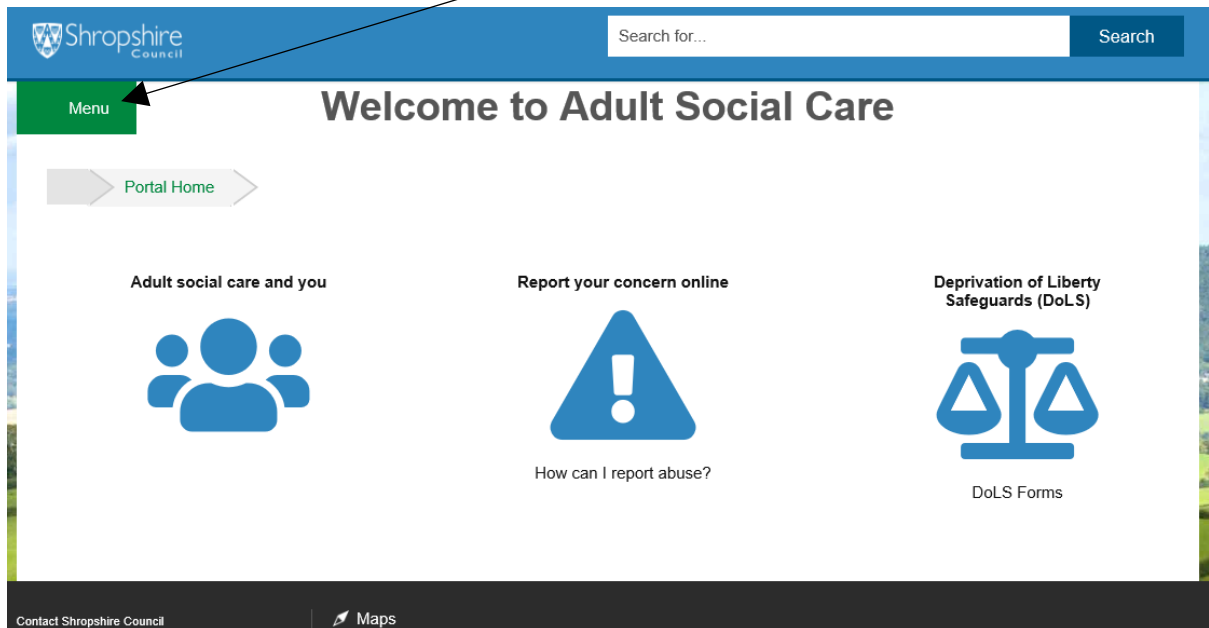


Registering for a new account

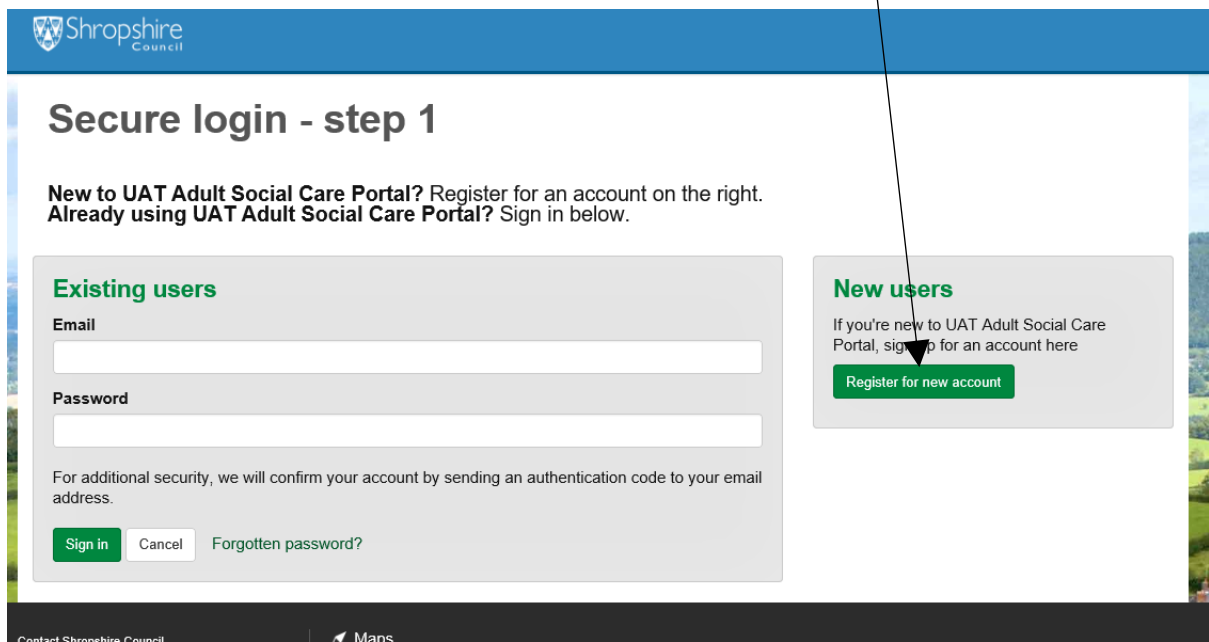
From the Portal Home page, click onto Menu



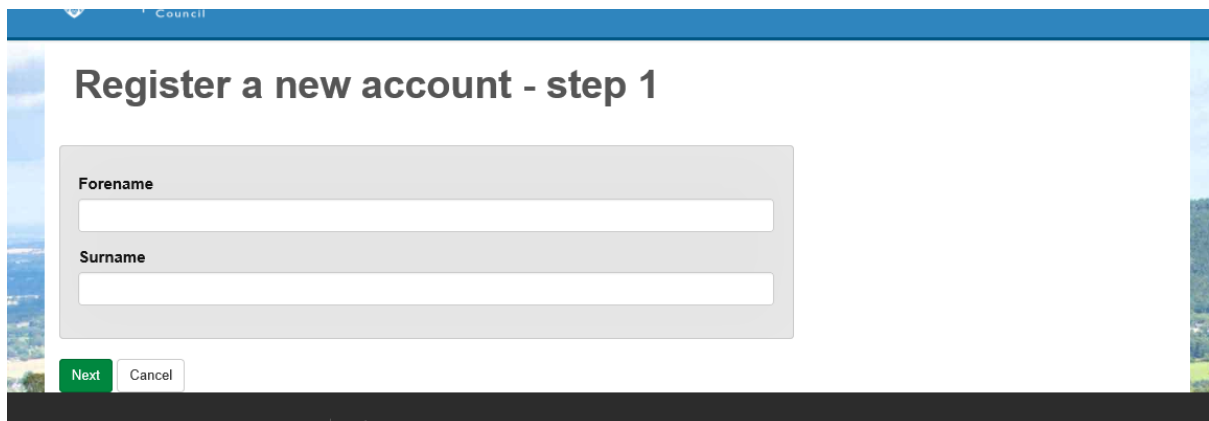
From the drop down menu that appears, choose My Account



Then click onto the Register for a new account



You will now get step 1 of the registration



Enter your forename and surname here, then click Next

You will then get step 2 of the registration

Register a new account - step 2

Email address

Password

Confirm password

Back

Next

Cancel

Password policy

Your password must meet the following requirements:

- It must be at least 8 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be different to your current password
- It must be different to your previous password

[Click to see list of special characters](#)

Enter your email address here and enter a password. Re-enter the password in the Confirm password box.

Note your new password must:

- Be at least 8 characters long
- Contain at least one letter, at least one number, at least one special character and at least one upper-case letter
- Be different to your current and previous Portal passwords

Click Next

You will now be taken to Step 3 of the registration

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your spam/junk email folder.

Code

Back

Next

Cancel

[Please send me a new code](#)

The Portal will now send an email to the email address you entered in Step 2. It should only take a minute or two for this email to come though.

Thank you for using UAT Adult Social Care Portal. Please enter the following code on the email verification page:

4996 3357

Kind regards

UAT Adult Social Care Portal

Enter the 8 digit code from this email into the Code box in the Portal

Register a new account - step 3

We have just sent you an email to confirm your email address. Please enter the code this contains below. Hit **back** if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your spam/junk email folder.

Code

Back

Next

Cancel

Please send me a new code

Click Next

You should get a message that your registration has been completed successfully

Registration completed

Your registration has been completed successfully. Click **Continue** to carry on with your session.

Continue

Click Continue

You are now registered with the Portal. Click on the Portal Home link to begin

Menu

Welcome to Adult Social Care

Portal Home

Adult social care and you

Report your concern online

Deprivation of Liberty Safeguards (DoLS)