Provider guidance – Education self-service portal sign in

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Purpose of the portal
  • The portal is intended to make process interactions with the Education team more streamlined
  • It will allow you to submit documentation, access live case information, and add comments for your executive to view

Portal access – first time sign up
  1. Follow the link https://hcpceducationportal.powerappsportals.com
     NOTE – once you have followed the link, you will be redirected to a ‘session’ for security purposes. Please ensure you bookmark the link above, and not the session you are redirected to. Bookmarking the session will not provide access to the portal.
  2. Click sign up now (1)
3. Enter the email address you use with the HCPC Education team (1), and click send verification code (2)
4. Enter the verification code sent to your email from “Microsoft on behalf of HCPCB2CProdEDU” (1), click ‘verify code’ (2)

5. Enter and confirm your password (1), click create (2)

6. You will now need to verify your account details once more
   a. Click send verification code
   b. Enter the second verification code sent to your email
   c. Click verify code
   d. Click continue
7. You will be directed to your profile page where you can check and update your details.
   a. You can check if you have access to your organisation records by navigating to ‘Active processes’, ‘Active programmes’ and ‘My institution’

   ![HCPC Portal Screenshot]

   b. If you do not have access return to the profile page and mark “Do you need to request access to HCPC’s records about your organisation via this portal?” as “yes”

   ![Request Access Question]

   c. Once you have updated your details, click ‘update’

   d. We will provide you with portal access within 2 working days

8. If you are not able to access the portal by following these steps, please email education@hcpc-uk.org and we will be able to help
Portal access – logging in once registered

1. Follow the link https://hcpceducationportal.powerappsportals.com
   **NOTE** – once you have followed the link, you will be redirected to a ‘session’ for security purposes. **Please ensure you bookmark the link above**, and not the session you are redirected to. Bookmarking the session will not provide access to the portal.

2. Enter the email address you use with the HCPC education team, and password (1), and click ‘sign in’ (2)
   a. If you have forgotten your password, click ‘forgot your password’ (3)
3. Click ‘send verification code’ (1)

4. Enter the verification code sent to your email from “Microsoft on behalf of HCPCB2CProdEDU” (1), click ‘verify code’ (2), then click continue on the next page

5. You are signed into the portal

6. If you are not able to access the portal by following these steps, please email education@hcpc-uk.org and we will be able to help