

Special Educational Needs Inclusion Fund (SENIF) – Guidance

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Accessing the portal

Request access to the portal Email <u>ealingeducationICT@ealing.gov.uk</u> requesting access to the portal.

1. Download Authenticator App

To access the portal, you are required to download a free app called **2FA Authenticator (2FAS)** that enables two-factor authentication.

When searching for the app, a few options maybe returned, see image on right showing the app's logo, ensure the correct app is downloaded.

This app is only 2mb and does not hold any personal or sensitive information.



2. How to sign into the portal

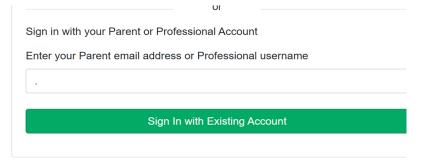
Once you have your username and temporary password

Copy and paste <u>https://synergyweb.ealing.gov.uk/Synergy/Gateway/</u> into either **Microsoft EDGE**, **Google Chrome** or **Safari**. These ate the only compatible browsers.

You may want to add this URL to your favourites, click on the Star icon with the plus sign.



Enter your Parent email address or Professional username, enter your username or email address. Click Sign In with Existing Account.





Enter your temporary password, click Sign In.

PLEASE NOTE: there is a Forget Password option that might be useful in future.

	Sign in	
Enter your password		
Change User Forgot Password		Sign

Create a new password in accordance with the requirements shown.

Click Change Password.

New Password *	
+	Requirements: Alpha character
Password fails requirements	Uppercase character
Confirm Password *	Numeric character
	Special character 10 characters
Please confirm your password	Not username
	Not last 10 passwords

In the 2FA Enrolment screen click OK

2FA Enrolment
Your Local Authority has mandated that Two-Factor Authentication (2FA) is enabled on your user account. Please complete Two-Factor Authentication setup in order to sign in.
You can find out more about Two-Factor Authentication using the help button below.
Неір т

Within the portal, the QR Code is now available to be scanned.

This QR code is for guidance ONLY and yc	<mark>ou will need to</mark>
access a unique QR code from the portal.	



In the portal, click Next.

3. Scan the QR code

Open the 2FA app, tap on the red circle with the white plus sign, top right corner, scan the QR code.



In the app, a token will appear called Synergy Web, displaying your username underneath and a six-digit authentication code with a 30 second time counting down. This code is for guidance ONLY





In the 2FA Enrolment screen, add the six-digit authentication code giving enough time before the timer runs down.

Click **Confirm** then in the next screen click **Finish**.

	2FA Enrolment
In order to complete the sapp.	setup of your 2FA, you need to confirm the code
The code refreshes every	y 30 seconds so you do not need to remember
Confirm your 2FA Code	
Back Help *	

Sign in every SIX WEEKS to keep your account active. Set up a reminder in outlook to help complete this, logging in only takes a minute.

PLEASE NOTE: The Forget Password option can be used to change your password on the sign in page however this will only work if your account has been signed into within SIX WEEKS.

If you change your phone linked to the 2FAS app email <u>ealingeducationICT@ealing.gov.uk</u> to reset your account.

How to start the application

Select Profile

Click on the Profiles dropdown, select Special Educational Needs Inclusion Funds (SENIF)

Modules Profiles: Special Educational Needs Inclusion Fund (SENIF) + Refresh Profile T							
Clickte select a Child							
	Early Years Provider Details	Parent/Carer/Young Person Consent	Child/Young Person Information				
	Submit SENIF						

Search and open a child's record

Click on the **spyglass icon**, top left corner.

Quick Search options window pops up. Use search option Forename and Surname or Date of Birth. After entering the criteria, click Search.

*	Modules 👻 Profiles:	Special Educational Ne	eeds Inclu	sion Func	(SENIF) 🗢	Refresh Profile Toolkit		W	orking on: LIVE
٩	Click to select a Child								
	Quick Search options.		The click he	ere to config	jure filters (0 act	tive filters)			
	PID 819020								Page 1 of
	DfE UPN		Surname	Forename	Date Of Birth	Address	Postal Code	Gender	DfE UPN NC Yea
Child/	Forename		Aatest18	Atest	20/07/2020	London Borough Of Ealing Perceval House 14 Uxbridge Road	W5 2HL	М	Nurseŋ 2
Surnar	Middle								
First N	Name(s)		Search ret	urned 1 reco	ords - a maximu	m of 10 are displayed per page - Pro	file limits this s	search to	1,000 records



If you find duplicate records or cannot find a child please contact <u>EalingEducationICT@ealing.gov.uk</u> for support.

To open the record, click on the line returned on the right-hand side

How to start the application

Start with the Early Years Provider Details tab.

Early Years Pro	vider Details	Parent/Carer/Young Person Consent	Child/Young Person Information
Submit SENIF			

In the **Early Years Provider Details** section, click on the **edit** link on the blue bar and input the information then select update (save).

PLEASE NOTE: Update (save) regularly – it is essential to save regularly on an online platform in case you lose connection.

The portal will time out after 10 minutes of inactivity.

You will not be able to edit the child's personal details.

Early Years Provider Details		edit
Name of Early Years Provider	Provider Full Address	
Provider Telephone Number	Name of person completing application	
Referrer Email Address	Type of setting	
What provision is the child attending?		

How to Upload a Document

PLEASE NOTE: The portal only accepts uploads of PDFs that are no more than 9MB. Avoid scanned documents and convert word document to PDF.

Click on **Document Upload** tab.

Early Years Provider Details	Parent/Carer/Young Person Consent	Child/	Young Person Information	
•	•	-		
Child/Young Person Attenda	ance Early Help Assessment and Plan	(EHAP)	Funding Currently Accessed	SEND Areas of Nee
•	•		•	-
Use of SENIF and Outcor es	Document Upload Sobmit SENIF			
•	•			



In the **Document Upload** section click on **new**, add a **Title** and **Date Uploaded**. Under **Document Category** select **SEND (Portal)**.

Click on Upload New File then Choose File and navigate to the PDF file click on Upload New File then click insert.

If the file is password protected, add the password into the **Reason for information**.

Document Upload		,		insert	cancel
• Title	Test	Document Name			
Date Uploaded			Upload New File		
Document Category	2				
Reason for Information (Including, passwords to open document)					

Preview application before submitting

Click on the Submit SENIF tab then run report section

Q Surname : A	atest18 Forename : Atest	Middle Nan	ne(s): Date Of Birth : 20/	07/2020	Gender : Male	DfE UPN	I: NC Year : Nursery	2 PID : 819020
	Early Years Provider Details	Parent/Car	er/Young Person Consent	Child/Your •	ng Person Infori	mation Cl	hild/Young Person A	ttendance
	Early Help Assessment and	Plan (EHAP)	Funding Currently Acces	sed SEND	Areas of Need	Use of SE	NIF and Outcomes	Document Upload
	Submit SENIF							
Culouit CENIE bu	-licking 'Pup Papart'							

Under the Report dropdown select SENIF (Preview)

Leave Format as PDF Click run report

Check the PDF for any errors

Run Report		
*Report	SENIF (Preview)	\checkmark
*Format	Portable Document Format (Pdf)	~
* = mandatory field		
	run re	port cancel



Submit application

Click on the Submit SENIF tab then run report section

Under the Report dropdown select SENIF

Leave Format as PDF

cher run report	Click	run	repo	rt
-----------------	-------	-----	------	----

Run Report			
*Report	SENIF (Submission)		
*Format	Portable Document Format (Pdf) ~		
* = mandatory field			
	Open Report after creation 🗌 run report cancel		

A pop window will appear, click **ok**.



Check the application submitted successfully

Click on the **Documents** tab, in **Documents List** you will see a line with the **SENIF (Submission)** and the submitters name on the right.

Document List						
Title	Document Name	Date Uploaded	Document Category	Modified Date		
SENIF (Submission) SENIF(Su	SENIF(Submission)_03042024	03/04/2024	SENIF Application	03/04/2024 12:45:14		

Further Assistance

If you are locked out, require further assistance or are experiencing technical difficulties please contact <u>EalingEducationICT@ealing.gov.uk</u>