

Early Years Extended Hours Password Policy

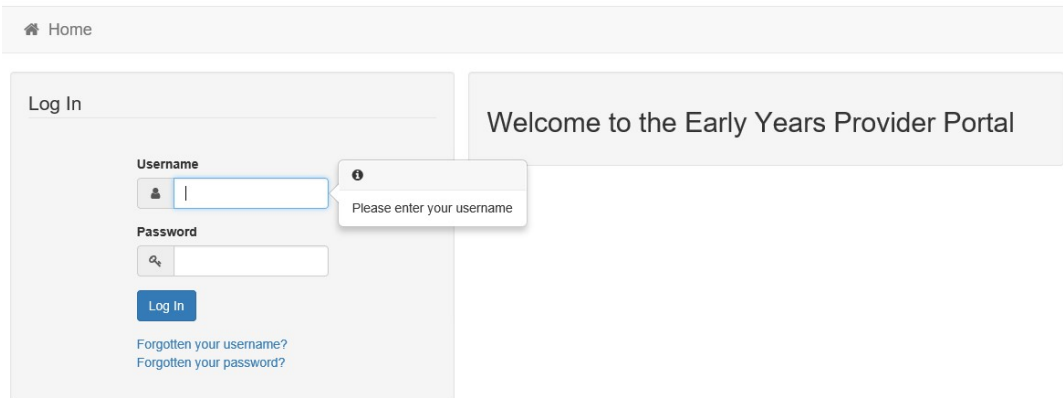
For users of the Early Years Provider Portal (NEF Portal) the password policy is as follows:

When you first log in or your current password expires, you will need to create a new password as follows:

New passwords:

- must be 10 or more characters in length.
- must contain:
 - a minimum of 1 uppercase character such as ABCD
 - a minimum of 1 lowercase character such as abcd
 - a minimum of 2 numbers such as 1234
 - a minimum of 1 special characters such as ! " £ \$ % ^ & * () _ - + . ? @
Space
- must not be any of your previous 10 passwords.
- must not be a simple increment of your previous password (e.g. Pa\$\$word02 cannot be used after Pa\$\$word01).

If you cannot remember either your Username or Password, you can select the links below the Login button and follow the instructions.



Please note:

Provider accounts will lock after 3 unsuccessful attempts so we would advise that you use the “Forgotten your password?” link on the Log In page if you are unsuccessful after 2 attempts to avoid your account being locked.

If you have any problems using the reset links on the Log In page you should contact the Early Years (EY) Portal team by telephone on 01785 854009 or email nefportal@staffordshire.gov.uk.