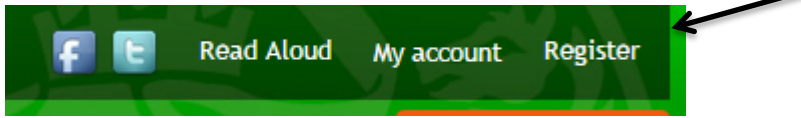


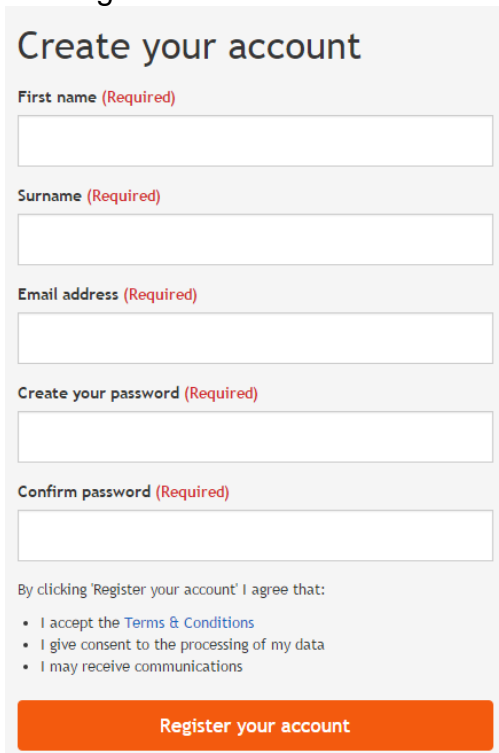
Oxfordshire Family Information Directory

How to register, add & update records including "Local Offer" records

1. Go to www.oxfordshire.gov.uk/familyinformation
2. Click on "Register" on the top right



3. Complete the details and email address and register



Create your account

First name (Required)

Surname (Required)

Email address (Required)

Create your password (Required)

Confirm password (Required)

By clicking 'Register your account' I agree that:

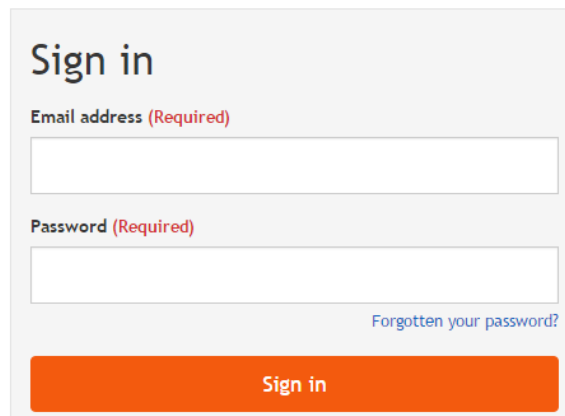
- I accept the [Terms & Conditions](#)
- I give consent to the processing of my data
- I may receive communications

Register your account

4.

You must then **go to your email account** to verify you.

If you have not received the activation email, please check it has not been filtered into your junk or spam mail folder.



Sign in

Email address (Required)

Password (Required)

[Forgotten your password?](#)

Sign in

Then you can sign in

Which gives you your dashboard with the services available to you.

[Home](#) ▶ [Dashboard](#)

Overview

Provider Updates

Practitioners

Contact Log

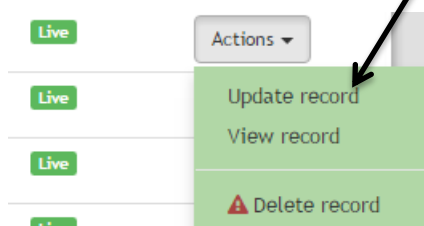
Your 'About Me' record - for
parents of disabled/SEN children

Go to Provider updates and you can create a new service (with the exception of those that are registered by Ofsted) or update one you already have

(Please check if your activity/service is already listed before adding a new entry)

To amend your record :

Click on "Actions" and select "update record", and make changes



To add a record: click on create another service

[+ Create another service](#)

Childcare providers - please read (before adding any new record)

[For details about updating and adding records](#)

Please check if your activity/service is already listed before adding a new entry.

Local offer records - add information on how you cater for disabled children and those with additional needs.

Your email address may have already been "assigned" to your record. If so, you will find you already have the relevant "provider updates" and the record will be under records you may update.

When you have made any changes click on the Save Record



This then goes to the FIS team for approval and making live (within 3 working days)