

## P1 ENROLMENT GUIDE FOR SCHOOL USERS

As you are aware the GCC Enrolment System for P1 is no longer accessible in Seemis. There is a new system that has been designed by Gateway to provide schools with the Intake Running Order and Registration reports.

Benefits of the new system are

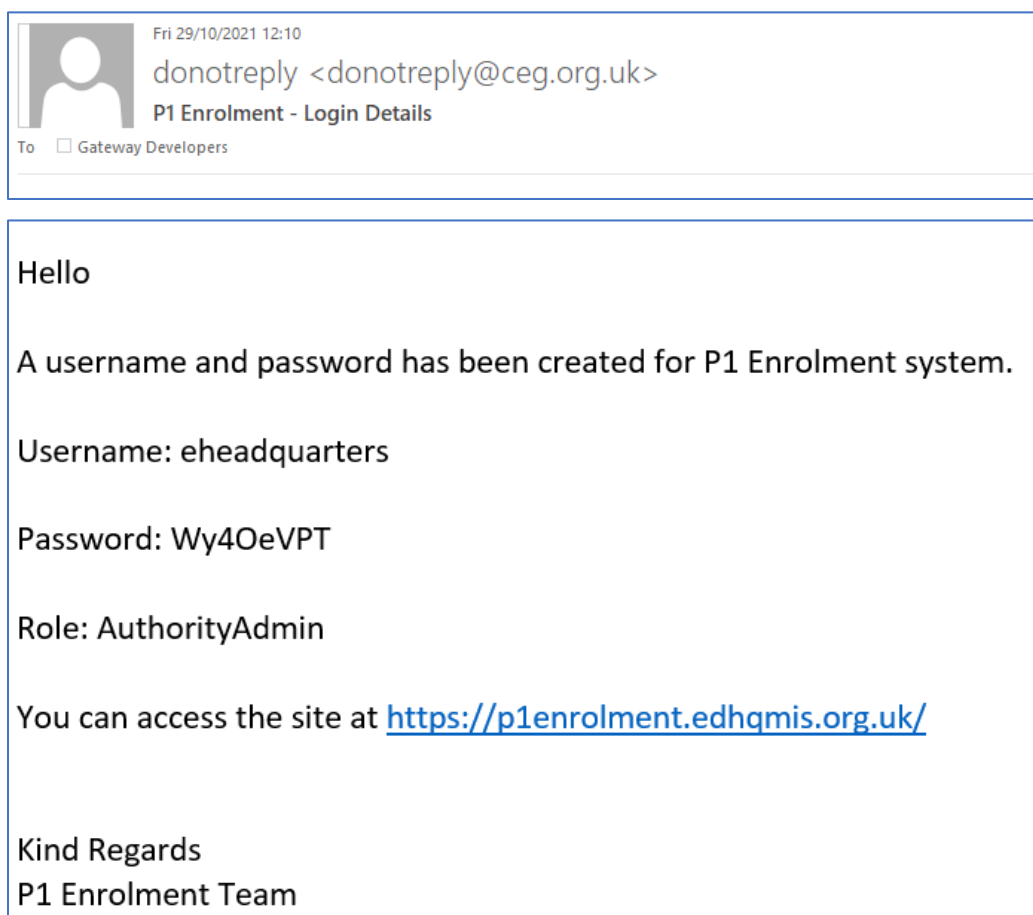
1. A web-based system that can be accessed using a Browser.
2. Access to email addresses for Parent/carers
3. The ability to see all placing requests in or out of your establishment

## ACCESSING THE SYSTEM AND CHANGING YOUR PASSWORD

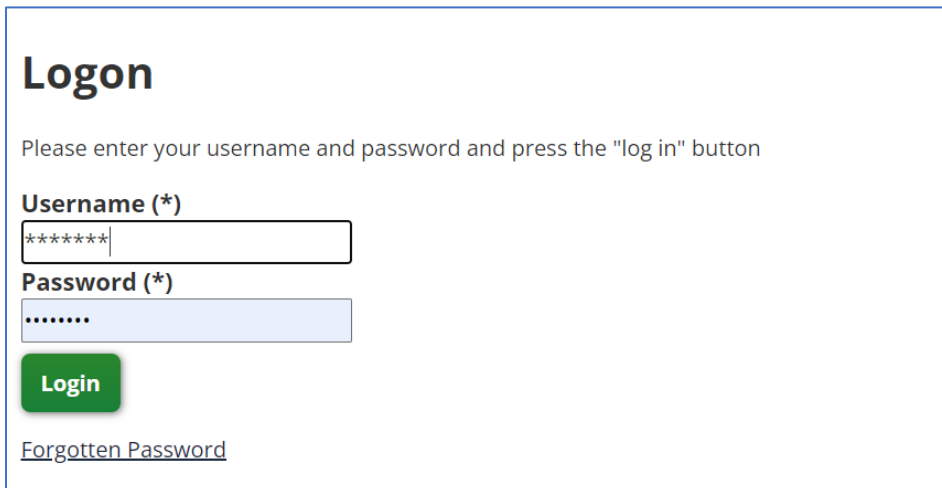
When the system is ready, you will receive an email with a username a password and a web address link to click.

The web address for the P1 enrolment system is <https://p1enrolment.edhqmis.org.uk/>

1. Open the email that you have received. It will have come from [donotreply@ceg.org.uk](mailto:donotreply@ceg.org.uk). Take a note of your Username and Password. The screenshot below is a sample of what you will receive it may have more information.



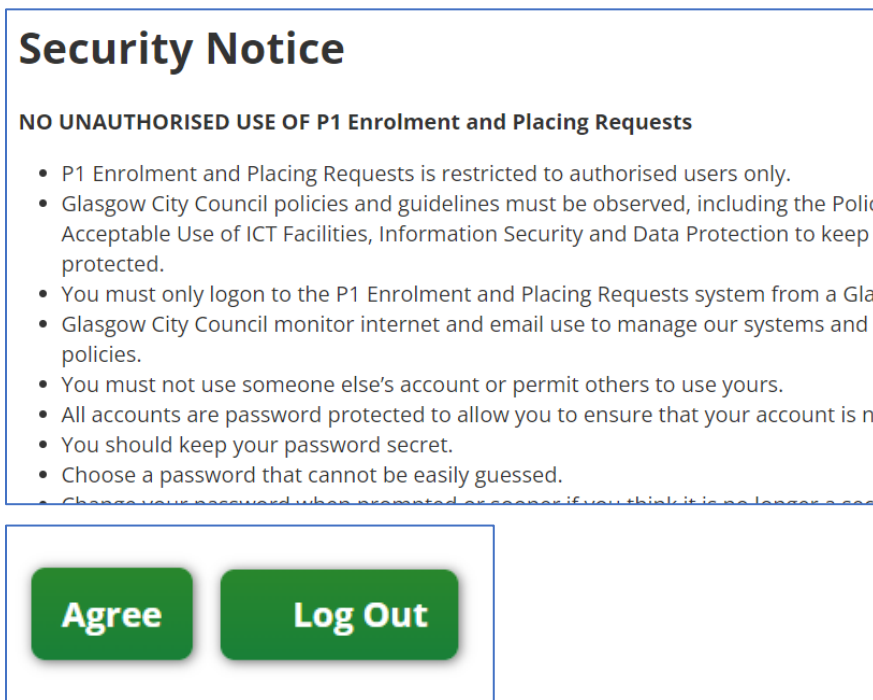
2. Click the web link provided in the email.



The screenshot shows a login page with the title "Logon". Below the title is a prompt: "Please enter your username and password and press the 'log in' button". There are two input fields: "Username (\*)" and "Password (\*)". The username field contains "\*\*\*\*\*" and the password field contains ".....". Below the password field is a green "Login" button. At the bottom of the form is a link labeled "Forgotten Password".

*Your browser will launch and you will be taken to the login page for the new P1 Enrolment system.*

3. Login using the Username and Password provided in the email and Click Agree on the Security Screen.



The screenshot shows a "Security Notice" screen. The title "Security Notice" is at the top. Below it is the heading "NO UNAUTHORISED USE OF P1 Enrolment and Placing Requests". A list of bullet points follows, detailing the system's security policies. At the bottom of the screen are two green buttons: "Agree" and "Log Out".

**Security Notice**

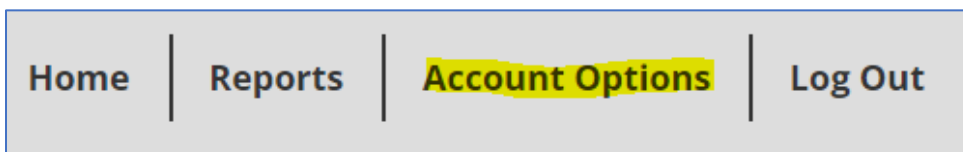
**NO UNAUTHORISED USE OF P1 Enrolment and Placing Requests**

- P1 Enrolment and Placing Requests is restricted to authorised users only.
- Glasgow City Council policies and guidelines must be observed, including the Policy on Acceptable Use of ICT Facilities, Information Security and Data Protection to keep data protected.
- You must only logon to the P1 Enrolment and Placing Requests system from a Glasgow City Council computer.
- Glasgow City Council monitor internet and email use to manage our systems and enforce policies.
- You must not use someone else's account or permit others to use yours.
- All accounts are password protected to allow you to ensure that your account is not compromised.
- You should keep your password secret.
- Choose a password that cannot be easily guessed.
- Change your password when prompted or sooner if you think it is no longer secure.

**Agree** **Log Out**

*You will see the main menu and two buttons for the reports.*

4. Click Account Options at the top right of the screen.

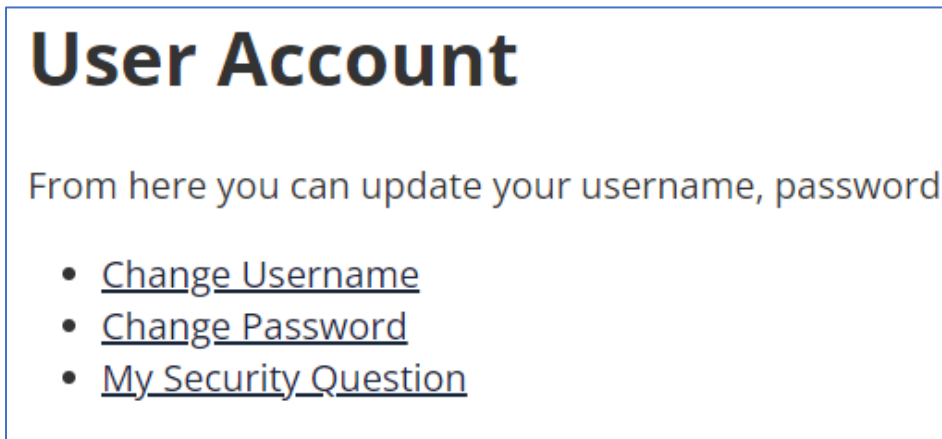


The screenshot shows a main menu with four items: "Home", "Reports", "Account Options", and "Log Out". The "Account Options" item is highlighted in yellow.

**Home** | **Reports** | **Account Options** | **Log Out**

*The Account Options menu will be displayed.*

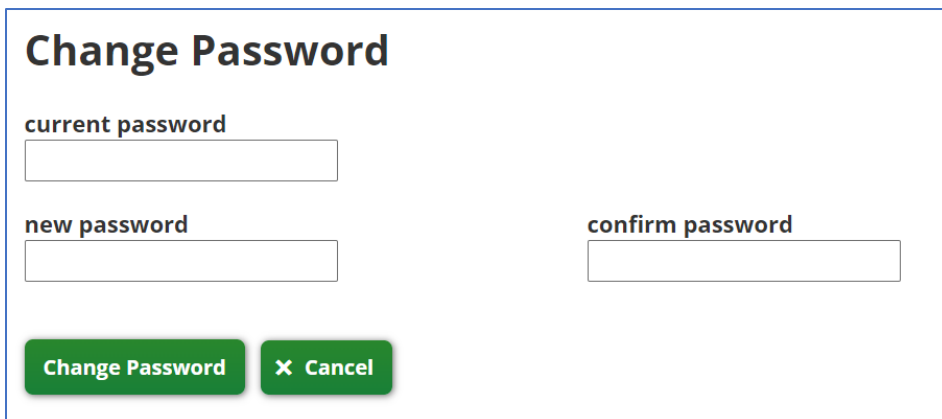
5. Click Change Password.

A screenshot of the 'User Account' page. At the top, the title 'User Account' is displayed in a large, bold, dark blue font. Below the title, a subtitle reads 'From here you can update your username, password' in a smaller, grey font. Underneath the subtitle, there is a bulleted list of three links: 'Change Username', 'Change Password', and 'My Security Question'. Each link is underlined and colored in a dark blue.

*The Change Password screen will be displayed.*

6. Type your current password followed by your new password twice. Click Change Password.

Your password will need to have at least 8 characters, 1 upper case, 1 lower case character, 1 number and 1 symbol.

A screenshot of the 'Change Password' form. The title 'Change Password' is at the top in a bold, dark blue font. Below the title, there are three input fields: 'current password', 'new password', and 'confirm password'. Each field has a corresponding label above it. At the bottom of the form, there are two buttons: a green 'Change Password' button and a grey 'X Cancel' button.

*A Confirmation Message will appear and next time you login you must use the new password.*

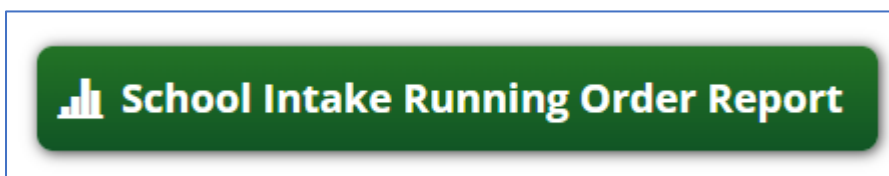
## INTAKE RUNNING ORDER REPORT

Since the 1<sup>st</sup> of November the CBS Hub have been managing all enrolments for whole city, they continue to work on the different categories of registration (matched / unmatched /pending documents required etc) in the background to ensure the registration is fully completed. This is an ongoing process at this time and it is this data that you will see when you access the reports that have been made available to you.

Once you have logged in you will see the two reports that are available for your establishment. Namely the School Intake Running Order Report and the Intake Registration Report.

The Intake Running Order Report is split into 2 sections, Summary and Details.

1. Click the School Intake Running Order Report.



The report will run and provide the information as it currently stands. Please note the P1 enrolment system is a live system that is being continually updated, so the information may change each time you run the report until the enrolment process settles.

2. The first section shows the School Summary Details. The summary gives an overview of the number of registered enrolments and the number of potential placing requests (PR) In and Out. The registration columns work as follows:

- **Total Registrations:** This is any enrolment that has a status starting with *Registered*. This includes any *Unmatched* and any with *Documentation Required*
- **Unmatched Registrations:** This is any enrolment that has a status of *Registered – Unmatched* or *Registered – Unmatched – Documentation Required*
- **Registrations Requiring Documentation:** This is any enrolment with a status of *Registered - Documentation Required* or *Registered – Unmatched* or *Registered – Unmatched – Documentation Required*

School Summary Details							
School Name	P1 Capacity	Reserved Spaces	Total Registrations	Unmatched Registrations	Registrations Requiring Documentation	PR In	PR Out
Gaelic Primary School	80	20	7	2	2	18	3

3. The details section is split up into 4. The 4 sections are:

- Registered
- Pending Enrolments
- Placing Requests In
- Placing Requests Out

▸ Registered
▸ Pending Enrolments
▸ Placing Requests In
▸ Placing Requests Out

Clicking each one in turn will display further details.

- Click Registered and the section will expand to show any enrolment with a status starting with *Registered*, it includes *Unmatched* and any with *Documentation Required*.

Registered							
SEEMIS ID	Registration ID	Child forename	Child surname	Address	Registered School	Matched Establishment	Status
201020211	96	Samantha	Abbey	524 Anniesland Road, Glasgow, G13 1YA	Gaelic Primary School	New Nursery	Registered
	91	Michael	Angelo	9 Wykeham Road, Glasgow, G13 3YP	Gaelic Primary School	Family Centre	Registered - Unmatched
4D9B5772-2220	78	Kyle	Baxter	114 Springburn Way, Glasgow, G33 2BY	Gaelic Primary School	New Nursery	Registered - Documentation Required

The small black arrow next to the heading also now displays as a downward pointing arrow to denote that the section is expanded.

- Click Pending Enrolments to show any enrolment that is still being processed.

Pending Enrolments							
SEEMIS ID	Registration ID	Child forename	Child surname	Address	Enrolment School	Nursery	Status
	77	Wolfe	Bain	13 Saughs Place, Glasgow, G33 1JR	Gaelic Primary School	New Nursery	Pending

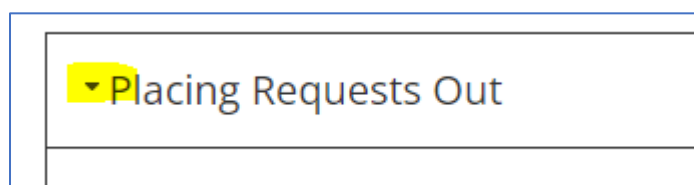
- Click Placing Requests In to show the potential Placing Requests in to the school. It shows the school the child is enrolled at and the reasons the placing request was submitted.

Placing Requests In							
SEEMIS ID	Placing Request ID	Child forename	Child surname	Address	Enrolment School	Linked Establishment	PR Reasons
	91	Wolfe	Bain	6 Hartstone Terrace, Glasgow, G53 6DQ	ND Primary School	New Nursery	Siblings (Brother/sister currently attending the school to which you are making this placing request), Siblings (Brother/sister currently attending the school to which you are making this placing request), Siblings (Brother/sister currently attending the school to which you are making this placing request)

- Click Placing Requests Out to show the potential Placing Requests out of the school. It shows the requested school(s) and the reasons the placing request was submitted.

Placing Requests Out								
SEEMIS ID	Placing Request ID	Child forename	Child surname	Address	Requested Schools	Enrolment School	Linked Establishment	PR Reasons
4D9B5772-2220	88	Kyle	Baxter	114 Springburn Way, Glasgow, G33 2BY	Gaelic Primary School	Gaelic Primary School	New Nursery	Crossing denominational sector (As outlined in the GCC Parental Guidance Document - criteria point 5), Crossing denominational sector (As outlined in the GCC Parental Guidance Document - criteria point 5)

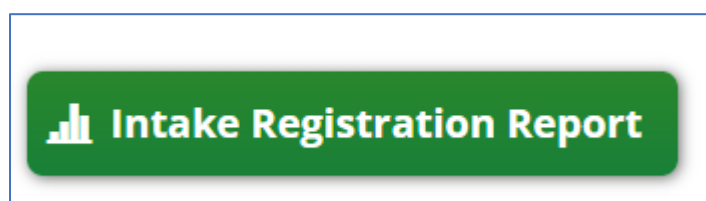
- Each section can also be contracted by Clicking again on the expanded section



## REGISTRATION REPORT

This report has the Registered enrolments for the School.

- Click Reports from the Main Menu and Select Intake Registration Report.

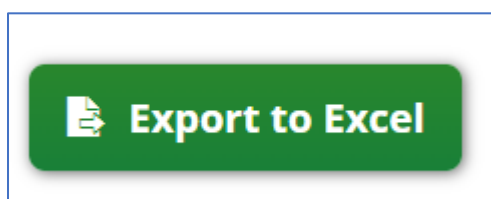


*The Registration data will be displayed.*

- You may need to scroll to the right to see more information.

SEEMIS ID	Registration ID	Child Forename	Child Surname	Address	Date Of Birth	Registered School Name	Linked Establishment Name	Deferral Status	Address Proof	DOB Proof
201020211	96	Samantha	Abbey	524 Anniesland Road, Glasgow, G13 1YA	15/03/2016	Gaelic Primary School	New Nursery	No	Utility Bill	Birth Certif (full)
	91	Michael	Angelo	9 Wykeham Road, Glasgow, G13 3YP	07/09/2016	Gaelic Primary School	Family Centre	No	Council Tax Bill	Birth Certif (full)
	93	Alfred	Berry	Govan High School, Glasgow, G13 3YP	12/10/2016	Gaelic Primary School	New Nursery	No	N/A	N/A
	84	Christopher	Boyd	13 Robroyston Road, Glasgow, G33 2BY	04/02/2016	Gaelic Primary School	New Nursery	No	N/A	N/A

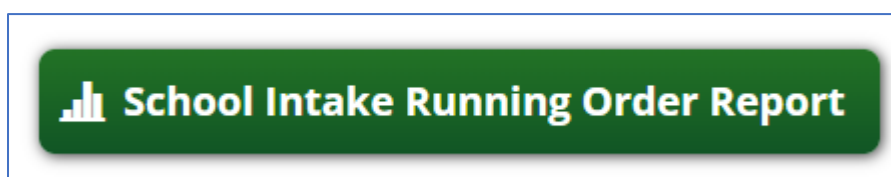
- You also have the option to Export to Excel. This will provide more information that you can see on screen including the email address of the Parent/Carer.



## EXPORTING THE REPORTS TO EXCEL

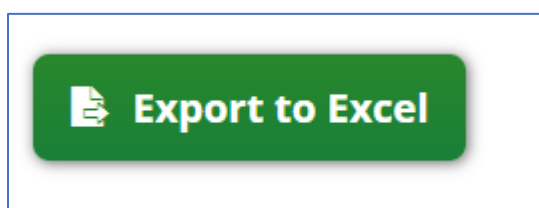
The screen is limited in the information that can be displayed, due to its size. To be able to view all data the reports can be exported to MS Excel. This example will show the exporting of the School Intake Running Order report.

- Click the School Intake Running Order Report.



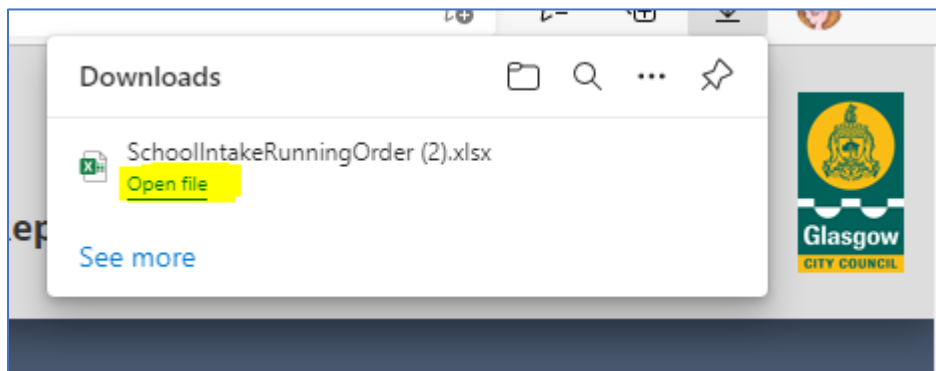
*The Information will be displayed as we have seen previously.*

- Click Export to Excel.

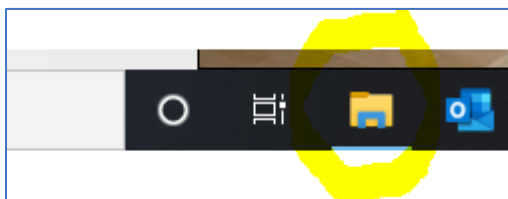


*Depending on your browser the file will start to download.*

- If you see a notification of download at the top right you can open the file from there.

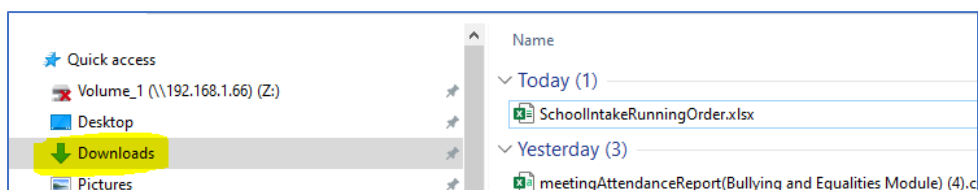


- Alternatively, Click the File Explorer icon on your Windows taskbar.



*The contents of your computer will be displayed.*

- Locate Downloads from the Quick Access list at the top and you will see the Excel File under the heading of Today – which lists today's downloaded files.



- Double Click the Excel file to Open it.

SEEMIS ID	Registration ID	Child Forename	Child Surname	Address	Registered School	Matched Establishment	Status	Parent/Carer Email Address
201020211	96	Samantha	Abbey	524 Anniesland Road, Glasgow, G13 1Y	Gaelic Primary School New Nursery	Registered	Registered	joan@gmail.com
	91	Michael	Angelo	9 Wykeham Road, Glasgow, G13 3YP	Gaelic Primary School Family Centre	Registered - Unmatched	Registered - Documentation Require	tricia@edict.co.uk
4D985772-2220	78	Kyle	Baxter	114 Springburn Way, Glasgow, G13 2BY	Gaelic Primary School New Nursery	Registered - Unmatched	Registered - Documentation Require	cday@ceg.org.uk
	93	Alfred	Berry	Govan High School, Glasgow, G13 3YP	Gaelic Primary School New Nursery	Registered - Unmatched	Registered - Documentation Require	tricia@bestwee.org.uk
	84	Christopher	Boyd	13 Robroyston Road, Glasgow, G13 2BY	Gaelic Primary School New Nursery	Registered	Registered - Documentation Require	cday@ceg.org.uk
	97	John	Glasgow	40 John Street, Glasgow, G1 1JL	Gaelic Primary School Other	Registered	Registered - Documentation Require	anne@gmail.com
35948496-506F	108	Alex	Ross	13 Westland Drive, Glasgow, G13 2BY	Gaelic Primary School Other	Registered - Documentation Require	Registered - Documentation Require	tricia@edict.co.uk

*All the data will be displayed*



7. Use the tabs at the bottom to display the different Sections:-
  - *Registered*
  - *Pending Enrolments*
  - *Placing Requests In*
  - *Placing Requests Out*
  - *Summary Information*
8. You can Save this spreadsheet to a new location by Selecting File > Save As and browsing to a folder of your choice.

#### FURTHER HELP

If you would like further help or have any queries please email [educationsupport@glasgow.gov.uk](mailto:educationsupport@glasgow.gov.uk). In order for us to deal with this in an efficient manner please insert **Gateway P1 Enrolment Enquiry** on the subject line of your email.