



Early Years Child Development App

Accessing the App

For: Health Visitors, Health Visitor Managers and Administrators

This help guide will show you:

- + What devices you can access the application on
- + How to download the app and log on via app or web browser
- + How to add a profile photo

Devices and connectivity

- All staff can access the Early Years application via a **web browser** - Google Chrome is the preferred browser (Internet Explorer isn't supported). You can paste the Early Years URL link into the browser on your smartphone, laptop, tablet or computer.
- Health Visitors also have the option of **downloading an app** from the Android or IOS app store. However it's not possible to create new children and carers on the app, or edit personal and contact details - you will need to use the web browser version to do this.
- You **need connectivity** to use Early Years (Wi-Fi or 4G) – it doesn't work offline.

Logging on

- Existing staff members will already have had their accounts created and configured in Early Years. You'll receive an email before go-live containing a URL link to the application and details of how to log on. Follow the instructions in the email to log on via the web browser. Health Visitors also have the option of downloading the Early Years app and logging in through the app. Both options are outlined below.

<p>To access the application via the App on your smartphone (available to Health Visitors only)</p>	<p>To access the application via a web browser on any device (available to Health Visitors, Health Visitor Managers and Administrators)</p>
<p>Open the App Store on your phone Search for the Early Years app and select Get to download it. Open the app from your phone and follow the below instructions to log in.</p>	<p>When you receive the email with the log-in details you can copy the URL link in the email into Google Chrome. (URL link is https://earlyyears.greatermanchester.org.uk) Then follow the below instructions to log in.</p>

- ➔ On the ABC sign in page select **Sign in with NHSmail**



- ➔ Enter your NHS.net email address and password (the same one you log in with for work) and select **Sign in**

Sign in with your NHSmail account

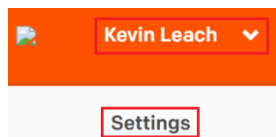
@nhs.net

Password

Sign in

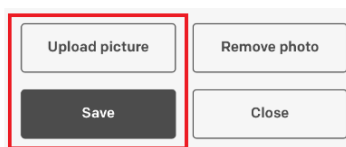
Adding a profile photo

- ➔ If you wish to add a photo to your profile, which will be visible to others, within the Early Years application select the icon with your name at the top right of the screen and select **Settings**



This takes you to the Launchpad (which you will have accessed already if you logged into the application using the web browser).

- ➔ Select **Upload picture**, select the photo you wish to use and select **Save**



- ➔ Return to the Early Years browser and refresh the page in order to display the photo
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