Appendix A

# Post 16 Inclusion Panel Pilot
Register and Login Guide

There is a new process to apply for Post 16 Inclusion Funding contribution via an online application form.

To apply you will need to use the following link:

[Inclusion Panel for Post 16 Referral Form - Stage 1 - Self](#)

The first time you navigate to this link you will be asked to reject or accept cookies. Please make your choice.
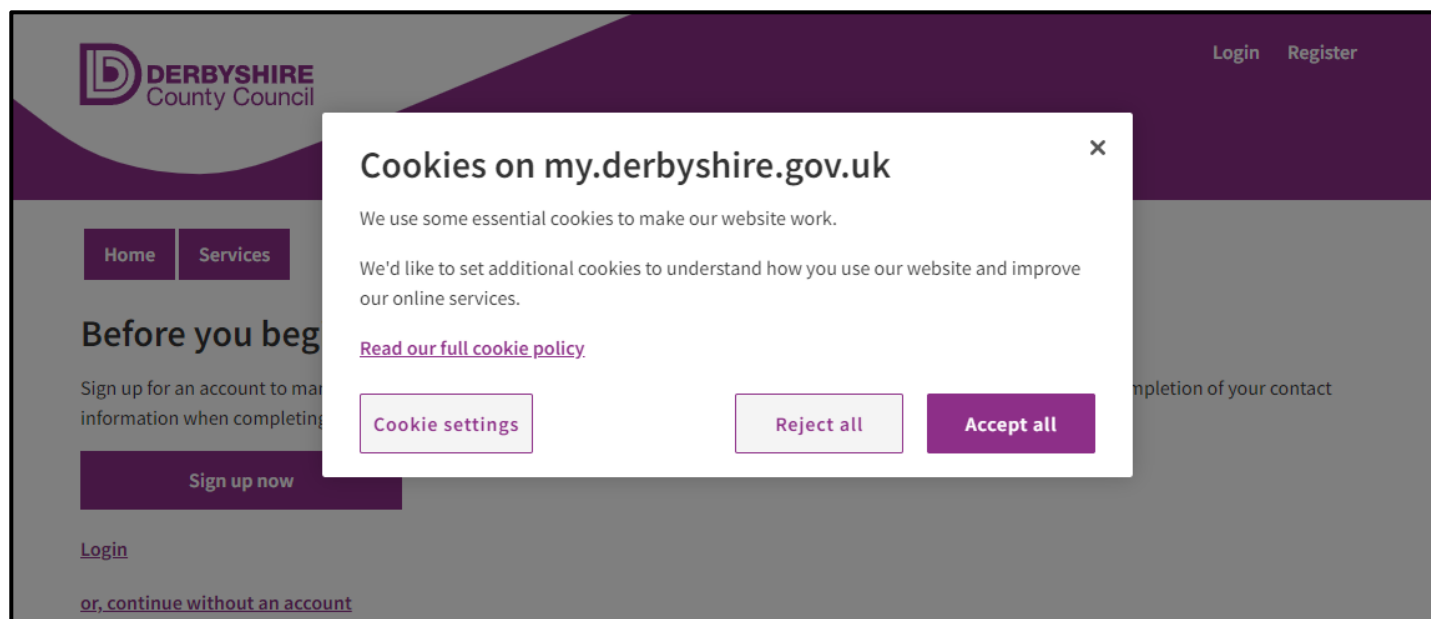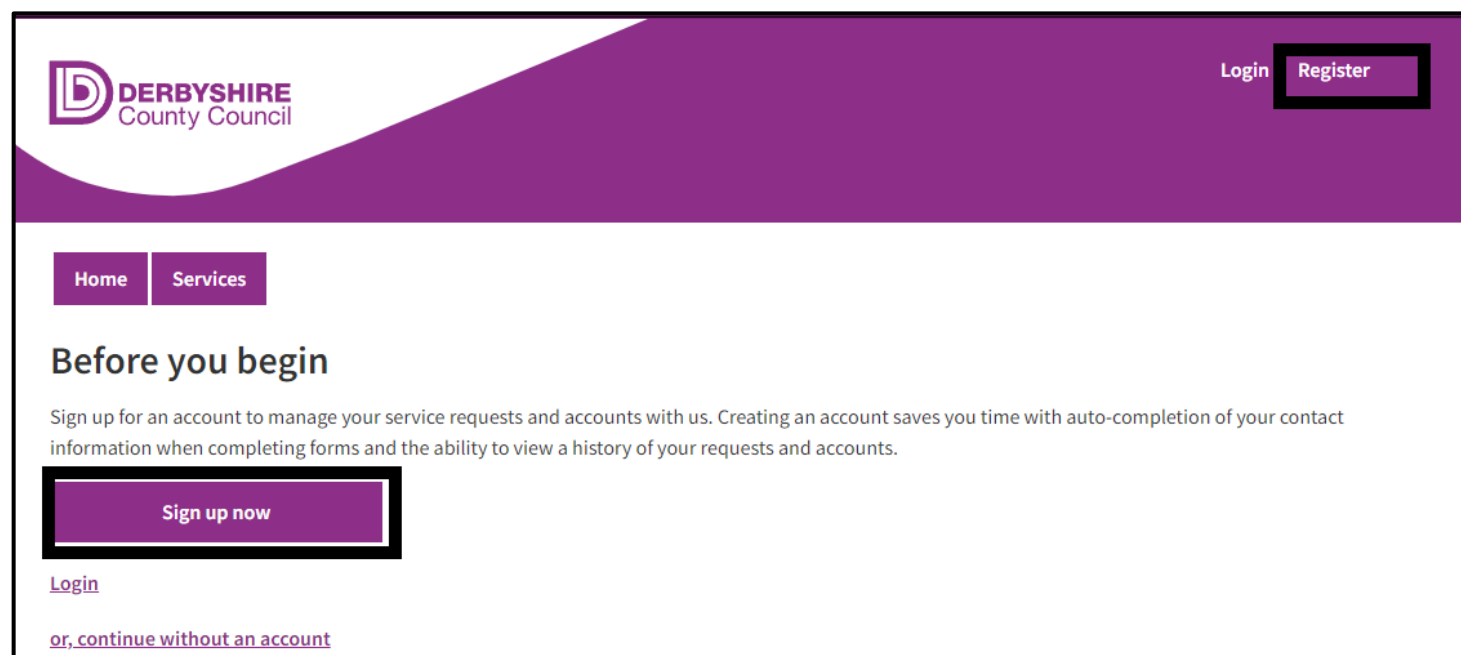

You will need to register to create an account (if you do not already have).

This will ensure you have full functionality, for example to start and save partly completed applications.

Click the 'Register button' in the top right-hand corner or click the 'Sign up button'.

If you already have an account, click the 'Login button'.

Complete the steps on the following page.

You must use your professional provider email address, do not use your personal email address, and then create a password.

You will be sent a verification email to the address provided.

Once you have followed the link in the email you will be able to log onto the system.

The first time you logon you will be asked to complete address and contact details. These should be the details of your setting/provider.

Navigate to the Services button at the top left of your screen, this will show you all available services in the Self-Service portal.

Navigate to the **Inclusion Panel for Post 16 Referral Form.**

The application form will open for you to complete. There are several mandatory fields, please ensure these are completed. If you try and progress through the form without completing them you will be shown an error message telling you which field you need to complete.

If you have a part completed an application, you can save it at any point to complete later.

To return to your application select 'My Requests Button' this will display any applications you have in progress.

Resubmissions – you can resubmit your application through "My Requests"

You will need to click on the black triangle (highlighted in the red box) to open the case and then click the continue button, this will take you back into the case and allow you to resubmit.

Once you have completed all required fields in the form you will be able to Submit the application. You will receive a PDF copy of the completed form to the email address entered on the application. Your application has now been submitted to the Post 16 Inclusion Panel inbox for consideration at the next available panel.