

Post 16 Inclusion Panel Pilot

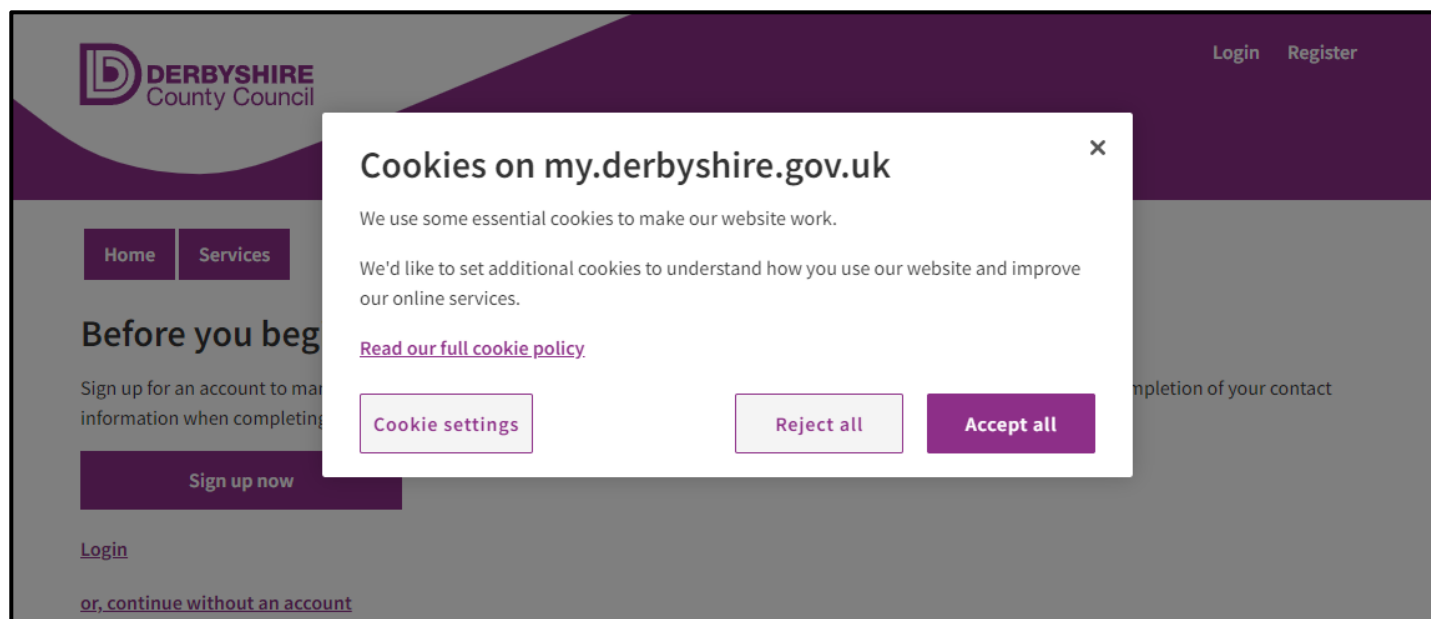
Register and Login Guide

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.

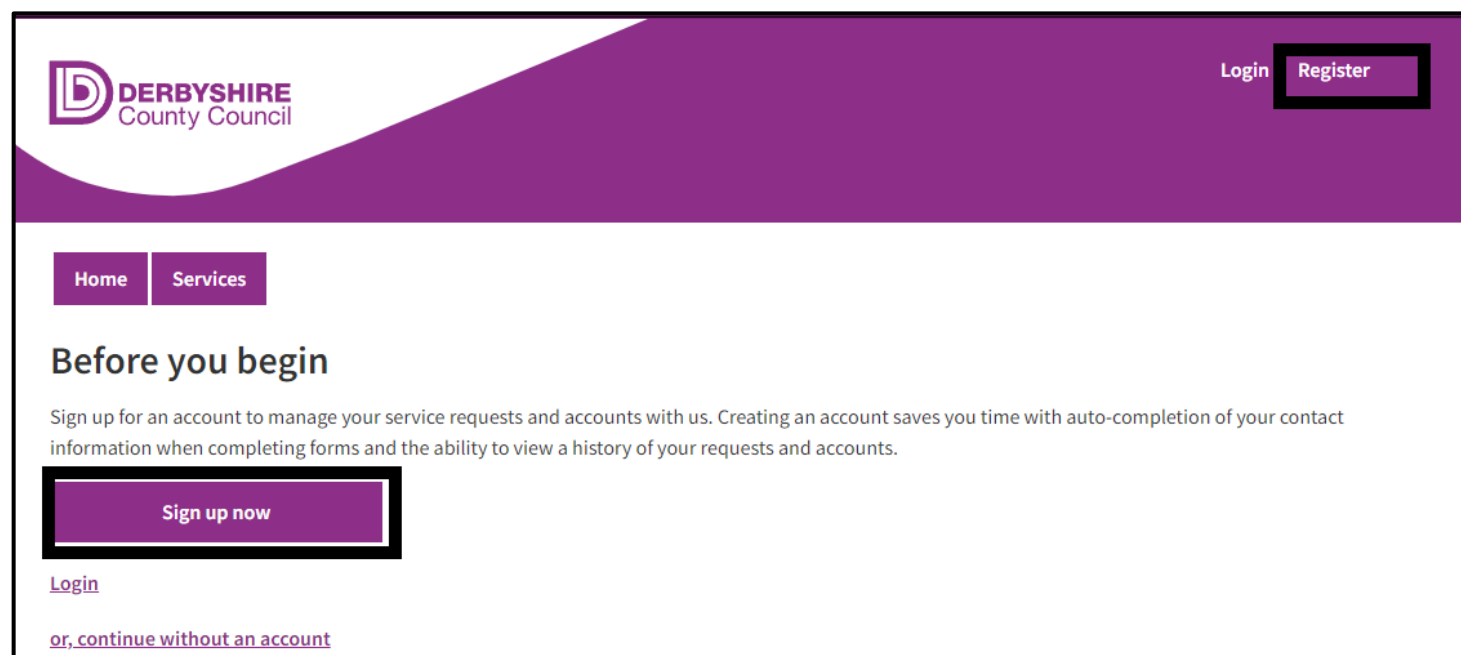


You will need to register to create an account (if you do not already have).

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.

Registration

Please enter your email address and a password to register for My Derbyshire

Email *

Password *

Confirm password *

Submit

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**.

Home Services

Services

A » [Adult Safeguarding Referral](#)

» [Adult Social Care - Online Information Finder](#)

» [Attachments to street lighting columns](#)

B » [Bus stops, bus shelters and real time information units](#)

C » [Carer's Emergency Card Application](#)

» [Chaperone Licence Application Form](#)

» [Civil parking enforcement](#)

» [Complaints against Elected Members](#)

H » [Health and safety incident reporting](#)

» [Health and Wellbeing Team Initial Contact Form](#)

» [Highway Policy Document Request](#)

» [Highway requests](#)

» [Highways Insurance Claims](#)

» [Home to School Transport](#)

» [Household Waste and Recycling Centres - Register your vehicle for access](#)

I » [Inclusion Panel For Post 16 Referral Form](#)

P » [Pavements and cycleways](#)

» [Permit Application - Skips](#)

» [Permit Application - Temporary Obstruction of The Highway](#)

» [Permit Application TMA Notice of Works](#)

» [Public rights of way](#)

R » [Real nappies cashback](#)

» [Request a Blue Badge application form](#)

» [Request for Assistive Technology \(Community Alarm and Telecare\)](#)

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.

HomeServicesMyRequests

Inclusion Panel for Post 16 Referral Form - Stage 1

Account InformationInformationPersonal DetailsProvision Maps and CostingsDeclaration

Have you created an account?

If you haven't already, it is required that you create an account **before** you start to complete this referral form.

Having an account will save your progress and allow you to update as and when convenient until the form is fully completed. Also, it will allow you one resubmission opportunity if your application is rejected.

Save

Next

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.

My requests

Show10FilterAll

Search

Case ID	Process	Case start date	End date	Status
▼ IPP16-16-744328562	Inclusion Panel For Post 16 Referral Form	27/08/2025 17:38:09		Action required

Task ID	Start date	Completed date	Summary	Action
New Task	27/08/2025 17:41:40		Please quote your previous application case reference number : 1313132, Has parental permission/Young Person's permission (if over 18) been given for the referral? : yes, Young person's preferred name: : Test Henry, Young person's legal name: :	Continue

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.

Public

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