



**OXFORDSHIRE
COUNTY COUNCIL**

Online Early Years Pupil Premium

Guidance Notes

Provider User Guide



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Note: All the data displayed in example screenshots are entirely fictitious and bear no intentional relationship to any actual person or provider.

Introduction

This guide is designed for provider staff who have responsibility for administering the online application system.

The Provider Back-Office allows users to check the current status of applications for Online Early Years Pupil Premium (OEYPP) in a variety of formats.

Firstly, there is a need to sign in to the system.

2 Signing into the OEYPP Back-Office System

Figure 1 shows the sign in screen for the Provider Back-Office

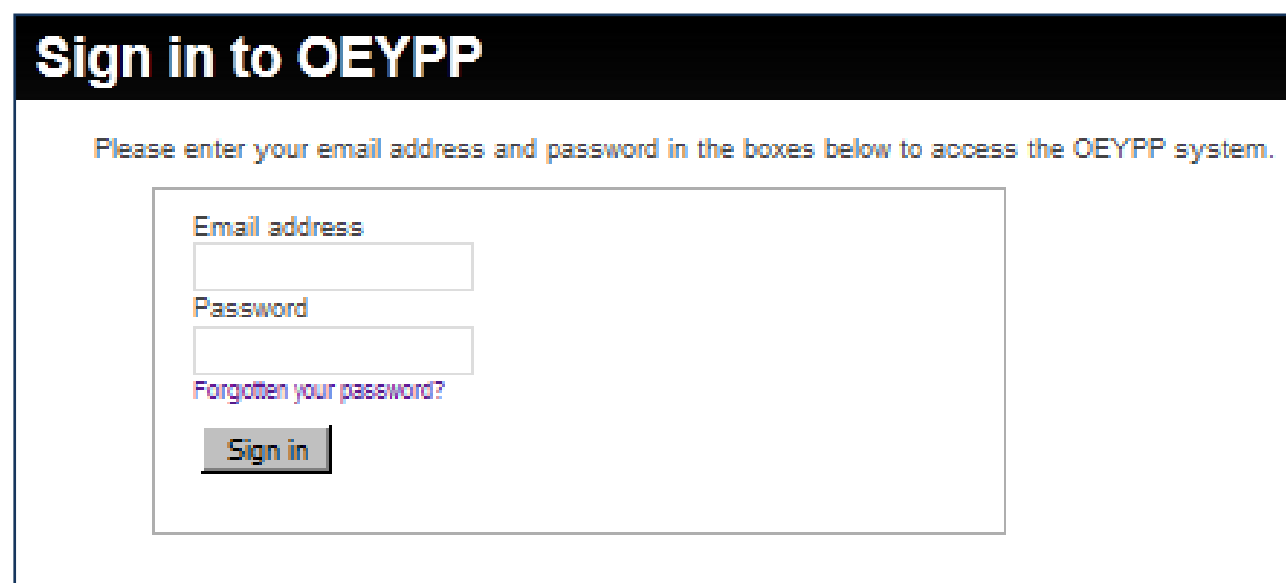


Figure 1

2.1 Forgotten Password

If you have forgotten your password then click on the **Forgotten your password?** hyperlink in Figure 1. The screen in Figure 2 will appear.

Forgot your password ?

Please enter your email address in the box below.

An email will be sent with instructions to reset your password.



Email

Send

« Sign-in

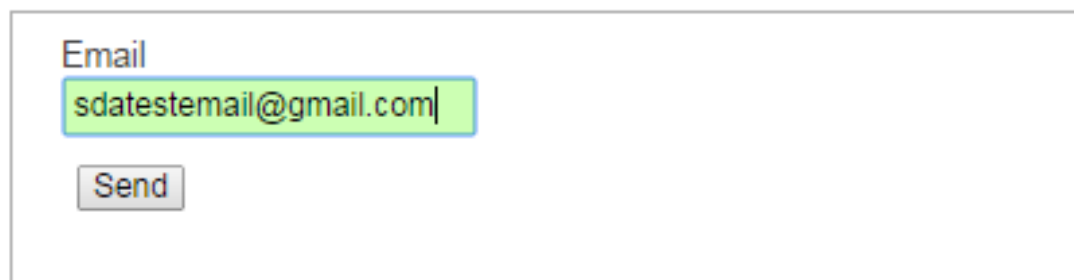
Figure 2

Enter your email address as used to access the system as in Figure 3 below and then press the **[Send]** button.

Forgot your password ?

Please enter your email address in the box below.

An email will be sent with instructions to reset your password.



Email

Send

« Sign-in

Figure 3

You will receive an email. Follow the instructions in the email to reset your password and access the system. **Please note that the password must be at least 8 characters long with a least one upper-case letter and one number.**

3. Provider Menu Bar

Once you have signed into the system, the menu bar as shown in Figure 4 will be present.




Figure 4

The far right of the menu bar shows:

- the current user signed in;
- the My systems (see Section 5);
- access to a **Help** menu; and
- the **Sign out** menu button (see Section 6).

The **Help** menu option provides information on the different eligibility status categories that can be recorded for an individual application.

The left hand side of the menu bar indicates the main administration menu. The following sections give more details of these menu options.

Hyperlinks which are directed to an external site are indicated by a  symbol. Such links will normally open in a new window or tab.

3.1 Eligibility

Figure shows the **Eligibility** status for children in your setting.

Children eligible for EYPP									
Eligible for EYPP (5) Download a PDF									
Lastname	Firstname	DOB	Gender	Reference	Current Status	Provider/LA notes	Since	Last checked	
Arc	Fred	12/12/2011	M	ZBJJW	Eligible (LA - Other)		04/08/2015 16:13:35	27/05/2015 15:33:59	
Bloggs	Bill	12/12/2011	F	HVMY4T	Eligible (ECS)		05/04/2015 20:25:33	05/04/2015 20:25:33	
brown	Francis	12/12/2012	F	V6PK4L	Eligible (LA - Other)	Found on SEN DB	24/09/2015 14:18:30	24/09/2015 14:08:06	
Newton	Isabelle	12/12/2011	F	RLKPF9E	Eligible (ECS)		17/06/2015 14:38:15	17/06/2015 14:38:15	
TEST	Jack	31/03/2012	M	RHW2F9	Eligible (ECS)		14/04/2015 13:42:49	14/04/2015 13:42:49	

Figure 5

The order criteria may be changed by clicking on the appropriate column heading. The order by default is alphabetically by **Lastname**. (Note the sort is NOT case sensitive although we would advise the use of Camel Case i.e. first letter capital rest lower case)

Clicking on the **Reference** for a pupil will bring up the detailed information about the application – see the **Individual Child Information** section below.

Although all screens may be printed directly from the browser window (see below) this view may also be downloaded in a PDF¹ file using the **[Download a PDF]** button.

Printing from Browser Window

Firefox, Internet Explorer, Opera, Safari
[Ctrl] + [P]

Google Chrome
[Ctrl] + [Shift] + [P]

3.2 Saved Not Found

Figure 6 shows applications that have been submitted (and have been checked for 30 days following the initial application) but the ECS has never returned a 'Found and Eligible'. You may use these applications if parents supply physical evidence and set to 'Eligible' manually on the application page (if the LA has granted this facility).

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility

Saved Not Found

Changes

Day by day

Search

Bulk Transfer

Provider information

Applications Saved Not Found

These applications have been submitted and have been checked but the ECS has never returned a 'Found and Eligible'.
You may use these applications if parents supply physical evidence and set to 'Eligible' manually on the application page.

Saved Not Found (2)

Lastname	Firstname	DOB	Gender	Reference	Current status	Provider/LA notes	Since	Last checked
Beal	Jack	14/07/2012	M	PT85XE	Pending (Saved Not Found)		09/10/2015 15:07:08	09/10/2015 15:07:08
brown	Henry	12/12/2012	M	SZUXMY	Pending (Saved Not Found)		24/09/2015 14:06:57	24/09/2015 14:06:57

Figure 6

3.3 Changes

Figure shows the **Changes** menu view from the date specified. The user may change the "from" date for changes.

¹ Portable Document Format (PDF) - is a formal open standard known as ISO 32000. For more information see <http://www.adobe.com/products/acrobat/adobe.pdf.html>.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Changes from 20/9/2015

If an application has had many changes between 20/9/2015 and today, only the last (current) status is displayed.
 Change the "from" date: by choosing the Submit option:

List of status changes (2)

Lastname	Firstname	DOB	Gender	Reference	Current Status	Provider/LA notes	Since	Last checked
Beal	Jack	14/07/2012	M	PT85XE	Pending (Saved Not Found)		09/10/2015 15:07:08	09/10/2015 15:07:08
brown	Henry	12/12/2012	M	SZUXMY	Pending (Saved Not Found)		24/09/2015 14:06:57	24/09/2015 14:06:57

Figure 7

3.4 Day by day

Figure 8 shows the **Day by Day** menu view of changes for the provider for the last 5 days.

This screen allows the user to select the number of days (maximum 20). Please note that this function can take some time to complete – so please be patient.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Changes day by day

All changes of eligibility status for the last 20 days are displayed.
 You can change this to the last by choosing the Submit option:
 Be aware that one day an application may be "Found" and the day after "Inactive": check the current status.
 No update to display

Figure 8

3.5 Search

Figure 9 shows the **Search** menu view. This allows a variety of search criteria. One or more of these may be selected from this menu. Note that the search facility within the provider back office can only be used to search for applications from that provider.

Figure 9

The item is selected by clicking on it and entering the appropriate data item from the dropdown list or free text and deselected by clicking on the red minus circle (⊖) – see Figure 4 below.

Figure 4

3.6 Searching on specific criteria

Figure 5 shows the search result based on a specific application status, in this case “Eligible (LA-Other)”.

Child's lastname	Child's firstname	Child's DOB	Gender	Reference	Current status	Since	Last checked	Provider
Arc	Fred	12/12/2011	M	ZBJJUN	Eligible (LA - Other)	04/08/2015 16:13:35	27/05/2015 15:33:59	Demotown Nursery School
brown	Francis	12/12/2012	F	V6PX4L	Eligible (LA - Other)	24/09/2015 14:18:30	24/09/2015 14:08:06	Demotown Nursery School

Figure 5

3.7 Searching on grouped criteria

Figure 6 shows the search criteria for ALL eligible pupils using the grouped status of “Eligible”.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Search applications

Criteria search : ☒ All criteria ☐ One of the criteria

- Application status : [current status](#), [grouped status](#)
- Parent/Carer : [name](#), [NINO](#), [NASS](#), [postcode](#), [email](#)
- Child : [name](#), [DOB](#)

Search by reference

Child's lastname	Child's firstname	Child's DOB	Gender	Reference	Current status	Since	Last checked	Provider
Bloggs	Bill	12/12/2011	F	HVMY4T	Eligible (ECS)	05/04/2015 20:25:33	05/04/2015 20:25:33	Demotown Nursery School
TEST	Jack	31/03/2012	M	RHW2F8	Eligible (ECS)	14/04/2015 13:42:49	14/04/2015 13:42:49	Demotown Nursery School
Arc	Fred	12/12/2011	M	ZBJJLV	Eligible (LA - Other)	04/08/2015 16:13:35	27/05/2015 15:33:59	Demotown Nursery School
Newton	Isabelle	12/12/2011	F	R4KF9E	Eligible (ECS)	17/06/2015 14:38:15	17/06/2015 14:38:15	Demotown Nursery School
brown	Francis	12/12/2012	F	V6PX4L	Eligible (LA - Other)	24/09/2015 14:18:30	24/09/2015 14:08:06	Demotown Nursery School

Figure 6

The resultant table may be sorted by any of the column headings by clicking on that column. In addition, clicking on the specific **Reference** within the table will reveal the full data behind that application, and display the following screen (Figure 7):

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Application HVMY4T - Bill Bloggs

Application Reference: **HVMY4T**

Submitted: 05/04/2015 20:25:33

Parent/Carer: Mr Sid Ben

Date of Birth: 12/12/1988

National Insurance Number: *****8A

Address: 43 Boot Hill
Grendon
ATHERSTONE
CV9 2EL

Child in benefit: Bill Bloggs

Date of birth: 12/12/2011

Parent/Carer's relationship: Mother

Applied by: Parent/Carer

Provider: Demotown Nursery School

Current status: **Eligible (ECS)**

Explanation: Application "Found" on ECS therefore eligible.

Change to:

Last eligibility check: 05/04/2015 20:25:33 - Found and Eligible

Other eligibility criteria: **Current status**

Leaving Care under Special Guardianship Order:

Provider/LA notes: (not visible to parents/carers)

Full Change History

05/04/2015 20:25:33 **Eligible (ECS)**

Figure 7

Within this screen various values may be viewed in more detail (indicated by a hyperlink).

Notes Field

A provider may add a note to an application. Text may be entered in the box shown in Figure 8 and saved by clicking the **[Save notes]** button.

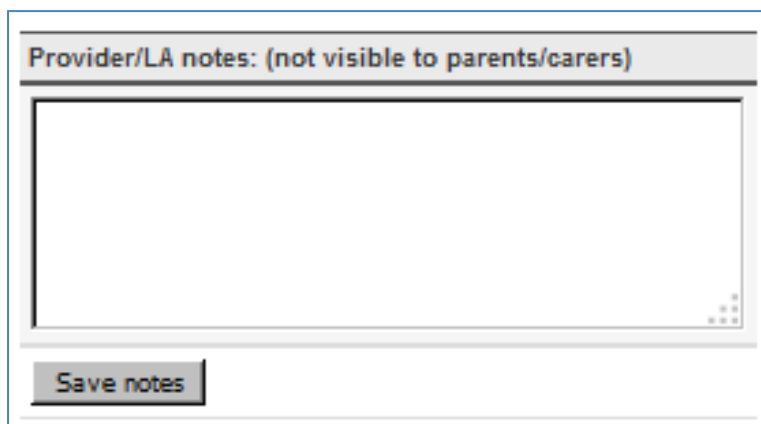
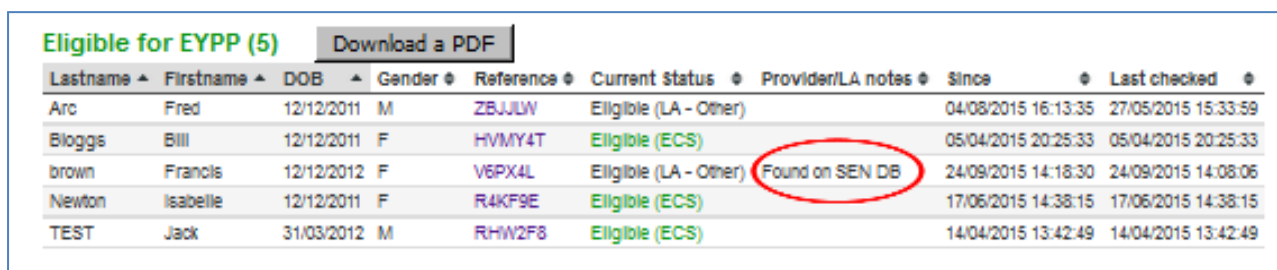


Figure 8

Notes are visible in a truncated form on the Eligibility, Saved Not Found, Changes and Day by Day screens, e.g. as in Figure 9.



Lastname	Firstname	DOB	Gender	Reference	Current Status	Provider/LA notes	Since	Last checked
Arc	Fred	12/12/2011	M	ZBJJLV	Eligible (LA - Other)		04/08/2015 16:13:35	27/05/2015 15:33:59
Bloggs	Bill	12/12/2011	F	HVMY4T	Eligible (ECS)		05/04/2015 20:25:33	05/04/2015 20:25:33
brown	Francis	12/12/2012	F	V6PX4L	Eligible (LA - Other)	Found on SEN DB	24/09/2015 14:18:30	24/09/2015 14:08:06
Newton	Isabelle	12/12/2011	F	R4KF9E	Eligible (ECS)		17/06/2015 14:38:15	17/06/2015 14:38:15
TEST	Jack	31/03/2012	M	RHW2F8	Eligible (ECS)		14/04/2015 13:42:49	14/04/2015 13:42:49

Figure 9

3.8 Bulk Transfer

This option allows pupils to be transferred when they leave the provider for another provider (in the same OEYPP system) as shown in Figure .

[Note that if the provider is unknown the pupils should be flagged as “Inactive (Leaver)”.]

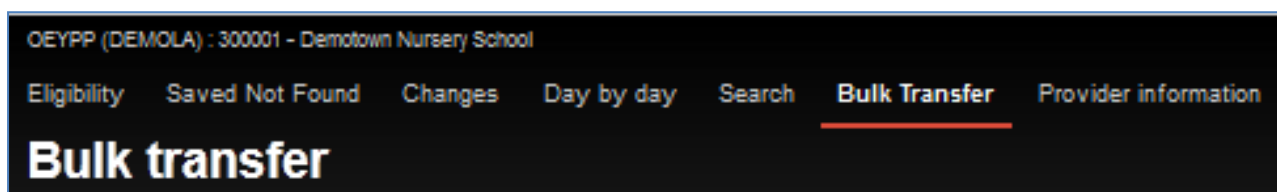


Figure 16

1. Click on the pupils to be transferred. They will be highlighted as shown in Figure 17. (Click a second time to de-select them.)
2. Select the destination provider from the drop-down list.
3. Click the **[Transfer selected pupils]** button.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search **Bulk Transfer** Provider information

Bulk transfer

Bulk transfer of applications between providers

1. Select the pupils you wish to transfer by clicking in the rows in the table below.
2. Select the destination provider from the drop-down list.
3. Press the 'Transfer selected pupils' button.

Sunshine Toddlers Day Nursery

Quick Filter:

Lastname	Firstname	DOB	Gender	Reference	Current Status	Since
Arc	Fred	12/12/2011	M	ZBJJUN	Eligible (LA - Other)	2015-08-04 16:13:35
Beal	Jack	14/07/2012	M	PT85XE	Pending (Saved Not Found)	2015-10-09 15:07:08
Bloggs	Alan	12/12/2011	M	LSL5EE	Pending (Other Category)	2015-07-10 02:10:16
Bloggs	Bill	12/12/2011	F	HVMY4T	Eligible (ECS)	2015-04-05 20:25:33
Bloggs	Henry	12/12/2011	M	R36E8A	Pending (Other Category)	2015-08-11 02:10:21
Bloggs	Sara	12/12/2011	F	QNM9GQ	Not Found (ECS Checked)	2015-08-11 02:10:20
brown	Francis	12/12/2012	F	V6PX4L	Eligible (LA - Other)	2015-09-24 14:18:30
brown	Henry	12/12/2012	M	SZUXMY	Pending (Saved Not Found)	2015-09-24 14:06:57
Einstein	Albertina	12/12/2010	F	QZ3PH7	Not Found (ECS Checked)	2015-07-17 02:10:15
Einstein	Albertino	12/12/2010	M	XMT53S	Pending (Other Category)	2015-07-17 02:10:15
Newton	Isabelle	12/12/2011	F	R4KF9E	Eligible (ECS)	2015-06-17 14:38:15
TEST	Jack	31/03/2012	M	RHW2F8	Eligible (ECS)	2015-04-14 13:42:49
Zebedee	Zebra	12/12/2011	F	UDECWQ	Pending (Other Category)	2015-06-13 02:10:13

Showing 1 to 13 of 13 entries

Figure 17

On transfer a completion message will appear at the top of the screen.

3.9 Provider Information

Figure 18 shows the **Provider Information** menu view which displays information about the provider selected.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Demotown Nursery School

NAME	Demotown Nursery School
URN	300001 (EduBase ID)
Email notifications	Enabled
Visible on application form	Yes

Users	Role	Notifications
	School Admin - manage school information and users	No
	School Admin - manage school information and users	No
	School Admin - manage school information and users	Yes on Demotown Nursery School
	School Admin - manage school information and users	No

[Add user](#)

Information from Edubase	
Estab n°	1001
Headteacher	Mr Test Testing
Status	Open
Type of Establishment	Community School
Phase of Education	Primary
Age Range	2 - 5
Gender	Boys
Address	SD1 1AD
Telephone	
URL	-

[Amend](#)

Figure 18

The screen includes a link to the relevant Ofsted or Edubase² record for the provider. If derived from Edubase, any changes in the provider information needs to be alerted to the LA user and/or the Edubase³ administrators.

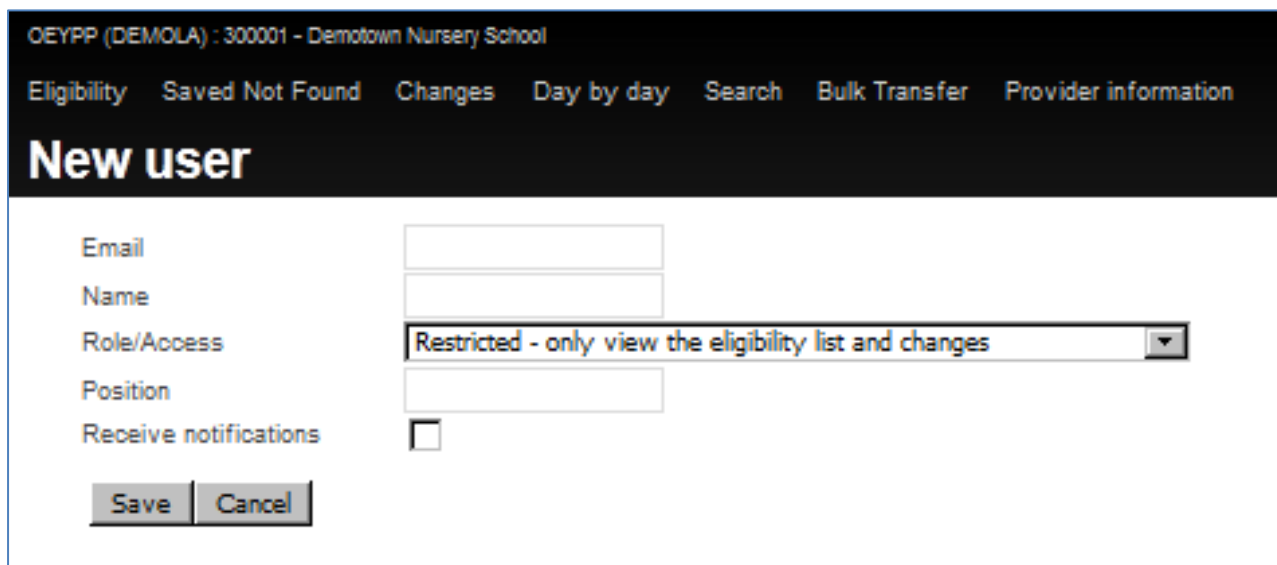
This screen may be used to add new users or change existing user details.

3.9.1 Create a New User

To add a new user click on the green plus circle ([+ Add user](#)).

² <http://www.edubase.gov.uk/edubase/home.xhtml>

³ <http://www.edubase.gov.uk/edubase/feedback.xhtml>



OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

New user

Email

Name

Role/Access

Position

Receive notifications ☐

Figure 19

Figure 19 shows the New User screen. Enter details in the appropriate fields and click:

Note email addresses must be unique to the individual user and the system will check for duplicates.

- **[Save]** to create the new user;
- **[Cancel]** to return to the user list.

The new user will receive an email to complete the setup process.

3.9.2 Edit an Existing User

To edit (or delete) an existing user click on the user's name.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Email

Name

Role/Access School Admin - manage school information and users

Position Tester

Receive notifications ☐

Save Delete Cancel

Figure 10

Figure 19 above shows the edit or delete a user screen. Edit the appropriate fields as necessary and click:

- **[Save]** to save the new/changed items;
- **[Delete]** to remove the user; or
- **[Cancel]** to return to the user list.

This screen may be used to change user names and passwords and to change the level of access and notification status of the users.

Note: The **[Delete]** button will not appear if you are editing your own details.

4. Individual Child Information

Figure 11 below shows the main pupil information screen.

OEYPP (DEMOLA) : 300001 - Demotown Nursery School

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Application ZBJJLW - Fred Arc

Application Reference	ZBJJLW
Submitted	27/05/2015 15:33:59
Amended	04/08/2015 16:13:35
Parent/Carer	Ms Joan Arc
Date of Birth	12/12/1988
National Insurance Number	*****8B
Email	sdatestemail@gmail.com
Address	8 Lismore Drive BIRMINGHAM B17 0TP
Child in benefit	Fred Arc
Date of birth	12/12/2011
Parent/Carer's relationship	Mother
Applied by	On behalf of Parent/Carer
Provider	Demotown Nursery School

Amend School Transfer Add sibling

Current status	Eligible (LA - Other)
Explanation	No help.
Last eligibility check	27/05/2015 15:33:59 - Not Found
Other eligibility criteria	Current status
In Care	Found (LA Checked)

Provider/LA notes: (not visible to parents/carers)

Save notes

Full Change History	
04/08/2015 16:13:35	Eligible (LA - Other)
26/06/2015 02:10:15	Pending (Other Category)
27/05/2015 15:33:59	Pending (ECS and Other)

Figure 11

This screen can also be used to amend the details of an application, transfer the child to another provider (within the same OEYPP system) and to add a sibling.

Click **[Amend]** to amend application details;
 Click **[Provider Transfer]** to transfer the child to another provider; or
 Click **[Add sibling]** to add a sibling.

If the record has an "Inactive" status then a further button option will appear as shown in Figure 22.

Amend School Transfer Add sibling **Reactivate**

Figure 12

Click **[Reactivate]** to reactivate the record. Please note some systems may not have this facility.

[Please note that this action should never be performed for a record shown as "Inactive (Withdrawn)" without the consent of the original applicant.]

The following sections give more details of these options.

4.1 Amending Application Information

Users with full administrator rights may amend application details. The **[Amend]** screen will display the 'Amend' view as shown in Figure 23 and 24 below.

OEYPP (DEMOLA) 6381 - My systems Help Sign out

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

ZBJJLW - Fred Arc

Reference: ZBJJLW

Parent/Carer

Name *
 Title: Ms Firstname: Joan Lastname: Arc

Unique Identification Number *
☐ Check to fill a new NIN or NASS (cannot be just amended)
 OR
 National Insurance Number: [] National Asylum Support Service reference number: []

Personal information *
 Date of birth (DD/MM/YYYY): 12/12/1966 Relationship to the child: Mother

Contact information
 Email: sdtestemail@gmail.com Telephone (Landline): [] Telephone (Mobile): []

☒ Would like email to be my primary communication channel for free school meal entitlement
 Why use electronic communication ?

Figure 23

The applicant's details, as shown in Figure 23 above, are critical when the ECS checks eligibility. In particular, any changes to the applicant's Lastname, Unique Identification Number and/or Date of Birth could result in a change in eligibility.

This screen would normally only be used:

- (a) if the applicant had made a spelling or similar error (e.g. transposing Firstname and Lastname); or
- (b) the applicant's contact information changes, especially their email address.

Information less critical to the checking and notification of eligibility is shown in Figure 24 below. In addition to the rectification of spelling errors, this screen can be used to amend information if:

- (a) the applicant changes address;
- (b) the child's legal name changes; or
- (c) the child's recorded names do not match those confirmed as being correct in the provider's Management Information System (MIS).

Address information *

Enter a postcode [List of demonstration postcodes](#)

Addresses

☐ **Manual Address Data**

Flat Number/Name **

House Number/Name **

Street Name *

Locality

Town/City *

Postcode

** One at least of Flat or House Number/Name is required.
* Required.

Child

Child's name *

Fred Arc

Firstname Lastname

Child's details*

12/12/2011 Male

Date of birth (DD/MM/YYYY) Gender

Figure 24

4.2 Transferring a Child to another Provider

This option allows a child to be transferred from the provider when they move to another provider as shown in Figure . (This option would normally only be used for in-year leavers – end of year leavers are best dealt with via the Bulk Transfer mechanism.)

OEYPP (DEMOLA) : 6381 -

[Eligibility](#) [Saved](#) [Not Found](#) [Changes](#) [Day by day](#) [Search](#) [Bulk Transfer](#) [Provider information](#)

Provider Transfer

Application: ZBJJLW

Choose the new provider

Figure 25

Select the appropriate new provider from the drop-down list and press **[Transfer]**. When transferred, the child will automatically be flagged as “Inactive” in the originating provider’s system.

4.3 Adding a Sibling

This option allows newly arriving (or forgotten) siblings to be added to the system. Figure 26 shows the screen to enable this. Enter the appropriate details for the new child and press **[Add sibling]**.

OEYPP (DEMOLA) : 6381 -

Eligibility Saved Not Found Changes Day by day Search Bulk Transfer Provider information

Add Sibling

Parent/Carer

Name	Ms Joan Arc
Date of Birth	12/12/1968
National Insurance Number	*****8B
Email	sdatestemail@gmail.com
Address	6 Lismore Drive BIRMINGHAM B17 0TP

Sibling

Child's name *

Firstname Lastname

Child's details*

Date of birth (DD/MM/YYYY) Gender

Add sibling **Cancel**

Figure 26

4.4 Reactivating a Record

Note: This facility may not be available in all systems.

This option allows inactive records to be reactivated. After clicking the **[Reactivate]** button, an instant ECS check is performed and the record status is set dependent on the returned value from the ECS check, i.e. one of the following values:

- Eligible (ECS)
- Pending (Service Down)
- Pending (Saved Not Found)

5. ECS Status

The current status of the ECS is indicated by the coloured round button next to your user name as shown in Figure 27.

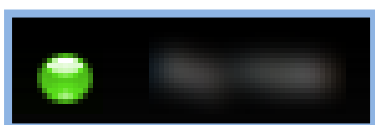


Figure 27

- | | |
|---------------|-----------------------------|
| Green: | ECS currently LIVE . |
| Amber: | ECS has some error messages |
| Red: | ECS currently DOWN . |

Click on the button for more information/log.

6. My Systems

If your organisation or local authority has purchased multiple online systems (OFSM, OEYE and OEYPP), or if you have been granted administrative responsibility for systems on behalf of multiple organisations, then you see an additional menu item ("My systems") in the top right-hand corner between your system name and "Help" . Selecting "My systems" will display a table containing links to each back-office to which you have access.

Click on the appropriate link to switch to that back-office system.

7. Ending a session

All computers from which the system is being accessed should be secure and as part of good security practice it is important that users exit the system correctly before they physically leave the machine on which they are working.

Firstly, select **Sign out** from the right hand menu. (Your session will be terminated and you will be returned to the **Sign in to OEYPP** page.)

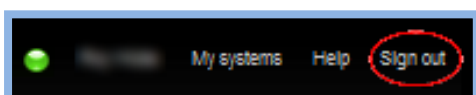


Figure 28

Secondly, close the browser window/tab⁴ to ensure no-one else can view easily the URL or gain access to the login details.

Thirdly, ensure that your browser settings are such that your 'history' is cleared whenever you exit the browser.

In the unlikely event of experiencing **pop-up** activity (such as *Text Enhance*), this is not a part of the system and users should not activate any redirection to another page/site⁵.

⁴ If you feel there is any opportunity for another person to access your browser while you are not in attendance then you should always exit the browser rather than just close the tab.

⁵ Should a user inadvertently do so, the consequences are entirely their responsibility.