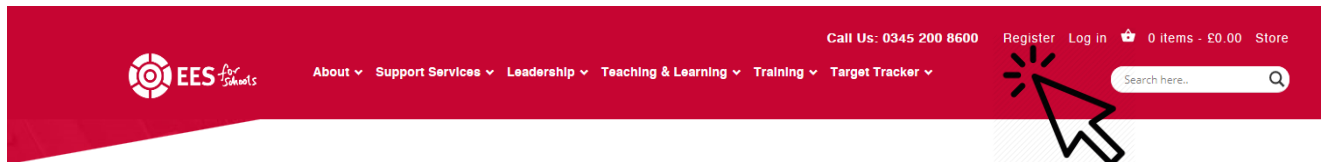


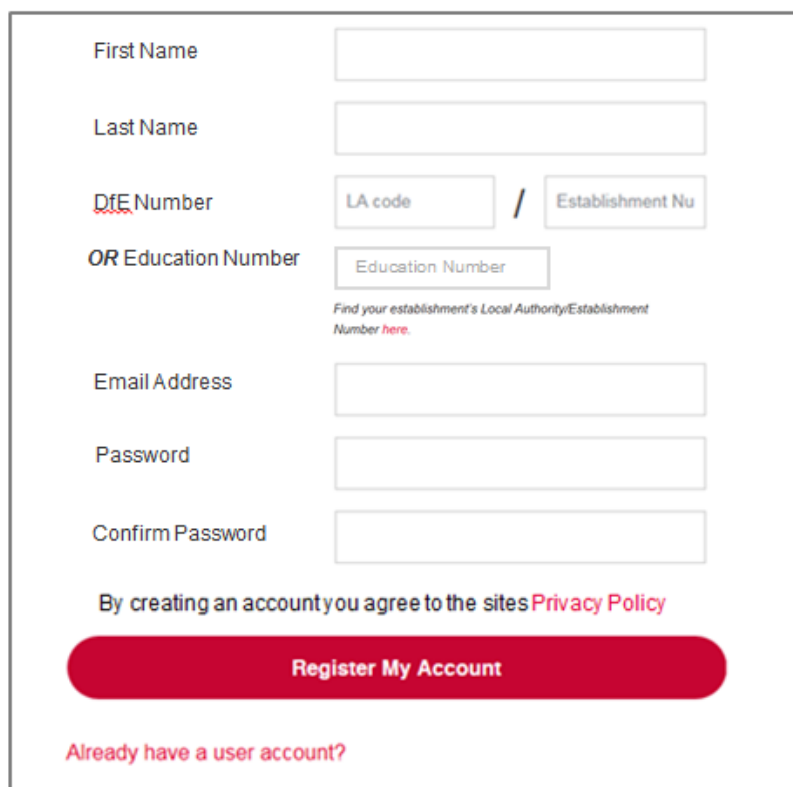
EES Website Register Guide

If you subscribe to one of more of our services that provide access to secure content on our website you will need to re-register to our new site when visiting for the first time.

1. Click on *Register* at the top on the right-hand side.



2. Complete the entry fields on the page (as shown below) including your organisations DfE or Education Number.

A screenshot of the registration form. It contains the following fields: 'First Name', 'Last Name', 'DfE Number' (with sub-fields for 'LA code' and 'Establishment Nu'), 'OR Education Number' (with sub-field for 'Education Number'), 'Email Address', 'Password', and 'Confirm Password'. Below the fields is a red button labeled 'Register My Account'. At the bottom, there is a link: 'Already have a user account?'. A small note below the Education Number field says: 'Find your establishment's Local Authority/Establishment Number here.'

3. Enter a new password*
4. Click *Register my Account* and you will be taken to your personalised dashboard

***Please Note:** If you subscribe to more than one of our services your login details and password will be the same for all of your subscriptions.