

Guidance Notes for Early Years, Childcare & Playwork Providers

To begin using the website please have your unique username and password to hand (provided to you in your introductory letter).

Log on to www.hertsdirect.org/younginherts and follow the link to the recruitment website.

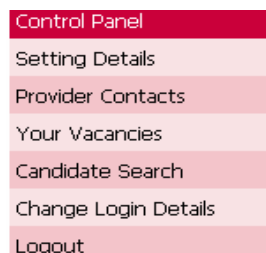
From the homepage, simply click log in and enter your username and password.

Once you have logged in you will be taken to your administration area. Please take a few moments to read over the Terms and Conditions of the website.

What's available and how to find it

From the PINK MENU you can:

- Review your setting details such as Childcare Provider Description, Manager's Name or the Address, by clicking '[Setting Details](#)'.
- Add or modify additional provider contact details by clicking '[Provider Contacts](#)'.
- View any applications by clicking '[Your Vacancies](#)'.
- Search for a candidate for your vacancy by clicking '[Candidate Search](#)'.
- Update your email address or password by clicking '[Change Login Details](#)'.



Control Panel
Setting Details
Provider Contacts
Your Vacancies
Candidate Search
Change Login Details
Logout

Useful hints

- **Setting Details**

Your main address and contact details will automatically appear as these are fed to us via Ofsted reports. If your details are wrong you will need to contact Ofsted directly on 0845 6404040 in order to get them changed. These changes will then automatically appear on your profile when we receive the next Ofsted feed.

- **Provider Contacts**

You may want to add multiple contact details for different functions at your setting, you can add as many as you wish.

- **Your Vacancies**

To help administrate the vacancies that you post onto the website there are four areas: Drafts, Live, Closed and Archived. This is a useful way to log and monitor your vacancies for reference.

- **Candidate Search**

If you wish, you can filter your criteria to search only for new/already viewed candidates and if you want to look directly at a specific candidate just enter their ID or surname.