Guide on how to add staff members to the Provider Portal

6 Step Process

1 Log on to the Provider Portal with your usual login details

2 Click on to 'staff' at the top of the screen

3 Click 'Add Staff' at the bottom left hand side of the screen

4 Complete all the fields with an asterisk present (*)

5 Click Save at the bottom left hand of the screen

6 Click Submit at the bottom left hand of the screen

For additional support please email:

child.care@croydon.gov.uk or

Early.learning@croydon.gov.uk

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