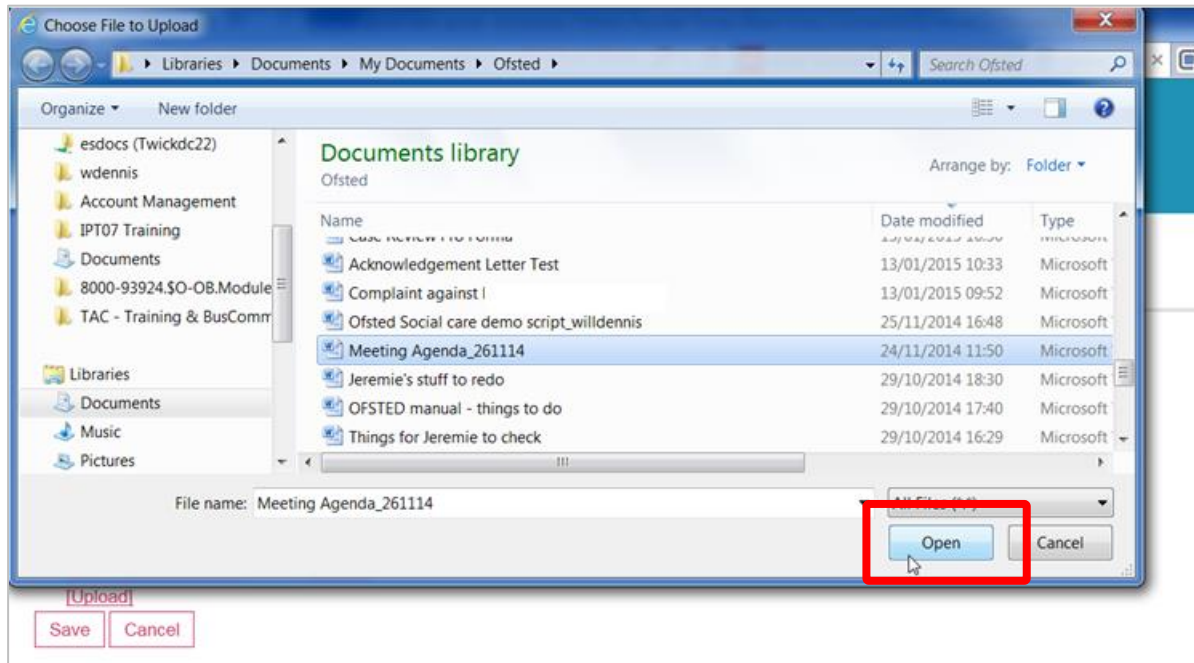
- This will open the 'Documents Uploaded by Provider' screen.

- Click on the 'Upload' link and browse to where the document is saved.

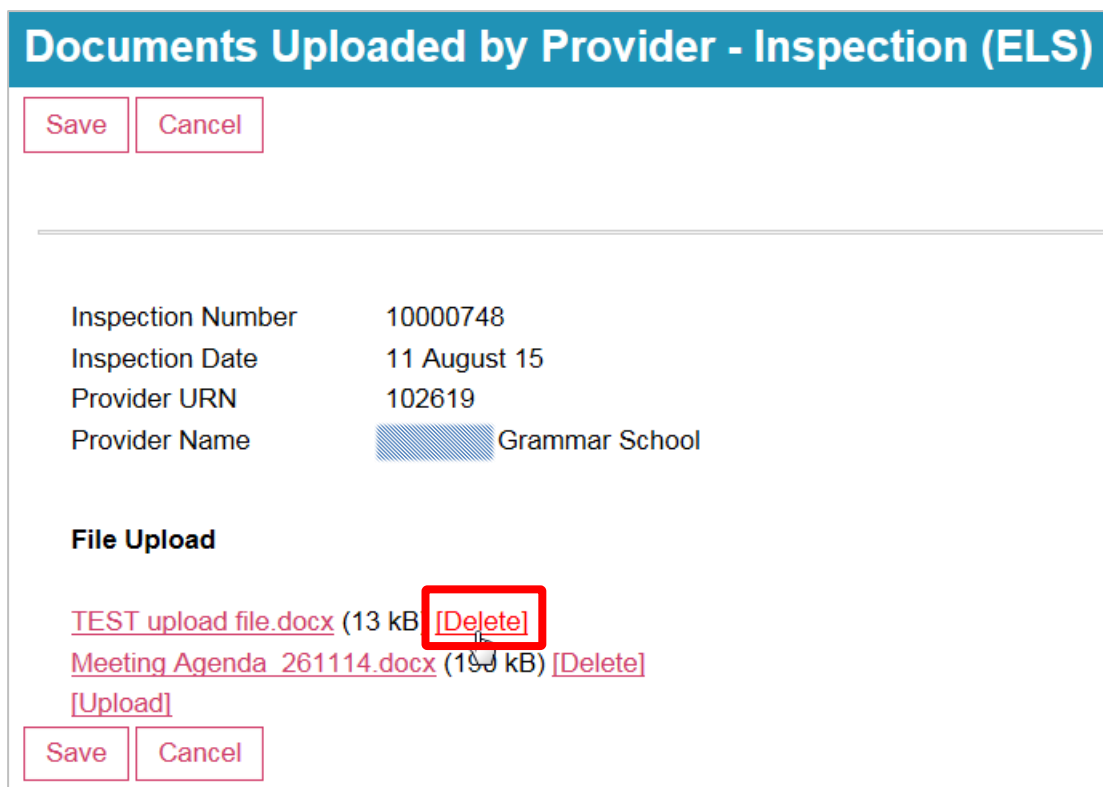




- Select the document and click on the 'Open' button to upload it.

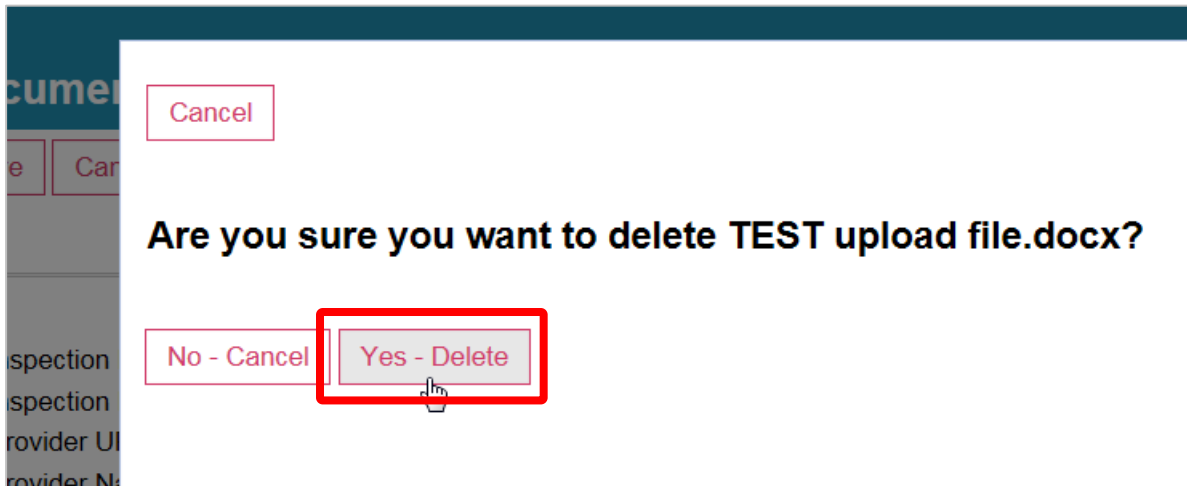


- Your uploaded document will now be visible in the 'Documents Uploaded by Provider' screen.

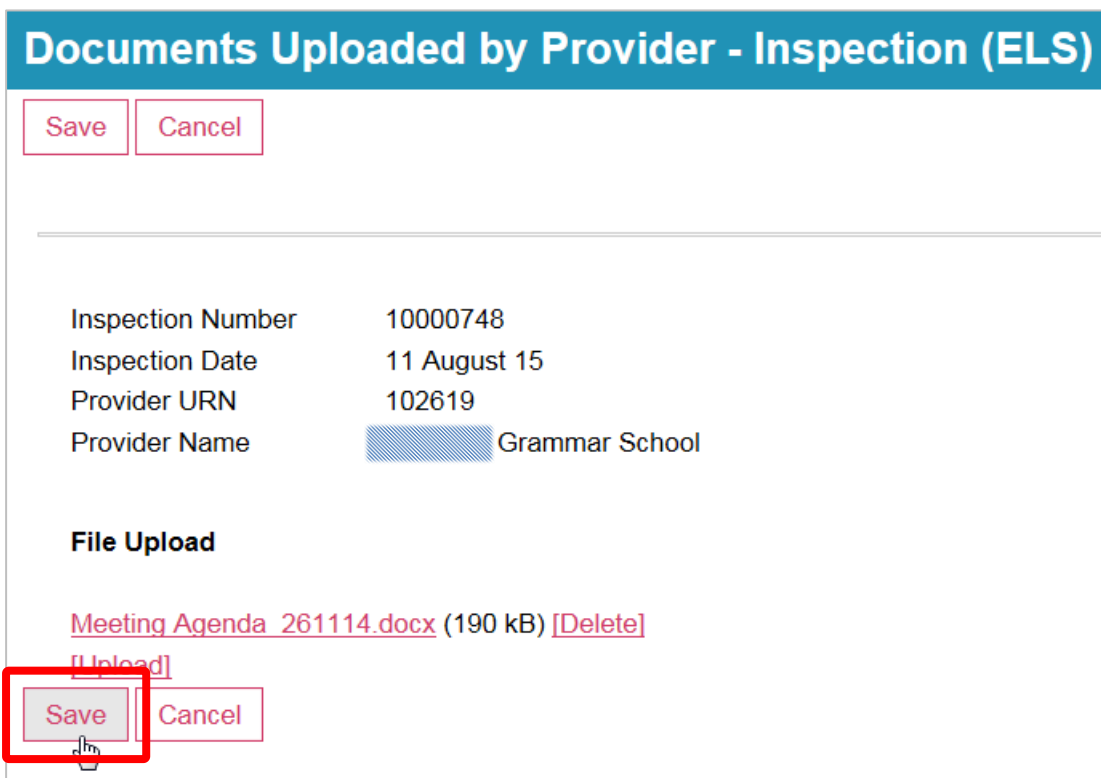


- To delete a document, click on the 'Delete' link.

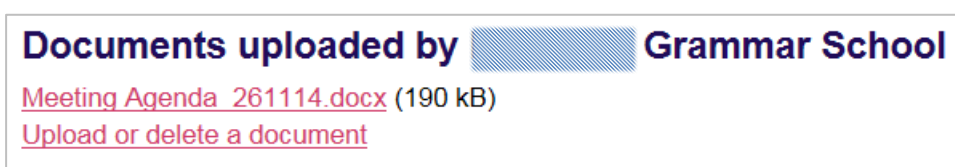
- ☞ Confirm you wish to delete the document by clicking on the 'Yes - Delete' button.



- ☞ To confirm your updates, click on the 'Save' button.

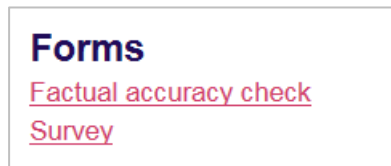


- ⓘ Your new uploaded document(s) will now be visible on your Provider Profile. Any deleted documents will be removed.



## Forms

- The 'Forms' section near the bottom of the screen has links to the 'Factual accuracy check' and 'Survey' forms.



## Factual accuracy check

- Once you have received the draft inspection report, you must complete a factual accuracy check.
- Click on the 'Factual accuracy check' link to open the form.

**FAC Provider Comments Form - QA Forms (View Only)**

Done

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Provider URN	102619
Provider Name	<span style="background-color: #ccc; border: 1px solid #ccc; display: inline-block; width: 60px; height: 15px;"></span> Grammar School
Inspection Number	10000748
Inspection Date	11 August 15

**PROVIDER FAC**

Do you wish to make any comments in relation to the factual accuracy of the report?

Yes  No

Please tick once you have completed all comments on the draft report

**FAC Provider Comments**

Please enter your comments here

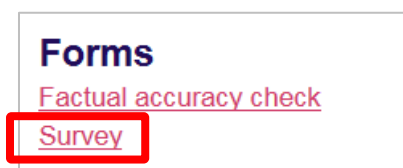
Comments entered here

Done

- 🔗 Click the 'Yes' or 'No' button to indicate whether or not you wish to make any comments about the factual accuracy of the report.
- 🔗 Click on the checkbox to confirm that you have entered all your comments on the draft report.
- 📄 Enter any comments in the free text box toward the bottom of the screen.
- 📄 Note that once you have completed the factual accuracy check this screen will be 'VIEW' only and you will not be able to change it.
- 🔗 Click on 'Done' when you have finished.

## Survey

- 🔗 Click on the 'Survey' link if you wish to provide feedback on Ofsted. This is optional.





**Please select the three activities, undertaken by the inspector(s), you found the most useful in identifying ways to improve?**

Select from dropdown

1

Please describe why these activities were the most useful

Information entered here...

2

3

**Please select the three activities, undertaken by the inspector(s), you found the least useful in identifying ways to improve?**

Select from dropdown

1

Please describe why these activities were the least useful?

- Use the free text box at the bottom of the screen to describe how the inspection could be improved.

**How could the inspection be improved?**

The team inspector J. Amoroso needs to improve his communicative skills...

- Click on the 'Save' button to exit from the form.