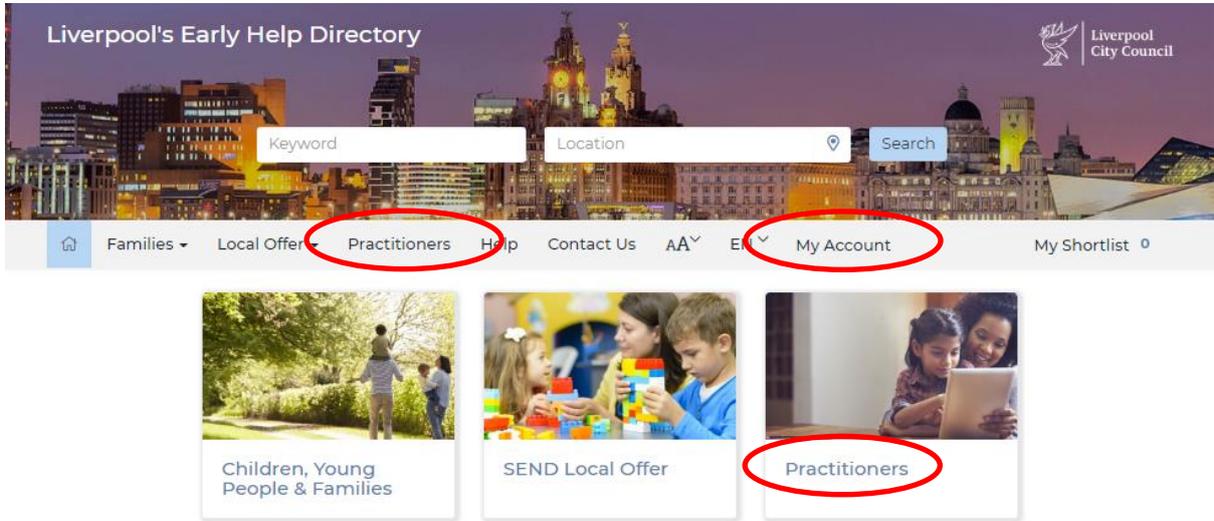
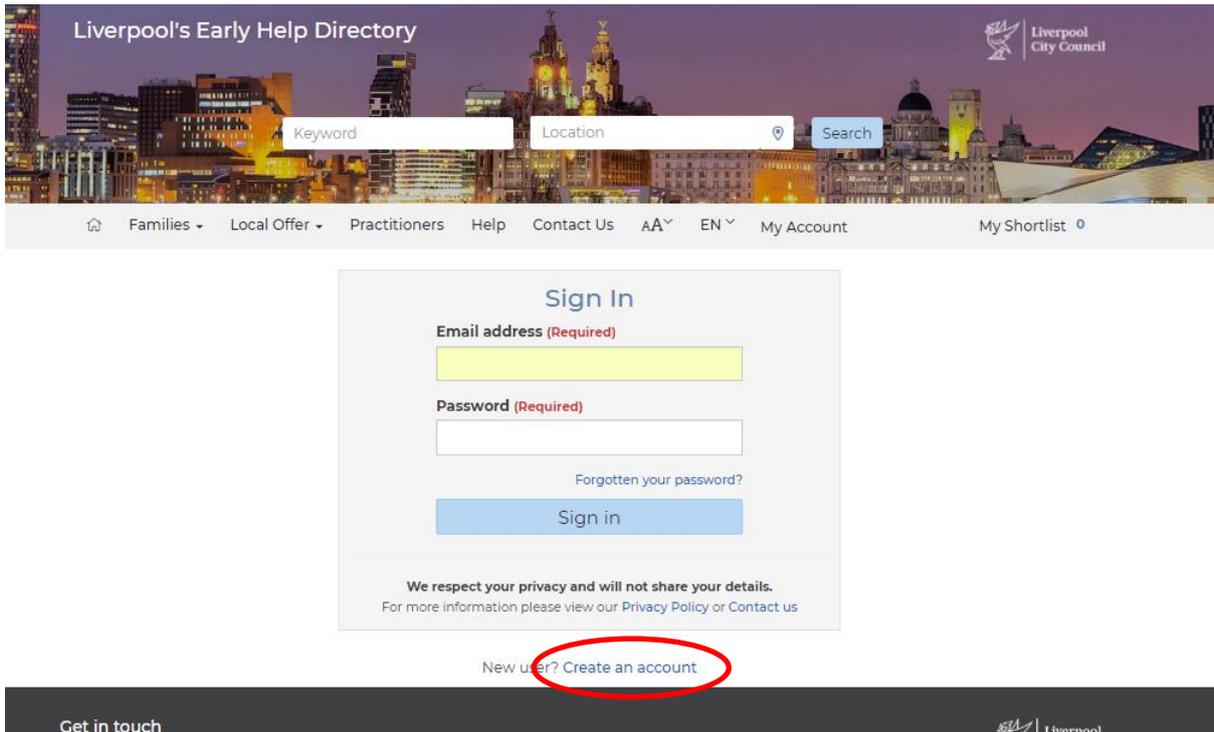


Early Help Directory: Create Account

To create an account on the directory click on either Practitioners or My Account.

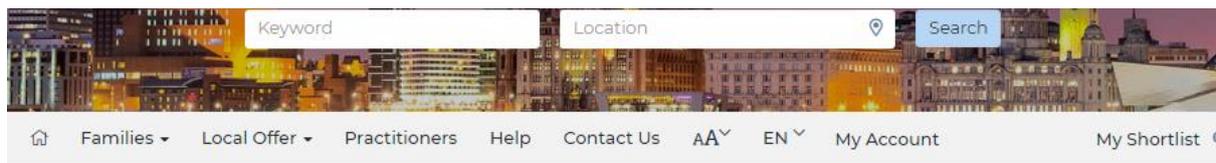


This will open up the Sign in page, at the bottom of the Sign In page select 'Create an account'



Note; if you think you may already have an account select 'Forgotten your password?' and try resetting your password. If your email exists on the system you will receive an email which contains a reset code. If you receive a code follow the 'EHD Resetting Password' guide, else continue to create a new account.

Enter your details into the relevant fields, your email address will become your username.



Create account

First name (Required)

Surname (Required)

Email address (Required)

Choose password (Required)

Confirm password (Required)

By clicking 'Create account' I agree that:

- I accept the [Terms & Conditions](#)
- I give consent to the processing of my data
- I may receive communications

We respect your privacy and will not share your details.
For more information please view our [Privacy Policy](#) or [Contact us](#)

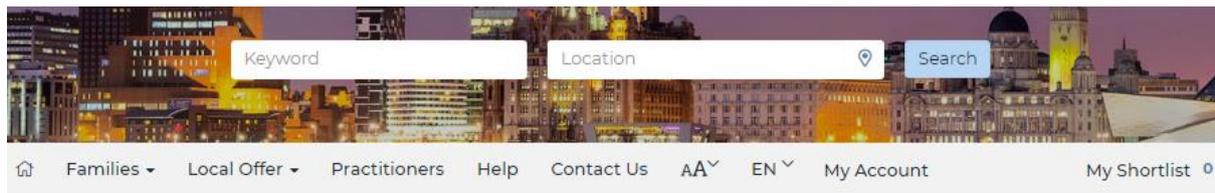
Passwords must meet the requirements below;

Choose password (Required)

Confirm password (Required)

- Minimum of 8 characters.
- Besides letters, include at least a number or symbol (!@#\$\$%^*_+=).

Click on 'Create account' the Activate account window will open;



Activate account

We have sent you an email

Do not close this window. You will need it to enter your activation code.

We have sent an email to **stecog@hotmail.com** which contains your activation code.

Enter activation code
(Required)

Activate account

Activate code is required for security and to confirm your email address.

Can't find your activation code?

If you can't find your activation code, try...

- Checking your junk or spam email folders in case it has been put there.
- [Resend it to your email address](#) (stecog@hotmail.com)

If you still have a problem then please [contact us](#).

We respect your privacy and will not share your details.
For more information please view our [Privacy Policy](#) or [Contact us](#)

An email will be sent with an activation code and instructions, keep the 'Activate account' window open while you retrieve the code, the email will be similar to below;

"Thank you for registering and welcome to the Liverpool Early Help Directory. Before you can sign in you must activate your account..."

1. Copy the following activation code:

123456

(Hint: Double-clicking the code with your mouse will select it, then right-clicking with the mouse will allow you to copy it.)

2. Paste it into the "Enter activation code" field in the "Activate your account" page in your web browser.

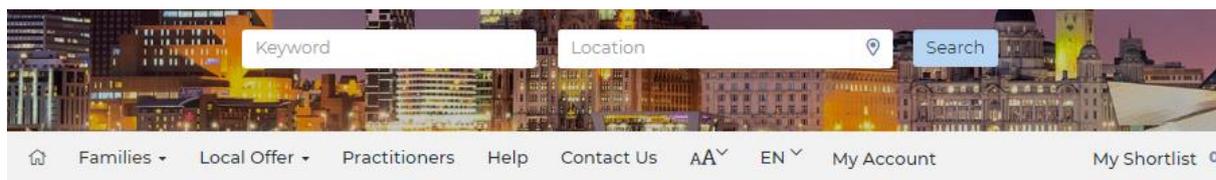
(If you no longer have this web browser window open then you can visit the [Sign in](#) page and sign in with your account details. This will then allow you to activate your account).

3. Click/Press the "Activate account" button.

Once your account has been successfully activated you will be prompted to sign in. If you have any problems with the Activation process or any other questions then please contact us at fsd@liverpool.gov.uk or via the [Contact us](#) page.

Kind regards,
The Liverpool Team”

Enter the code and click Activate account. The Sign In window will open confirming your account activation and will ask you to sign in.

A screenshot of the 'Sign In' form. At the top, it says 'Sign In'. Below that is a green banner that says 'Account activated'. Underneath the banner, a message reads: 'Your account has been activated. Please sign in with your email address and password.' There are two input fields: 'Email address (Required)' and 'Password (Required)'. Below the password field is a link that says 'Forgotten your password?'. At the bottom of the form is a blue 'Sign in' button. Below the button, there is a privacy notice: 'We respect your privacy and will not share your details. For more information please view our Privacy Policy or Contact us'.

[New user? Create an account](#)

Enter your account email address and user name to sign in you will receive another e-mail thanking you for validating your email address.

Your account is now set up, please keep your password in a safe place. If you ever forget your password you can reset it by clicking on the 'Forgotten your password?' link.