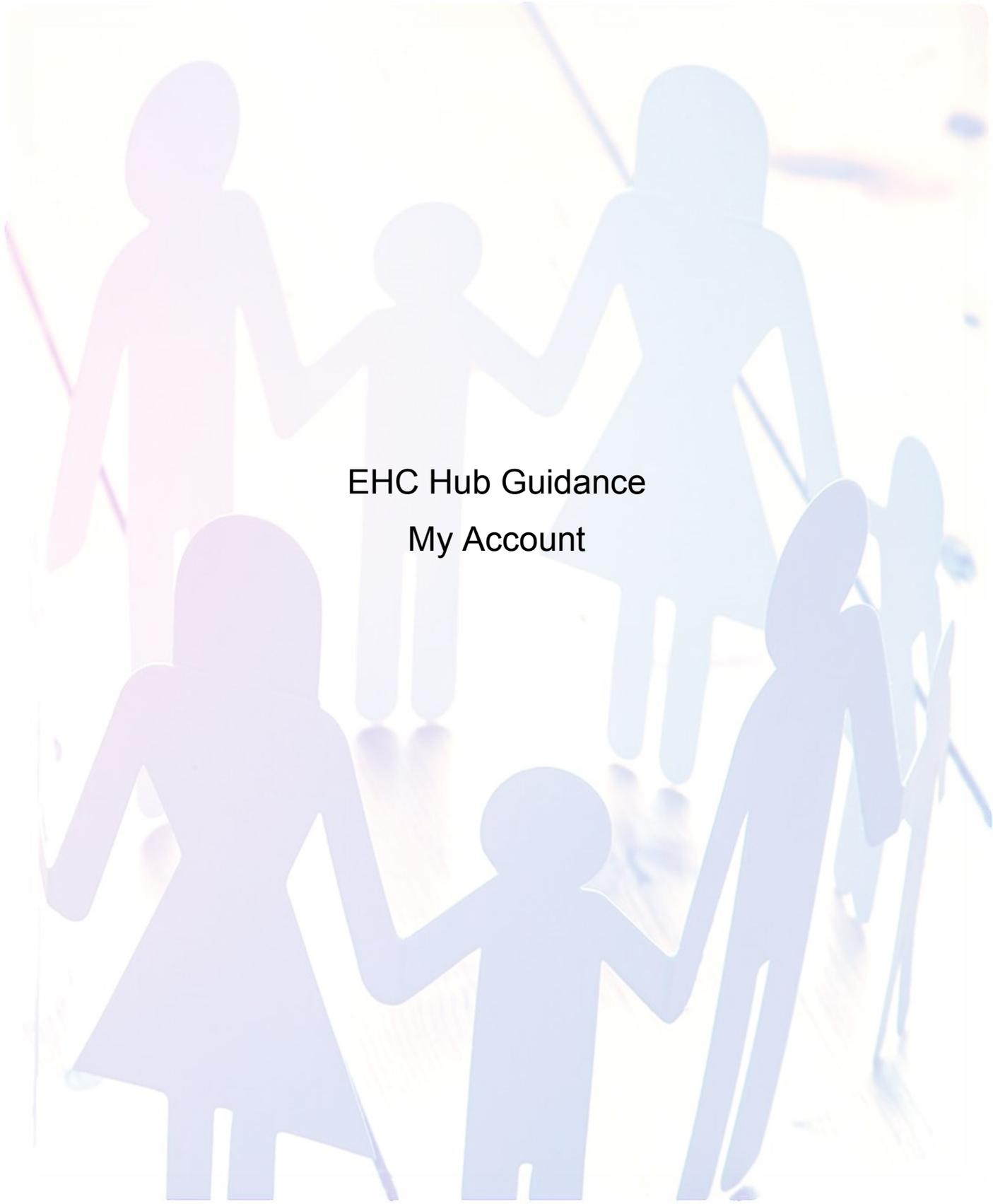




## Education, Health and Care Hub

A large, faint background image showing the silhouettes of a family of five (two adults and three children) holding hands in a circle. The silhouettes are rendered in a light blue/purple color against a soft, warm-toned background.

# EHC Hub Guidance My Account

## ACCESSING THE EHC HUB

The EHC Hub can be accessed via the following link/URL:

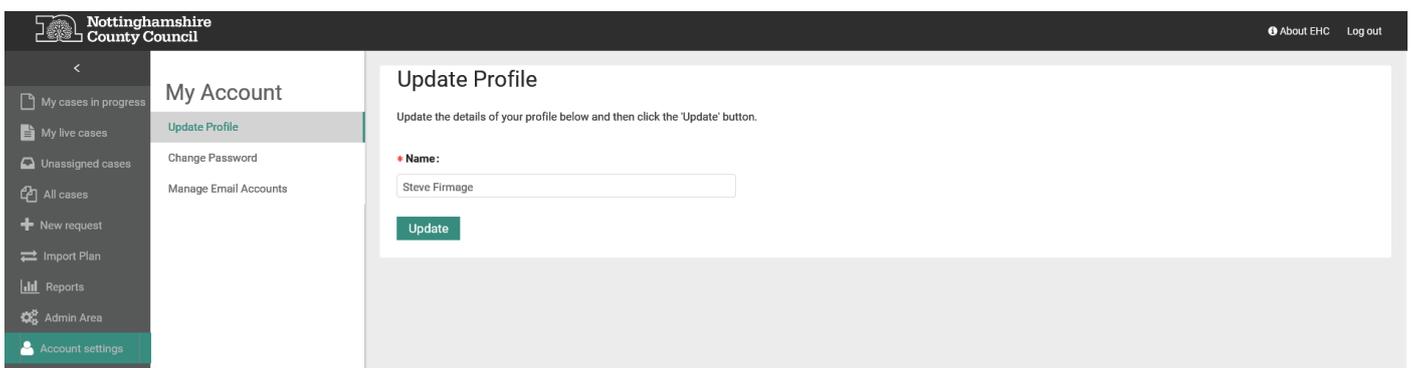
<https://ehchub.nottinghamshire.gov.uk/>



For more information about the EHC process click [About EHC](#)

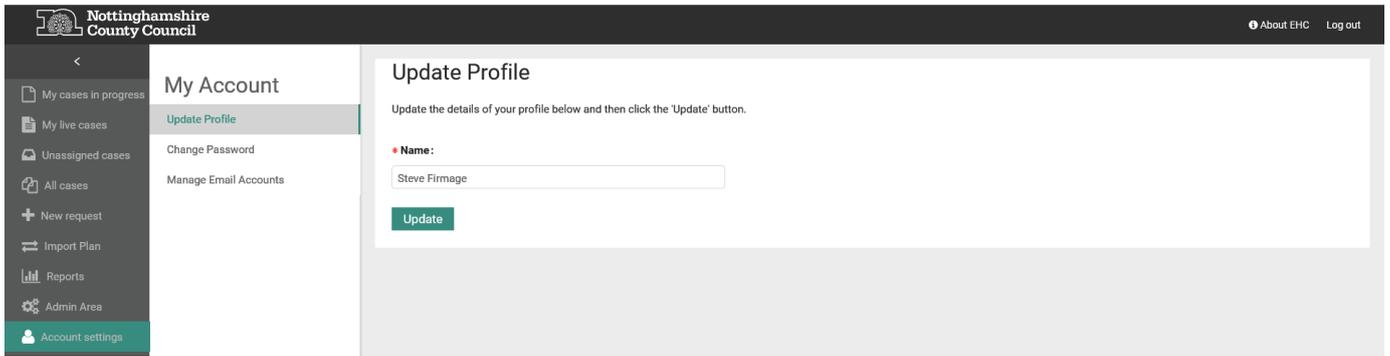
The following gives an overview of the screens and processes available within the **My Account** section of EHC Hub:

## ACCOUNT SETTINGS



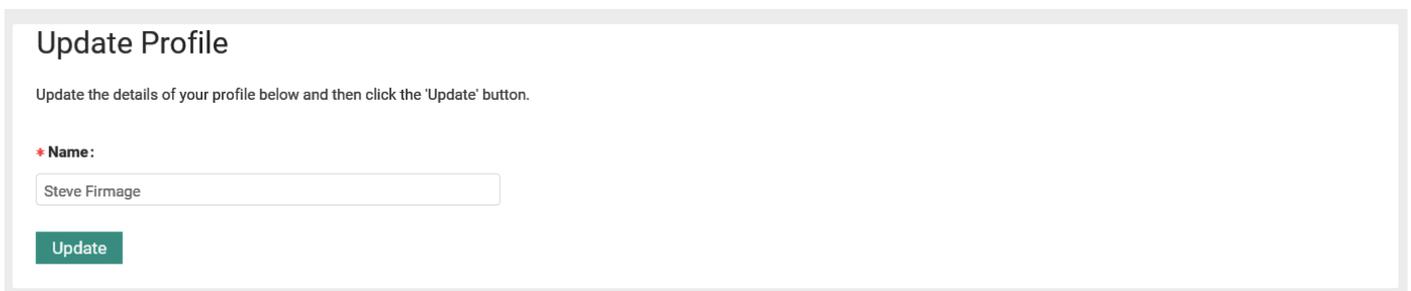
Within the **Account Settings** section you can manage your EHC Hub user account and change your profile information, your password and as well as manage the email addresses attached to your user account.

To access this area of the hub, click the [Account settings](#) option on the EHC Hub menu. This will open the **My Account** screen



## UPDATE PROFILE

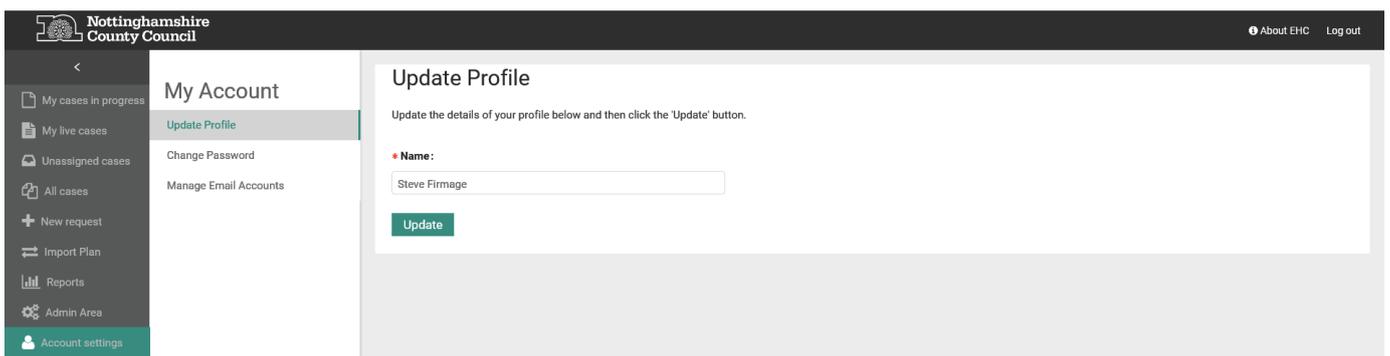
The update profile section of the **My Account** screen enables you to make changes to your profile information, note that both internal and external users of the hub can see the information you record against your profile.



Make changes to your profile information in the fields provided. Once you have amended the information click [Update](#) to confirm the changes.

NOTE: fields marked with a red \* are mandatory for completion before you can update a record.

## CHANGE PASSWORD



Should you need to change your password in the **EHC Hub**, click the **Change Password** option on the **My Account** sub-menu.

This will open a new **Change Password** screen.

## Change Password

Update your password below and then click the 'Change password' button.

\* Current password :

\* New password :

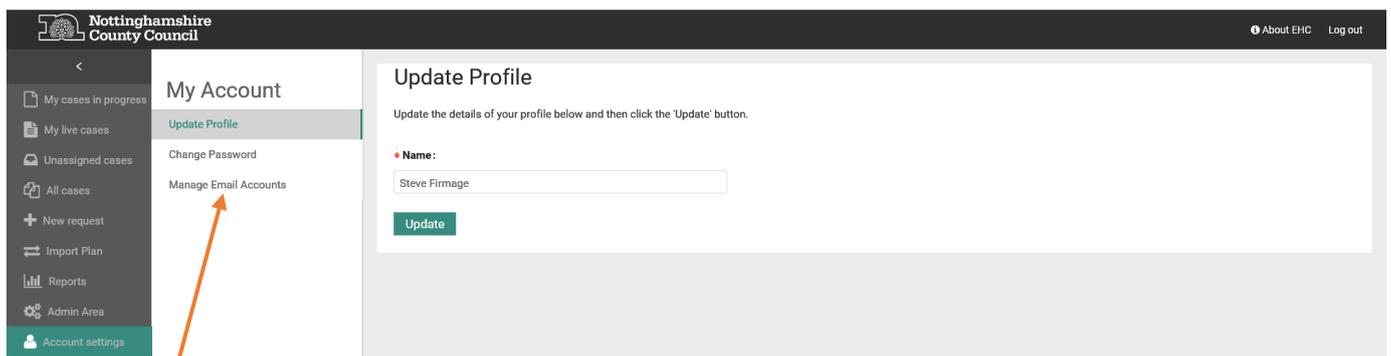
\* Confirm New password :

Change password

Enter your current password and confirm your new password in the fields available then click **Change password** to make the change to your password.

NOTE: All fields on this screen are marked with a red \* and are therefore mandatory.

## MANAGE EMAIL ACCOUNTS



Here you can manage the email accounts that the EHC Hub holds to contact you. To access this area click **Manage Email Accounts** from the **My Account** menu. This will open the manage email accounts screen

## Manage Email Accounts

### Available accounts

The table below lists the email accounts you have set up.

| Email                        | Primary Account | Activated |
|------------------------------|-----------------|-----------|
| steve.firmage@nottscc.gov.uk | ✓               | ✓         |

### Add new email account

Enter the address of the email account you wish to add. A validation token will be sent to this address which you will need to finalise the addition of this account.

Please enter your email

Add

To add another email account, enter the details of the account in the field provided, then click **Add** the hub will send a message with a validation token to this email address.

Dear Steve Firmage,

You have added this email address to your EHC Hub account and it now requires validating.

- Please sign in to the EHC Hub
- Navigate to Manage Email Accounts within your profile section
- Click on the validate link next to the new email address
- Enter the following token when prompted to do so:

**cb8f1ed4-71ba-42b2-9474-1e22c3556d6d**

[Sign in to the EHC Hub](#)

If you believe you have received this email in error or require any assistance with your account please contact us.

Kind Regards,

Integrated Children's Disability Service (ICDS)

Please check the email you supplied for an email from (note you may need to check your Junk Email folder)

Nottinghamshire's EHC Hub [no-reply@oohubmail.com](mailto:no-reply@oohubmail.com)

Once you have the validation code return to the **Manage Email Accounts** screen

Manage Email Accounts

Available accounts

The table below lists the email accounts you have set up.

| Email                       | Primary Account | Activated                                       |
|-----------------------------|-----------------|---|
| steve.firmage@nottsc.gov.uk | ✓               | ✓   |
| cfcs.systems@nottsc.gov.uk  |                 | <a href="#">Validate</a> <a href="#">Delete</a> |

Add new email account

Enter the address of the email account you wish to add. A validation token will be sent to this address which you will need to finalise the addition of this account.

This new email address will now be available, to complete the registration click [Validate](#), this will open a new **Validate Email** screen.

Validate Email

Validation token for [cfcs.systems@nottsc.gov.uk](mailto:cfcs.systems@nottsc.gov.uk)

\* Token:

Enter the validation token that the system sent to the new email address and click [Validate](#), this will send a further message to your email address to confirm that the account has been validated. Should you need to you can resend the validation token by clicking [Resend token](#)

Should you need to delete an email address click [Delete](#)