Nottinghamshire County Council

Education, Health and Care Hub

Accessing the EHC Hub and Account Registration

ACCESSING THE EHC HUB

The following guidance details how to login into and access your account on the EHC Hub.

The Nottinghamshire County Council Education, Health and Care (EHC) Hub can be accessed via the following link:

https://ehchub.nottinghamshire.gov.uk/

The following screen will be displayed:

For more information about the EHC process click **ⓘ About EHC**, this details the Education, Health and Care Plans and contact information for the local authority's Integrated Children's Disability Service (ICDS) Assessment Team, who coordinate the EHC process for Nottinghamshire County Council. For guidance on making a request for an EHCP Assessment please see guidance sheet **EHCHUBGUIDEGEN3b_ASSESSPROCESS**

The ICDS Assessment Team can be contacted via email to icds.duty@nottscc.gov.uk

Alternatively, you can contact the service via telephone at **0115 8041275**

Please also see Nottinghamshire's Local Offer which includes information about SEN and the EHC process.

https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?newdirectorychannel=9

A short video is also available to support your access to the EHC Hub here:

https://openobjects.vids.io/videos/a09dddb71f19e2c728/ehc-hub-account-registration

The remainder of this guidance assumes that you have been registered as a user on the EHC Hub.
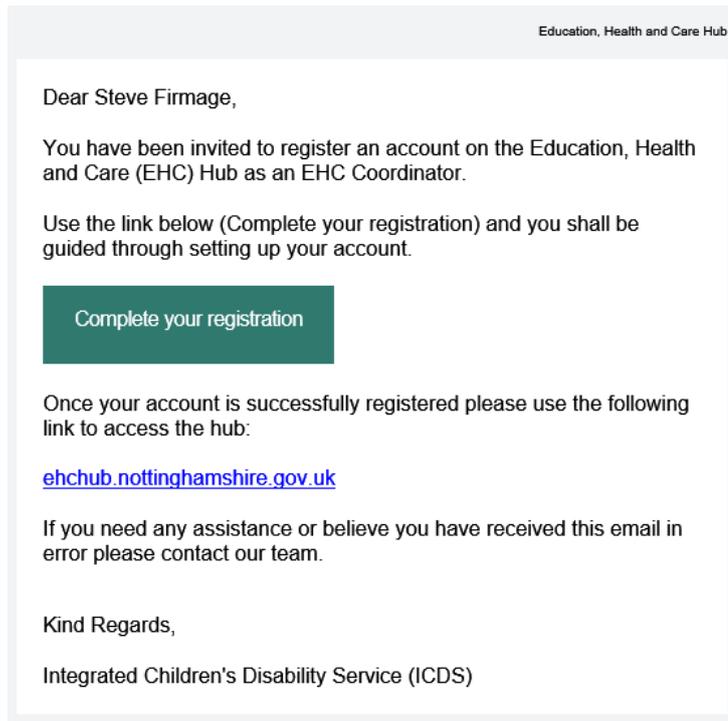
ACCOUNT REGISTRATION

Before you can login into the EHC Hub your account will need to be registered with the local authority, once your account has been setup the hub will send you an automated email to ask you to complete your registration.

Please check the email you supplied in your account registration for an email from

Nottinghamshire's EHC Hub no-reply@oohubmail.com

The email should look as follows:

Education, Health and Care Hub

Dear Steve Firmage,

You have been invited to register an account on the Education, Health and Care (EHC) Hub as an EHC Coordinator.

Use the link below (Complete your registration) and you shall be guided through setting up your account.

Complete your registration

Once your account is successfully registered please use the following link to access the hub:

ehchub.nottinghamshire.gov.uk

If you need any assistance or believe you have received this email in error please contact our team.

Kind Regards,

Integrated Children's Disability Service (ICDS)

If you have not received an email, please check the Junk E-Mail folder in your email account.

Once you have accessed the email, click Complete your registration to progress the registration process.

TWO FACTOR AUTHENTICATION

To complete your registration on the EHC Hub for security purposes the system will require you to setup Two Factor Authentication, upon clicking the Complete your registration a new internet explorer screen will be opened directly in the EHC hub.
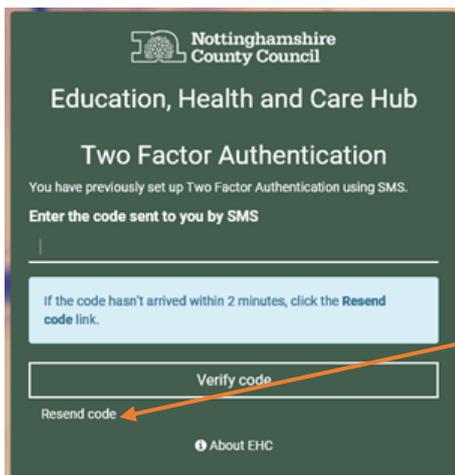
Two Factor Authentication can be setup in two ways through the hub
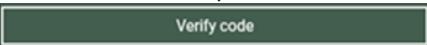
1. Using the QR code that is shown on screen. This method will require a QR Reader app on your mobile device. QR Readers are free and can be download from the Google Play or Apple Stores;

2. Uses an SMS message to verify your access. To use this option, click Use SMS instead of an app here

For ease of access it is recommended that the SMS option is used to authenticate your account. Once the Use SMS option has been clicked a new screen will be shown

Enter your Mobile telephone number into the field provided and click **Send code**

The system will send an SMS text message to your mobile device with a verification code. Please look on your device for a text message from NottsEHC

Once you have the code, enter the code in the relevant field and click **Verify code**

NOTE: should you need to you resend a code by clicking here

Once the Verify Code button is clicked the EHC Hub will open