

Early years education system (EYES) establishment portal

How to register and login establishment portal

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Author:	Social care and education digital and systems team
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1. Introduction

The EYES establishment portal is a secure online website used by schools, nurseries, and early years providers to communicate and share information with their local authority (LA).

The establishment portal can be used to manage:

- School admissions
- Attendance / exclusions referrals
- Free school meals
- Entertainment and employment
- Early years

The first time you need to submit an online form or make a referral, you will need to register for an online Establishment portal account.

In this guide you will learn how to register and create an online portal account.

2. Registering for an establishment portal account

Please ensure you have an active work email address before proceeding to the next steps.

If you do not currently have an active work email address, please request one now from your establishment to be created before continuing.

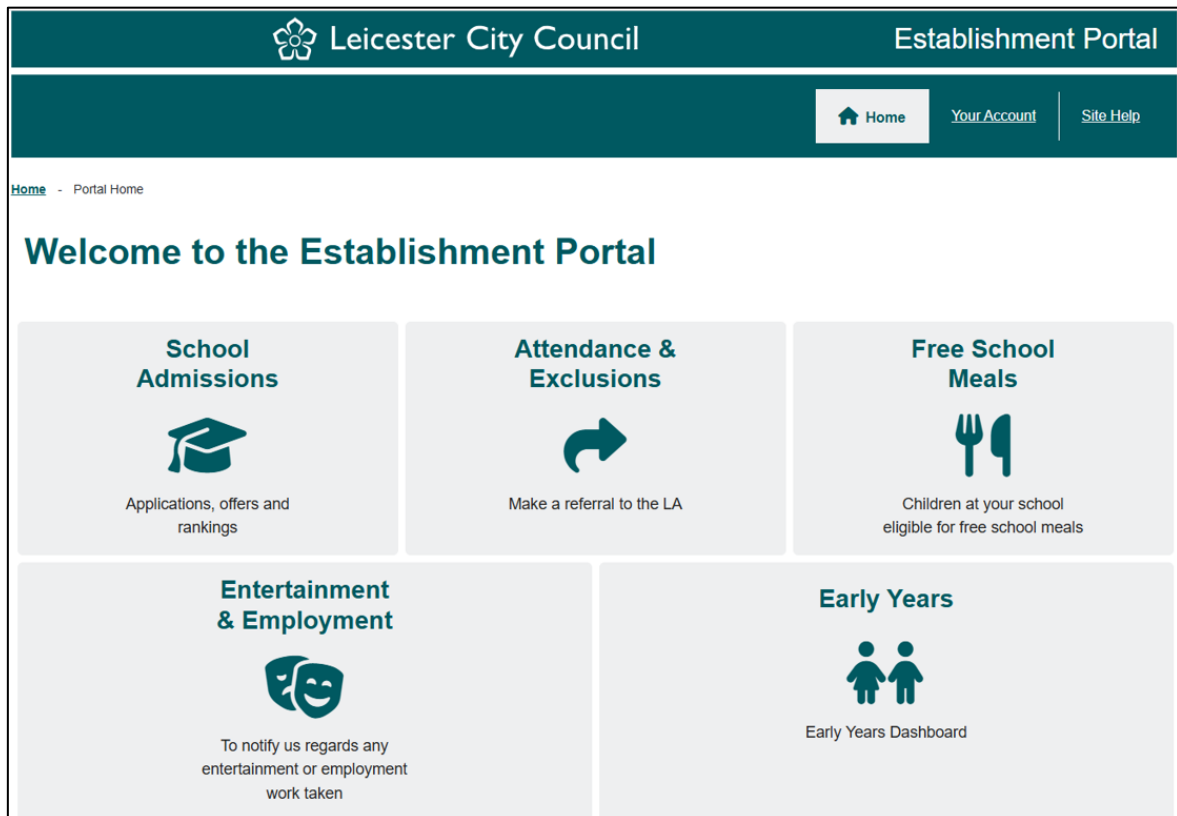
Accessing the EYES establishment portal

To register for an Establishment Portal account, you can either:

- a. Visit the [establishment portal page](#)
- b. or type the below link into the internet:

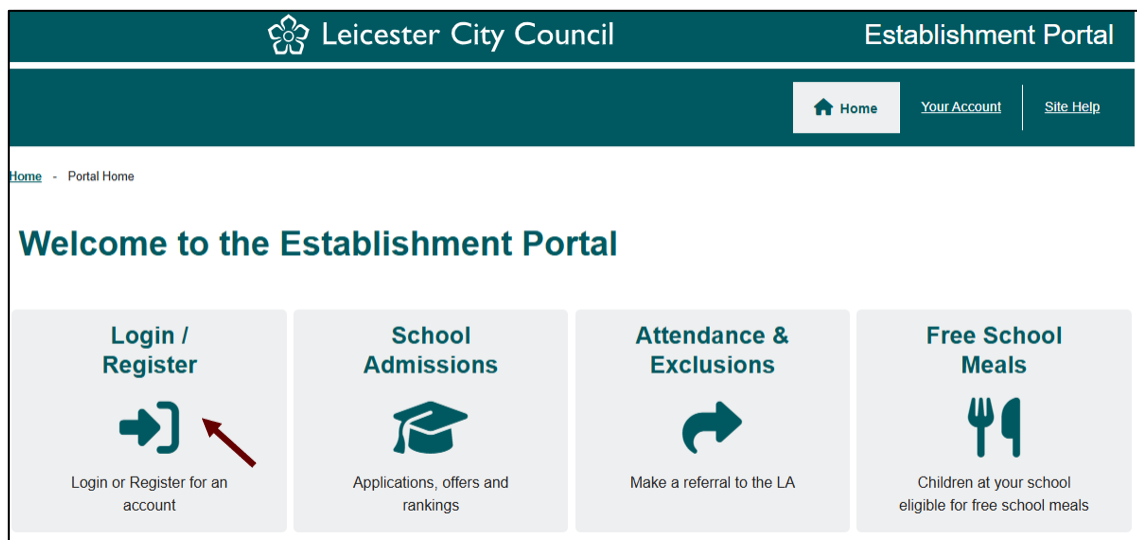
<https://educationestablishmentportal.leicester.gov.uk/web/portal/pages/home>

You will see this page when you are on the website:



Next

Click on 'Login / Register' tile.



Next

Secure login

Click on 'Register for new account'.

Secure login - step 1

New to Portal Establishment Live? [Register for an account here](#) or use the button below.
Already using Portal Establishment Live? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)

New users

If you're new to Portal Establishment Live, sign up for an account here

Please note: This must be your work active email address where you will receive your custom code to enable you to login.

Step 1 - Enter your details.

All fields that are followed by a red Asterix * are mandatory and must be answered by you in order to move on.

When you have answered all the questions, click the 'Next' button at the bottom of the page.

Register a new account - step 1

Forename *

Surname *

Phone number

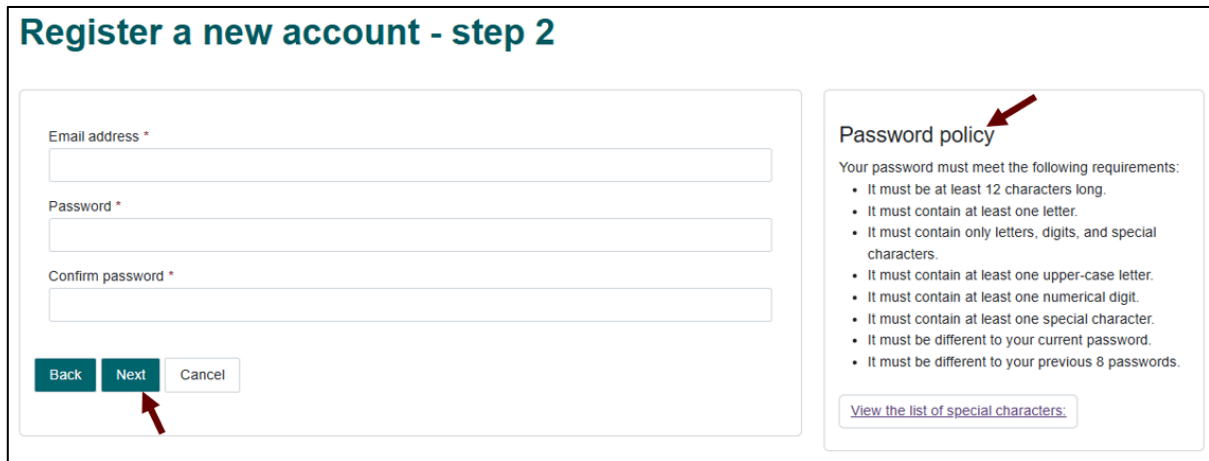
Step 2 - Register a new account

Enter your email address and create a password, in line with the password rules to the right of the screen.

Please note: The list of special characters are:

!"#\$%&'()*+,-.:/;<=>?@[\\]^_`{|}~

Click **'Next'** to finish.



Register a new account - step 2

Email address *

Password *

Confirm password *

Back Next Cancel

Password policy

Your password must meet the following requirements:

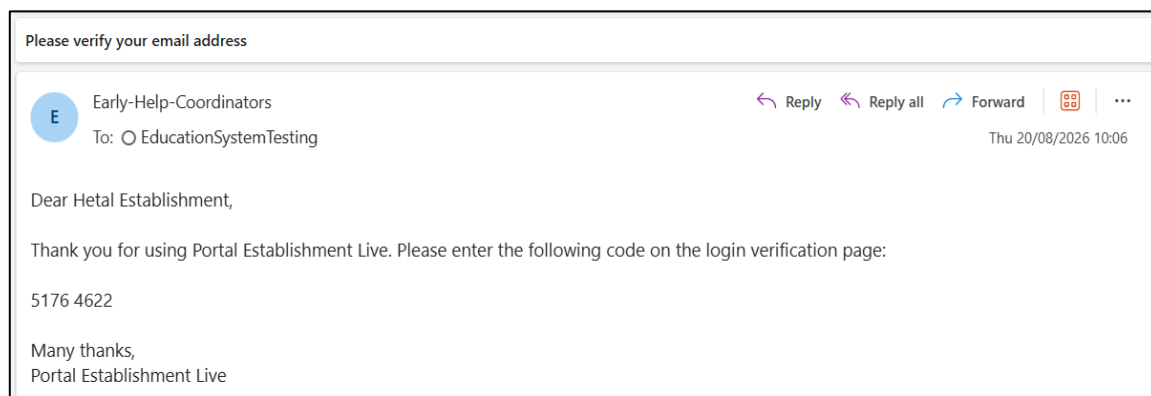
- It must be at least 12 characters long.
- It must contain at least one letter.
- It must contain only letters, digits, and special characters.
- It must contain at least one upper-case letter.
- It must contain at least one numerical digit.
- It must contain at least one special character.
- It must be different to your current password.
- It must be different to your previous 8 passwords.

[View the list of special characters:](#)

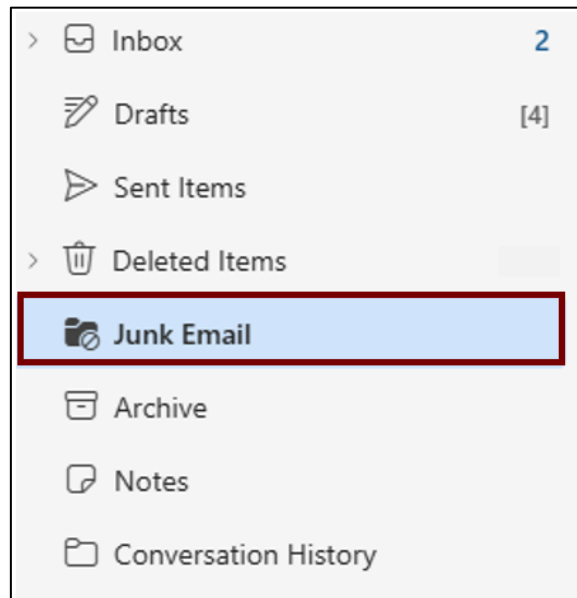
Step 3 - Automatic custom code

You will now receive the custom code in your registered email.

The email will look like this:



If the email does not arrive in your inbox, please check the spam or junk folder.



Please enter the custom code when prompted, as shown below.

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. Use the **back** button below 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 *

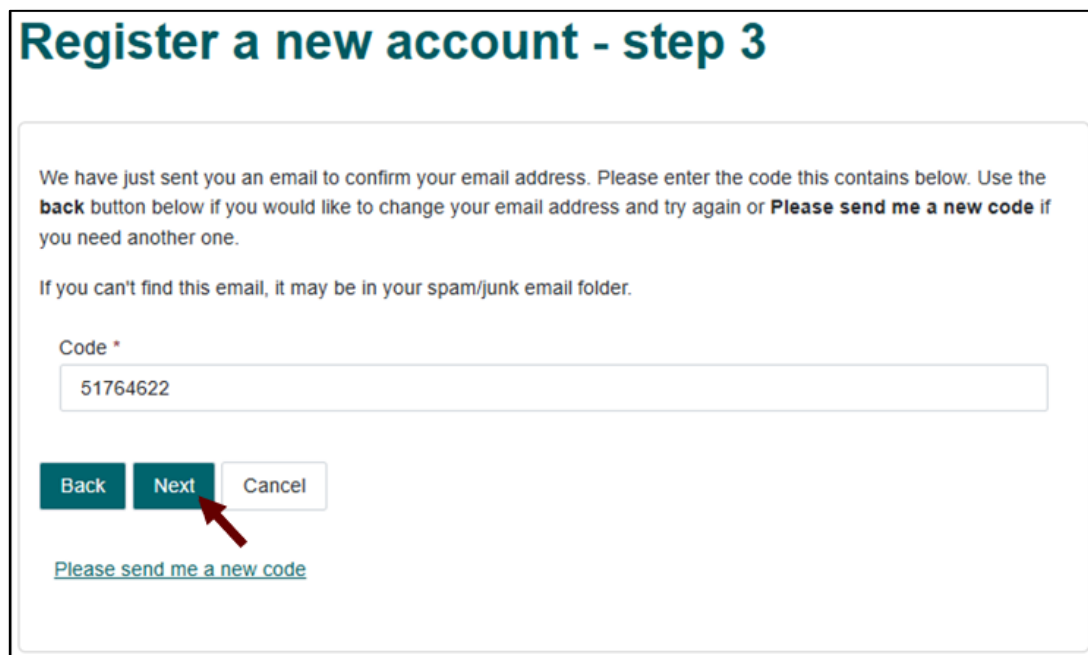
[Please send me a new code](#)

Next:

You have 10 minutes to enter the code into the box as shown below.

If it's been over 10 minutes, you will need to request a new code. Go back to step 2.

When you have entered the code, click 'Next'.



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. Use the **back** button below 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 *

51764622

[Back](#) [Next](#) [Cancel](#)

[Please send me a new code](#)

Please note: To keep the account secure when you login, you will receive and be asked to enter an 8-digit custom code each time. This will automatically be sent to your email address.

Next:

You have now completed your registration and successfully created your EYES Establishment online account.

Click 'Continue'.



 **Leicester City Council**

[Home](#) - [Portal Home](#) - Register a new account - step 1

Registration completed

Your registration has been completed successfully.

[Continue](#)

Next:

Please Note: Your details may have already been passed on to Leicester City Council to link your details to your establishment.

You are now logged out of Education Portal

If you were automatically directed to this page, it may be because your user account is not currently linked to any Establishments.

Click Home to go the home page, or Login to login again.

[Home](#) [Login](#)

If not, then you will not be able to access the portal referrals until the team within Leicester City Council have linked your details to your establishment.

Please note: The account will automatically log you out after 15 minutes of inactivity, so ensure to follow the next steps to finish.

The Login Session Timed Out

Your login session timed out. Please return to the Portal Establishment Live home page to try again.

[Return to Portal Establishment Live](#)

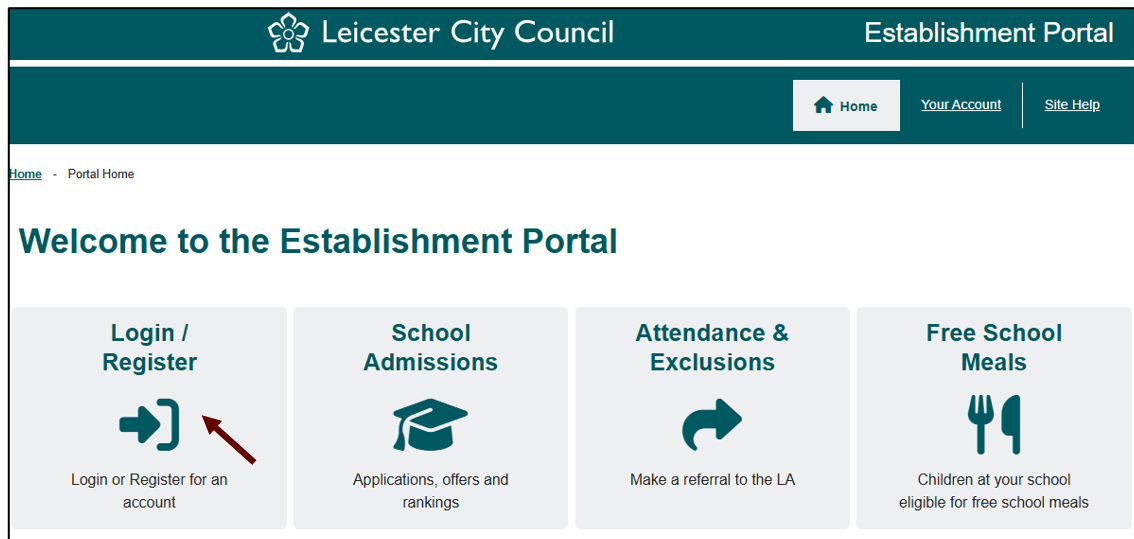
3. How to log on (after you have registered)

Once your account is activated, and linked to your establishment, you will be able to log in at any time to:

- Make referrals
- View your documents
- Amend your details

To log in, go to [Leicester City Establishment Portal Home](#)

Click on 'Login / Register' tile.



Next

Enter your email address and password and click 'Submit'.

Secure login - step 1

New to Portal Establishment Live? [Register for an account here](#) or use the button below.
Already using Portal Establishment Live? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

[Forgotten password?](#)

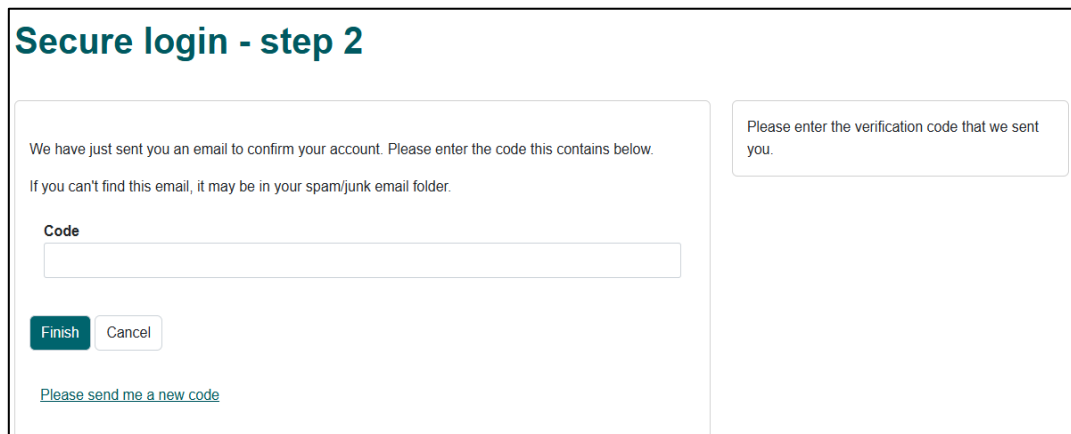
New users

If you're new to Portal Establishment Live, sign up for an account here

Next

You will need to enter the custom code that has been sent to your email.

Check your emails for the 'Code'. The code will be valid for 10 minutes.



Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

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

Code

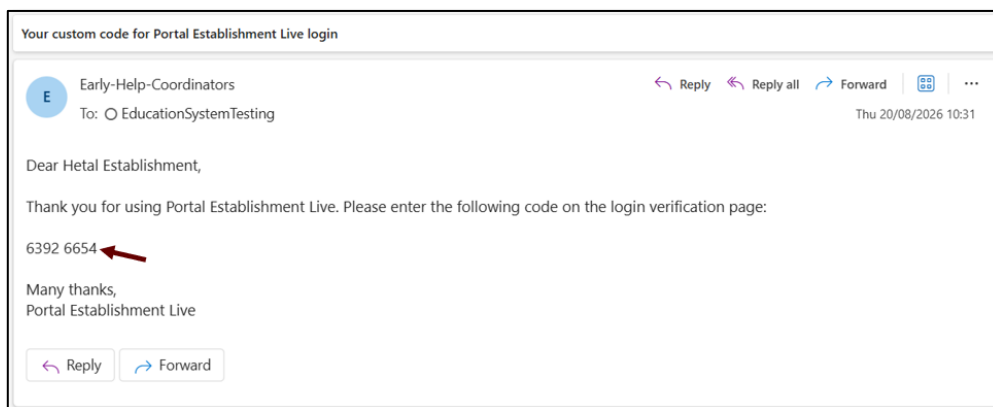
[Please send me a new code](#)

[Finish](#) [Cancel](#)

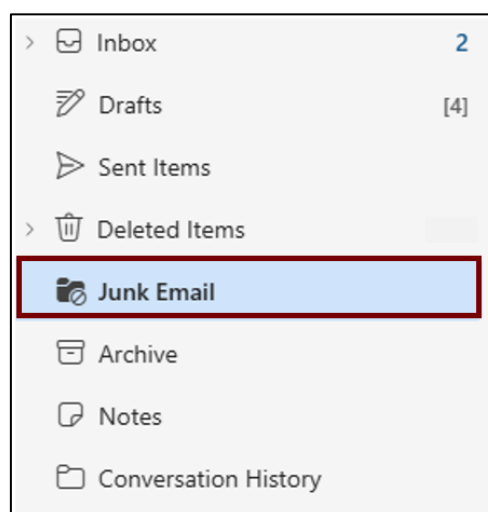
Please enter the verification code that we sent you.

Next

Go to your email, copy the code and go back to your Establishment portal account.



Remember: If the email does not arrive in your inbox, please check the spam or junk folder and open the email.



Next

Enter the custom code from the email into the 'Code' field and click 'Finish'.

Secure login - step 2

We have just sent you an email to confirm your account. Please enter the code this contains below.

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

Code

Finish **Cancel**

[Please send me a new code](#)

Please enter the verification code that we sent you.

You will now be logged into your account.

Leicester City Council

Establishment Portal

[Home](#) | [Schools](#) | [Hetal Establishment](#)

Rushey Mead Academy

[Home](#) - [Portal Home](#) - Your Account

My Account

Forms to complete >

Messages >

Saved Forms >

Applications >

PEP Forms >

Placement Planning >

Manage Account >

This page contains a selection of your documents stored by Social Care and Education on our computer system.

Your Forms
There are no forms for you to complete

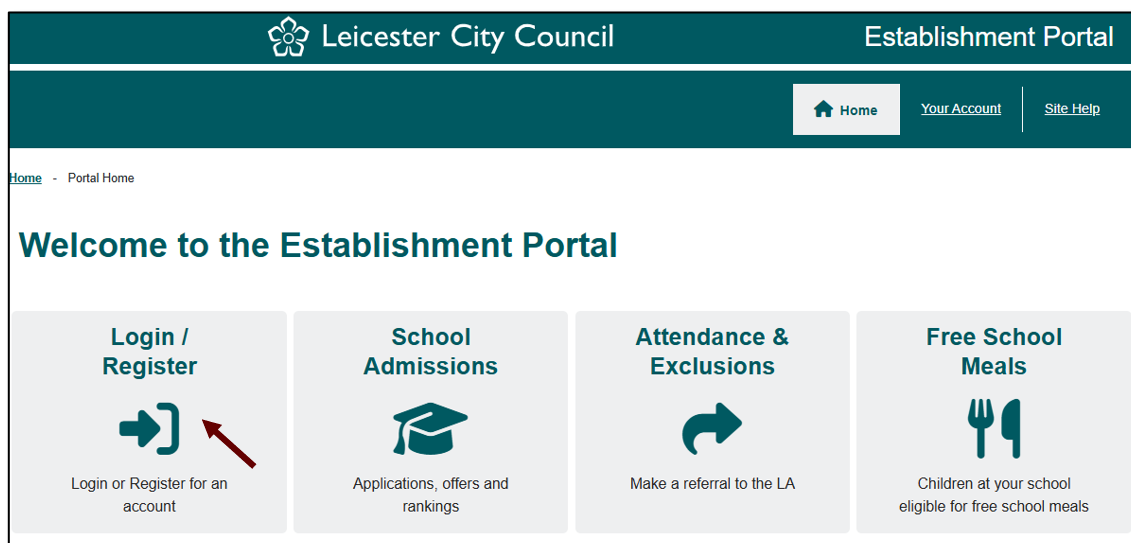
Submitted Forms
No items

Refresh

4. Forgotten Password

If you have forgotten your password, you can submit a request to change it.

From the Home page, click on 'Login / Register'.



Next:

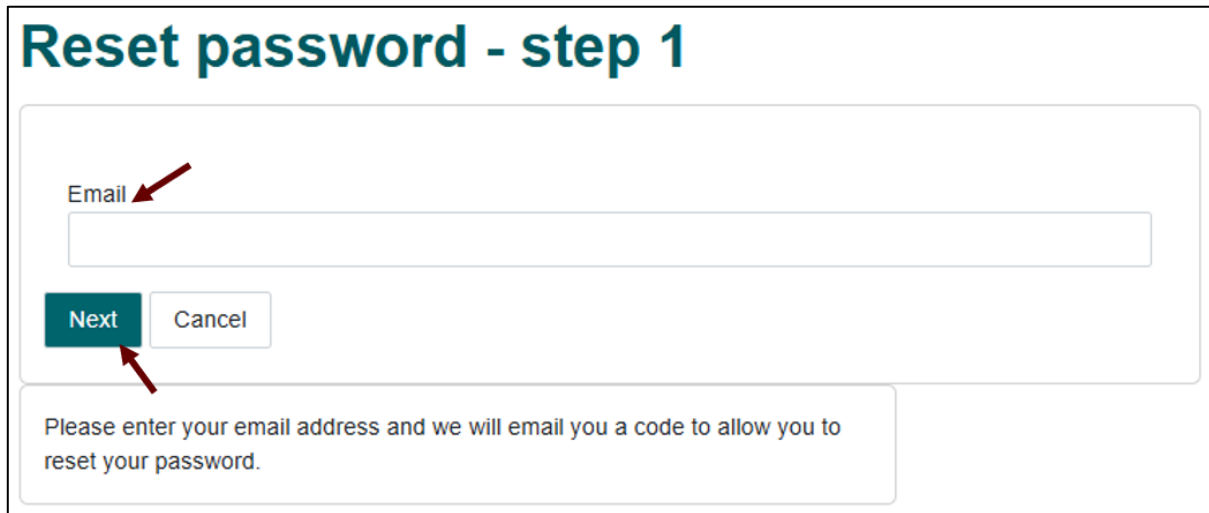
The secure login screen is displayed, click 'Forgotten password'.

The screenshot shows the 'Secure login - step 1' screen. It has two main sections: 'Existing users' and 'New users'. The 'Existing users' section contains input fields for 'Email' and 'Password', a 'Submit' button, a 'Cancel' button, and a link for 'Forgotten password?' (indicated by a red arrow). A note states: 'For additional security, we will confirm your account by sending an authentication code to your email address.' The 'New users' section includes a message: 'If you're new to Portal Establishment Live, sign up for an account here' and a 'Register for new account' button.

Next:

The Reset password screen - Step 1 opens.

Enter your work active email address and click 'Next' button.



Reset password - step 1

Email 

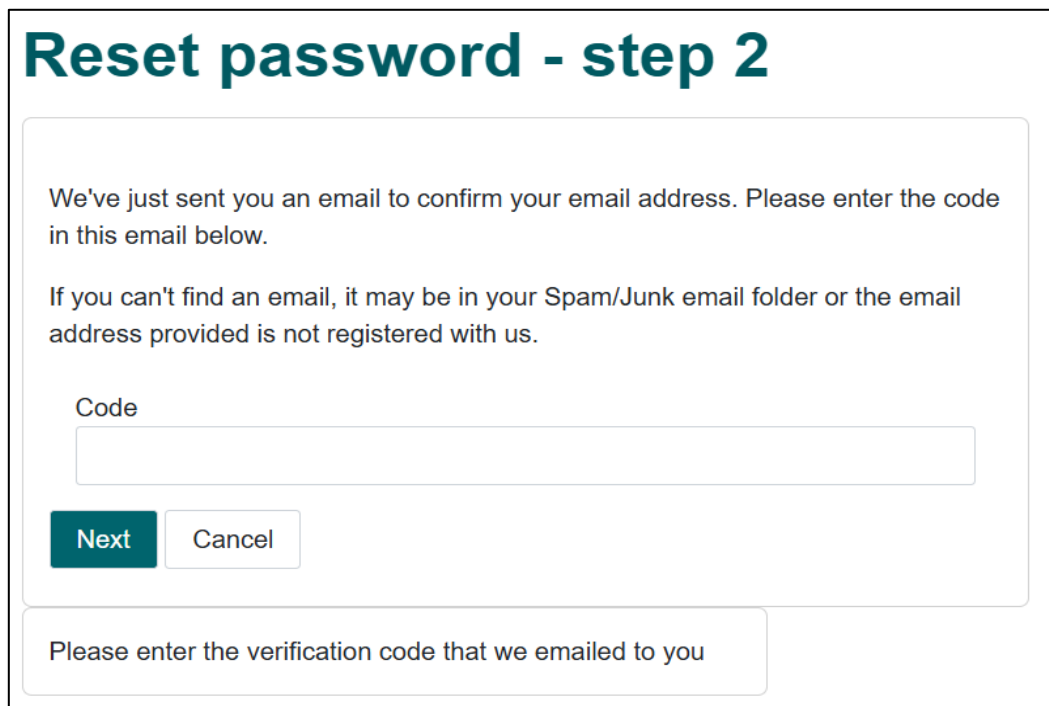
 **Next** Cancel

Please enter your email address and we will email you a code to allow you to reset your password.

Next

You will need to enter the custom code that has been sent to your email.

Check your emails for the 'Code'. The code will be valid for 10 minutes.



Reset password - step 2

We've just sent you an email to confirm your email address. Please enter the code in this email below.

If you can't find an email, it may be in your Spam/Junk email folder or the email address provided is not registered with us.

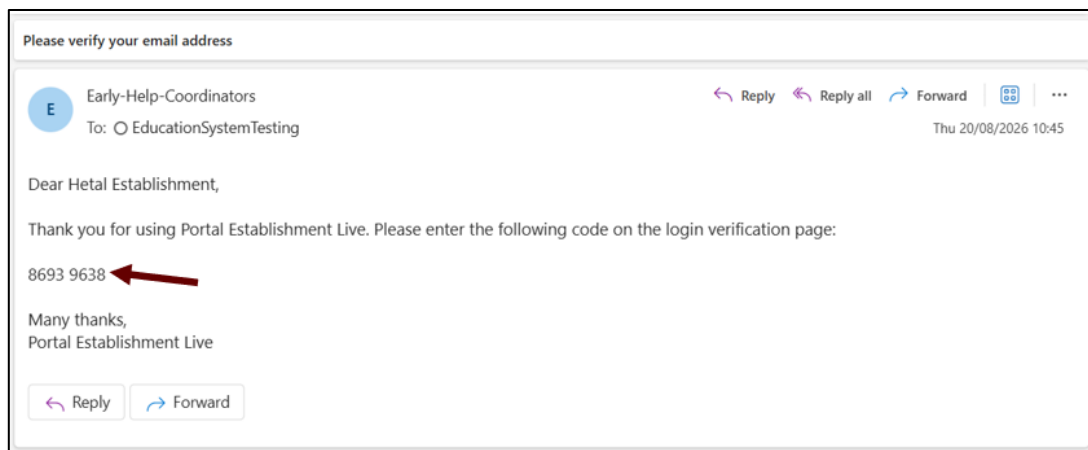
Code

Next Cancel

Please enter the verification code that we emailed to you

Next

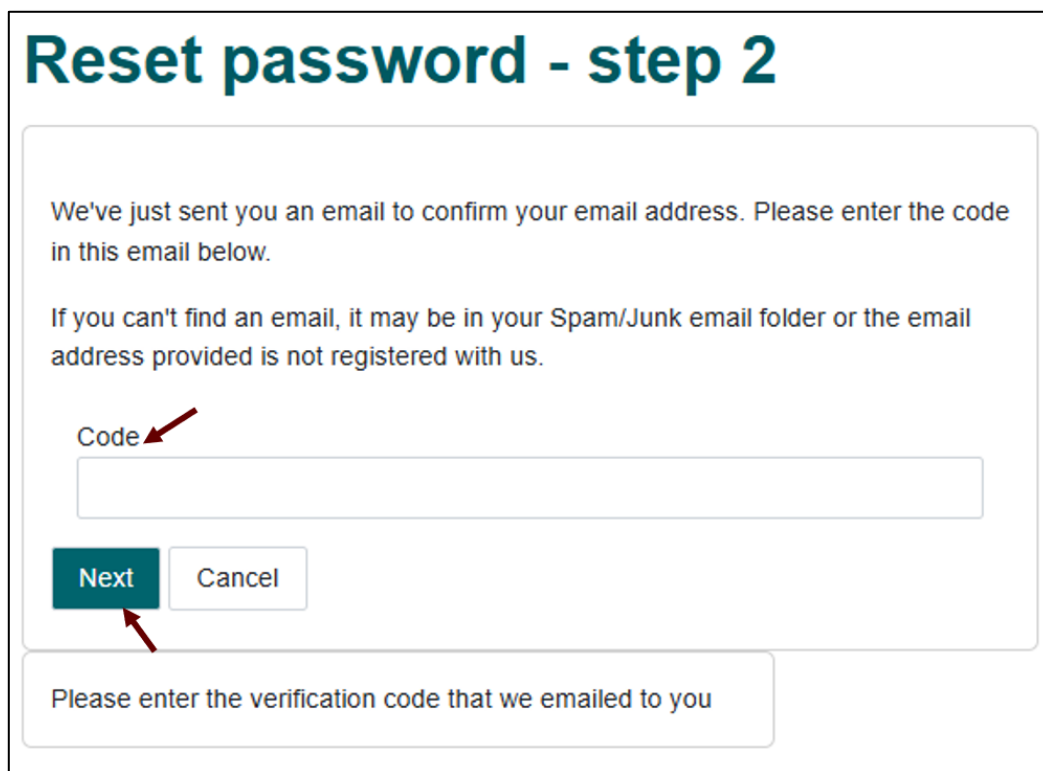
Go to your email, copy the code and go back to your Establishment portal account.



Remember: If the email does not arrive in your inbox, please check the spam or junk folder and open the email.

Next

Enter the code from the email into the 'Code' field and click 'Finish'.

A screenshot of a web form titled "Reset password - step 2" in a large, bold, teal font. The form contains the following text: "We've just sent you an email to confirm your email address. Please enter the code in this email below." and "If you can't find an email, it may be in your Spam/Junk email folder or the email address provided is not registered with us." Below this is a label "Code" with a red arrow pointing to a text input field. At the bottom left of the form is a teal "Next" button with a red arrow pointing to it, and a "Cancel" button to its right. Below the form is a separate box with the text "Please enter the verification code that we emailed to you".

Reset Password

Step 3 is displayed - enter your new password and click 'Finish'.

Reset password - step 3

Please enter your new password

Your new password

Confirm password

Password Policy

Your password must meet the following requirements:

- It must be at least 12 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 8 passwords.

[View the list of special characters.](#)

The confirmation screen will be displayed, click 'OK'. You are then returned to the login screen, and your password has been changed.

Password Reset Confirmation

Your password has been changed. Press OK to return to the login page.

We hope that this guide has been helpful to you.