

# Completing your Information on Synergy

You can log in to Synergy FIS to update the information we hold about you.

You will need your user name and password.

If you do not know your user name, please email us at [haricare@haringey.gov.uk](mailto:haricare@haringey.gov.uk). Enclose your name, email address, and the name of the provider you are entering information for.

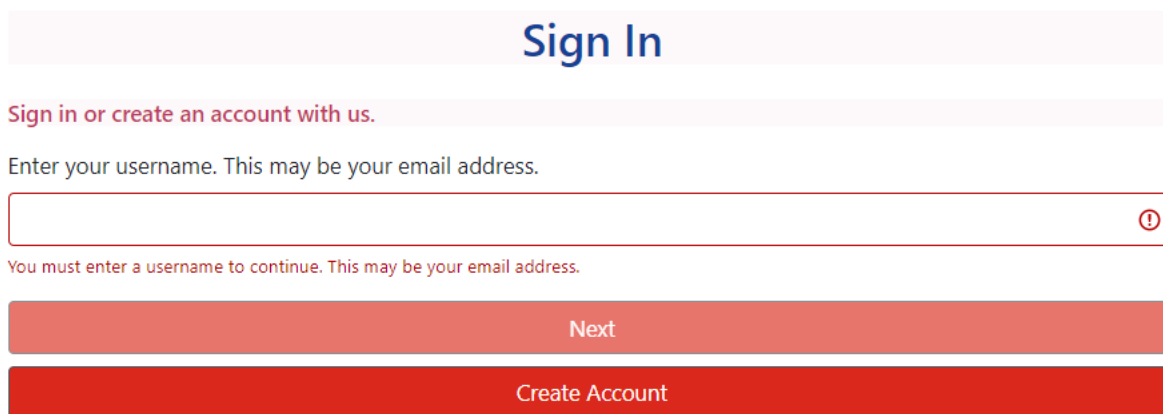
If you do not know your password, you will be able to set a new one as long as you have access to the email address which we used to set up your user name.

Go to <https://live.cloud.servelec-synergy.com/Haringey/Synergy/Default.aspx>

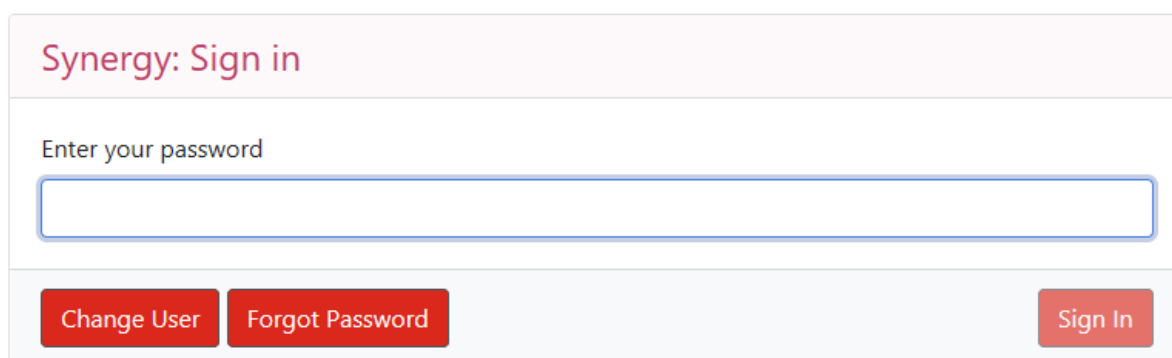
Click the Sign in link at the top right



Enter your user name and click next



Enter your password and click Sign In



If you have forgotten your password, use the Forgot password link to go to the Forgot Password Screen.

You will now click Request Token. An email will be sent to the email address we have for you. Enter this in the next screen

## Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username. This may be your email address.

[Start Again](#)[I have a token](#)[Help ▾](#)[Request Token](#)

You will now click Request Token. An email will be sent to the email address we have for you. Enter this in the next screen

## Enter Token

To reset your password, enter the token contained in the email that we sent you.

Token

[Start Again](#)[Help ▾](#)[Reset Password](#)

If we have just given you a new password, when you click sign in, before you can sign in you will be prompted to select a new password

### Synergy: Reset password

New Password \*

Confirm Password \*

Please confirm your password

[Change Password](#)

When you enter your password, or after you have changed your password, you go to the home screen

## A-Z Search Options:

If you know the name of a provider, use the letters of the alphabet to search for them. Otherwise, click on the relevant boxes below

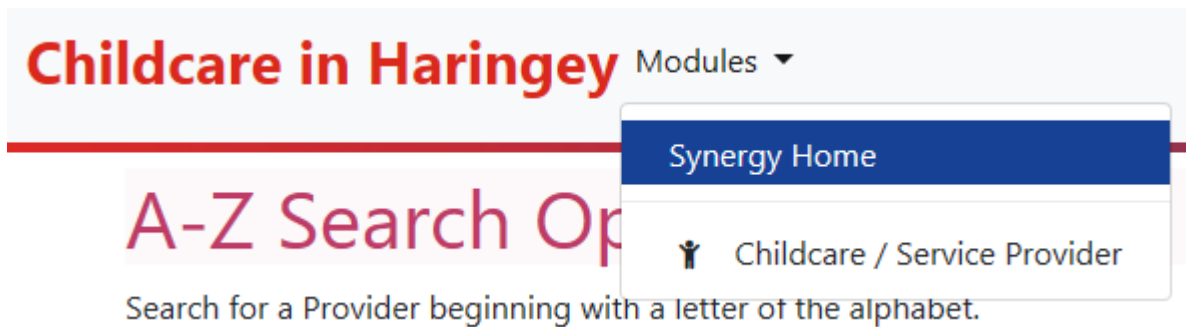


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<b>Parent Portal (Opens in New Window)</b> Complete and submit an application to find out if your child is eligible for a free childcare place of up to 15 hours per week. (Opens in a new window)	<b>Free 15 hours early learning (free for 2s) for some 2-year-olds</b> Find providers who offer free early learning and childcare for parents receiving support. Up to 15 hours a week	<b>Schools</b> Search for schools
<b>Search all childcare providers</b> Search for different types of childcare by keyword and location	<b>Free 15 hours early education for all 3- to 4-year-olds</b> Find providers who offer free early education for 3- and 4-year-olds. Up to 15 hours a week.	<b>Childminders</b> Search for a childminder
<b>Free for 2s video (Opens in New Window)</b> Watch our Free for 2s video to see what a typical learning and fun day is like for a 2-year-old (Opens in a new window)	<b>Free 30 hours childcare for working parents of 3- to 4-year-olds</b> Find providers who offer free childcare for working parents of 3- and 4-year-olds. Up to 30 hours a week.	<b>Nurseries</b> Search for different types on nursery provision
		<b>Out of school childcare</b> Breakfast clubs, after school clubs and holiday clubs.
		<b>Activities</b> Search for parent and toddler groups and children's centre activities.

Click word "Modules" at the top.

You will see the words Childcare/Service Provider. Click on this



You will now see your home screen



Click the forms link. You will now see a list of forms

Fill In Forms

Please select a form below to update your details:

- [2019 Early Years Census](#)
- [Haringey Early Years Provider Form](#)
- [Vacancies update](#)

Select Haringey Early years Provider form. This allows you to complete your provider details

The vacancies update is a one page form you can use to update our system what vacancies you have.

When you click one of these, a new window will open

## Haringey Early Years Provider Form

Next Page

Select page: Title

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In order to provide up to date information to people seeking childcare, we need to publish details of the childcare services you provide. This information will be on our website and on approved government websites.

Some of the information on our site is uploaded from OFSTED. Please make sure the information you have provided to OFSTED is complete and up to date

Next Page

Select page: Title

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Submit Form

FIS Provider Portal - Part of the Synergy FIS Suite

Click next page and complete the information requested. When you click submit form, we will receive the information. When we accept the form, your information on our system will update to show the new information you provided