

# Guidance Notes for Early Years, Childcare & Playwork Providers

To begin using the website please have your unique username and password to hand. If you have not registered before please contact the Childhood Support Services Team on 0845 601 4138 or email [younginhertsrecruitment@hertscc.gov.uk](mailto:younginhertsrecruitment@hertscc.gov.uk)

Log on to [younginherts.hertsdirect.org](http://younginherts.hertsdirect.org)

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'.

## 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 0300 123 1231 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.