

Provider guidance – Education self-service portal sign in

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Purpose of the portal

- The portal is intended to make process interactions with the Education team more streamlined
- It will allow you to submit documentation, access live case information, and add comments for your executive to view

Portal access – first time sign up

1. Follow the link <https://hcpceducationportal.powerappsportals.com>

NOTE – once you have followed the link, you will be redirected to a ‘session’ for security purposes. **Please ensure you bookmark the link above**, and not the session you are redirected to. Bookmarking the session will not provide access to the portal.

2. Click sign up now (1)

hcpc health & care
professions
council

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#) 1

3. Enter the email address you use with the HCPC Education team (1) , and click send verification code (2)

The screenshot shows a mobile application interface for the Health & Care Professions Council (HCPC). At the top left, there is a back arrow and the text "Cancel". The HCPC logo, consisting of the lowercase letters "hcpc" and the full name "health & care professions council" stacked to its right, is positioned at the top center. A red circle with the number "1" is placed to the right of the logo. Below the logo is a white text input field with a thin black border and the placeholder text "Email Address". This input field is enclosed in a red rectangular box. Below the input field is a blue button with white text that reads "Send verification code". A red circle with the number "2" is placed to the right of this button. The entire interface is framed by a dark teal border.

4. Enter the verification code sent to your email from “Microsoft on behalf of HCPCB2CProdEDU” (1), click ‘verify code’ (2)

The screenshot shows the HCPC (health & care professions council) verification screen. At the top left is a back arrow and the word 'Cancel'. The HCPC logo is centered at the top. Below the logo, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first is empty and has a red circle with the number '1' next to it; the second contains the text 'Verification Code' and is highlighted with a red border. Below the input fields are two blue buttons: 'Verify code' (highlighted with a red border and a red circle with the number '2') and 'Send new code'.

5. Enter and confirm your password (1), click create (2)

The screenshot shows the password creation screen. It features two input fields: 'New Password' and 'Confirm New Password'. Both fields are highlighted with a red border and a red circle with the number '1' next to them. Below the input fields is a blue button labeled 'Create', which is also highlighted with a red border and a red circle with the number '2' next to it.

6. You will now need to verify your account details once more
- Click send verification code
 - Enter the second verification code sent to your email
 - Click verify code
 - Click continue

7. You will be directed to your profile page where you can check and update your details.
 - a. You can check if you have access to your organisation records by navigating to 'Active processes', 'Active programmes' and 'My institution'



- b. If you do not have access return to the profile page and mark "Do you need to request access to HCPC's records about your organisation via this portal?" as "yes"

Do you need to request access to HCPC's records about your organisation via this portal? *

- c. Once you have updated your details, click 'update'
 - d. We will provide you with portal access within 2 working days
8. If you are not able to access the portal by following these steps, please email education@hcpc-uk.org and we will be able to help

Portal access – logging in once registered

1. Follow the link <https://hcpceducationportal.powerappsportals.com>
NOTE – once you have followed the link, you will be redirected to a 'session' for security purposes. **Please ensure you bookmark the link above**, and not the session you are redirected to. Bookmarking the session will not provide access to the portal
2. Enter the email address you use with the HCPC education team, and password (1), and click 'sign in' (2)
 - a. If you have forgotten your password, click 'forgot your password' (3)

The image shows a screenshot of the HCPC (Health & Care Professions Council) sign-in page. The page features the HCPC logo at the top, followed by the text "Sign in with your email address". Below this, there are two input fields: "Email Address" and "Password". A red box highlights both input fields, with a red circle containing the number "1" next to it. Below the "Password" field, there is a link that says "Forgot your password?". A red box highlights this link, with a red circle containing the number "3" next to it. Below the link is a blue button labeled "Sign in". A red box highlights this button, with a red circle containing the number "2" next to it. At the bottom of the page, there is a link that says "Don't have an account? Sign up now".

3. Click 'send verification code (1)

The screenshot shows the HCPC (Health & Care Professions Council) verification interface. At the top left is a 'Cancel' button with a back arrow. The HCPC logo is centered at the top. Below the logo, the text reads: 'Verification is necessary. Please click Send button.' Underneath is the label 'Email Address' followed by an empty text input field. Below the input field is a blue button labeled 'Send verification code', which is highlighted with a red rectangular box. To the right of this button is a red circle containing the number '1'. Below the 'Send verification code' button is another blue button labeled 'Continue'.

4. Enter the verification code sent to your email from "Microsoft on behalf of HCPCB2CProdEDU" (1), click 'verify code' (2), then click continue on the next page

The screenshot shows the HCPC verification interface after a code has been sent. At the top left is a 'Cancel' button with a back arrow. The HCPC logo is centered at the top. Below the logo, the text reads: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Underneath is an empty text input field, which is highlighted with a red rectangular box and has a red circle containing the number '1' to its right. Below this input field is another text input field labeled 'Verification Code', which is also highlighted with a red rectangular box. Below the 'Verification Code' input field are two blue buttons: 'Verify code' and 'Send new code'. The 'Verify code' button is highlighted with a red rectangular box, and a red circle containing the number '2' is positioned above it.

5. You are signed into the portal
6. If you are not able to access the portal by following these steps, please email education@hcpc-uk.org and we will be able to help