

EHCP Portal User Guide

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1.0 Introduction

The EHCP Portal is a system whereby EHC Plans, forms, letters and other information relating to EHCP's can be sent to Parents of, Carers of, and Young People with EHCP's. The Portal enables users to view documents shared by the EHCP Team and check for any EHCP related actions they may need to complete and return online.

All individuals with parental responsibility for a Young Person with an EHCP and those Young People over the age of 16 who have an EHCP themselves will be invited to register to use the Portal.

This guide outlines the necessary steps for you to register for and use the EHCP Portal.

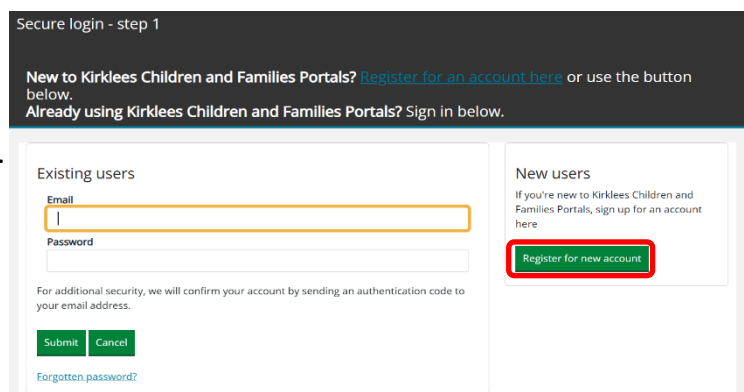
2.0 Registering to Use the EHCP Portal

Eligible potential EHCP Portal users will be invited by email to register to use the Portal.

You will receive an email from the EHCP Team containing further instructions and a unique code, this is used to confirm registration. This code is valid for 90 days from when the invitation email was sent. Your allocated Caseworker will contact you for your unique code.

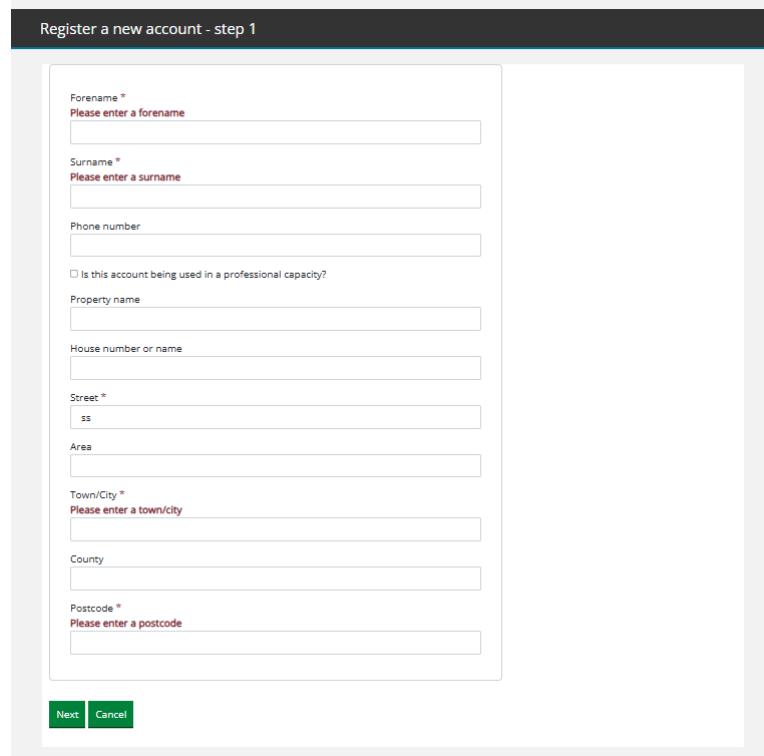
Once your registration has been verified you will receive a notification via email containing a link to the Secure Log-in screen.

Select the 'Register for New Account' button (*right*).



Registering for a new Portal account is a three-step process.

Step 1 requires you to add your name and address. Select 'Next'.



Register a new account - step 1

Forename *
Please enter a forename

Surname *
Please enter a surname

Phone number

☐ Is this account being used in a professional capacity?

Property name

House number or name

Street *

Area

Town/City *
Please enter a town/city

County

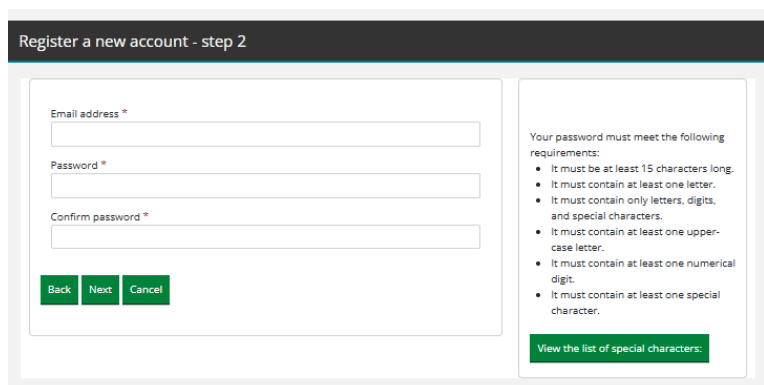
Postcode *
Please enter a postcode

Next Cancel

Step 2 asks you to add an email address and a password. The password must meet the following requirements;

- Be at least 15 characters long.
- Contain at least one letter.
- Contain only letters, digits and special characters.
- Contain at least one upper case letter.
- Contain at least one numerical digit.
- Contain at least one special character.

When the password has been entered and confirmed select 'Next'.



Register a new account - step 2

Email address *

Password *

Confirm password *

Back Next Cancel

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 contain at least one special character.

View the list of special characters.

Step 3 -You will receive an email containing an 8-digit code. Copy and paste this code into the Code field and select 'Next' to open the Login screen.

Register a new account - step 3

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 *

2786 9795

Back

Next

Cancel

[Please send me a new code](#)

3.0 Initial Login and Setup

To login enter the email address and password previously associated with the account and select 'Submit'.

Secure login - step 1

New to Kirklees Children and Families Portals? [Register for an account here](#) or use the button below.

Already using Kirklees Children and Families Portals? Sign in below.

Existing users

Email

|

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 Kirklees Children and Families Portals, sign up for an account here

[Register for new account](#)

You will receive an email containing an eight-digit code. Copy and paste this code into the Code field and select 'Finish'.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

Finish Cancel

[Please send me a new code](#)

Please enter the verification code that we sent you.

The first time you login to the EHCP Portal you will be required to agree to the Privacy Notice to continue (right).

Kirklees Council will collect only information required for the provision of services to clients of Children's Services. This information will be used to inform decision making process relating to the support/care of the client.

Data may also be shared with Police, Health Services, Adult Social Care, Youth Services and Education Establishments where appropriate.

Further information can be found in the privacy notice relating to [How to use your data Kirklees Council](#)

☒ I agree to this Privacy Notice

Continue Cancel

Once your account has been activated by the EHCP Team you will receive an email containing an invitation to access the portal itself. This email will contain a link which should be used to open the Account Setup screen. From here you will be asked to confirm you wish to access a specific child's details via the Portal.

Additionally, you will also be asked to confirm you wish to continue with setting up the account (below).

Account Setup

[Home](#) > Account Setup

Invitations awaiting approval

Below lists any invitations that are waiting for your approval. This is to confirm you wish to be able to access this person's information on-line. Please check all relevant people from the list and click the **Confirm** button to submit your invitation response back to the local authority. This will then be processed and access granted if necessary.

☒ Daniel Johnson

Do you wish to continue with setting up your account? * This field is required ☒ Yes ☐ No

Confirm

A final prompt requests confirmation that you have submitted all the information you need to. Select 'Confirm' to continue (*below*).

Confirm
×

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.

Cancel
Submit

A Thank You screen will display (*below*).

Thank You

[Home](#) > Thank You

Home >
Recover a form >
View Submitted Forms >

Thank You

Your information has been submitted to the Kirklees Children and Families Portal.

We will contact you in the next few days in response.
Please allow additional time for weekends and bank holidays.

Thank you for using this service.

Once the submitted details have been verified by the EHCP Team a further email will be sent to you confirming the account has been created. This email will contain a link to log on to the EHCP Portal.

4.0 Logging in to the EHCP Portal

Use the provided link to open the secure EHCP Portal log-in screen (*right*).

Type in the email address you have already associated with the account and the password you have previously chosen. Select 'Submit'.

Existing users

Email

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?](#)

When the correct email address and password have been submitted you will be sent a code via email. Enter this 8-digit code onto screen which will appear and select 'Finish' (*right*).

We have just sent you an email to confirm your account. Please enter the code this contains below.

If you can't find this email, it may be in your spam/junk email folder.

Code

9136 9516

[Please send me a new code](#)

[Finish](#) [Cancel](#)

5.0 Using the EHCP Portal

Upon logging in you will be able to view the EHCP Dashboard relating to the child (*right*).

The Dashboard comprises 5 sections

5.1 EHCP Case Worker

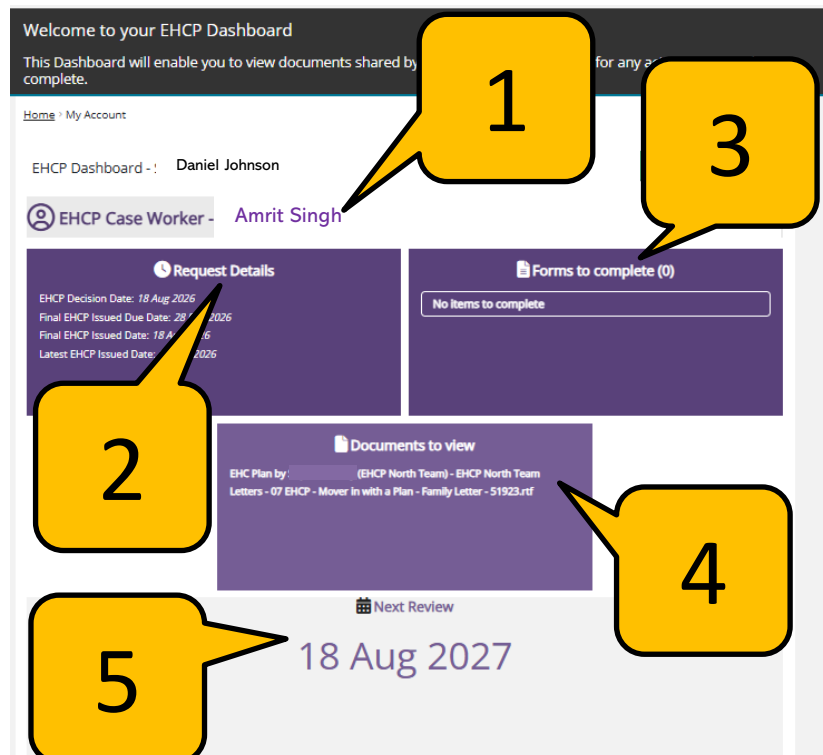
5.2 Request Details

5.3 Forms to Complete

5.4 Documents to View

5.5 Next Review Date

Selecting the sections may reveal further details which are outlined below.



Welcome to your EHCP Dashboard

This Dashboard will enable you to view documents shared by for any a complete.

[Home](#) > [My Account](#)

EHCP Dashboard - Daniel Johnson

[EHCP Case Worker - Amrit Singh](#)

1 Request Details

EHCP Decision Date: 18 Aug 2026
Final EHCP Issued Due Date: 28 / 10 / 2026
Final EHCP Issued Date: 18 Aug 2026
Latest EHCP Issued Date: 18 Aug 2026

3 Forms to complete (0)

No items to complete

2 Documents to view

EHC Plan by (EHCP North Team) - EHCP North Team
Letters - 07 EHCP - Mover in with a Plan - Family Letter - 51923.rtf

4 Next Review

18 Aug 2027

5

5.1 EHCP Case Worker

Where appointed the EHCP Case Worker's name will display. Where a Case Worker has yet to be appointed 'Worker details not configured' will show.

5.2 Request Details

This section displays Key Dates relating to the EHCP.

This page contains details of the initial EHC Needs Assessment dates in one place so that you can review these throughout the process.

Request Details	
Date of Request:	10 Aug 2026
Initial Assessment Decision Due Date:	20 Sep 2026
Initial Assessment Decision Date:	11 Aug 2026
EHCP Decision Due Date:	29 Nov 2026
EHCP Decision Date:	18 Aug 2026
Final EHCP Issued Due Date:	28 Dec 2026
Final EHCP Issued Date:	18 Aug 2026
Latest EHCP Issued Date:	18 Aug 2026

Next Review	
Next Review:	18 Aug 2027

5.3 Forms to Complete

Any forms requiring starting or completion will show in this section.

You will also receive an email notification when there is a new task for you to undertake.

This page contains forms for you to complete.

Items to complete for

Daniel Johnson

There are no items for you to complete

Refresh

Forms you can start	
Description	
EHCP Portal - All about me - Child Young Persons Views	

5.4 Documents to View

This section shows any completed EHCP documents which are available to view.

You will receive notification by email whenever a new document is uploaded to this section.

Clicking on any document opens a PDF which may be printed or downloaded.

This page contains your documents to view.

Daniel Johnson's EHCP Documents to view		
Published Date	Document Date	Description
18 Aug 2026	18 Aug 2026	EHC Plan by Amrit Singh - EHCP North Team
18 Aug 2026	17 Aug 2026	Letters - 07 EHCP - Mover in with a Plan - Family Letter - 51923.rtf

Prev 1 Next

Refresh

5.5 Next Review Date

The date when the next EHCP review is due is displayed.

Next Review

18 Aug 2027

6.0 Logout of the EHCP Portal

When you have completed your EHCP Portal session log off by selecting the arrow next to your name and choosing 'Logout' (*right*).

7.0 Support

For further support and guidance in using the portal please contact ehcp.portalsupport@kirklees.gov.uk

If after registering your email address changes, please contact ehcp.team@kirklees.gov.uk

