

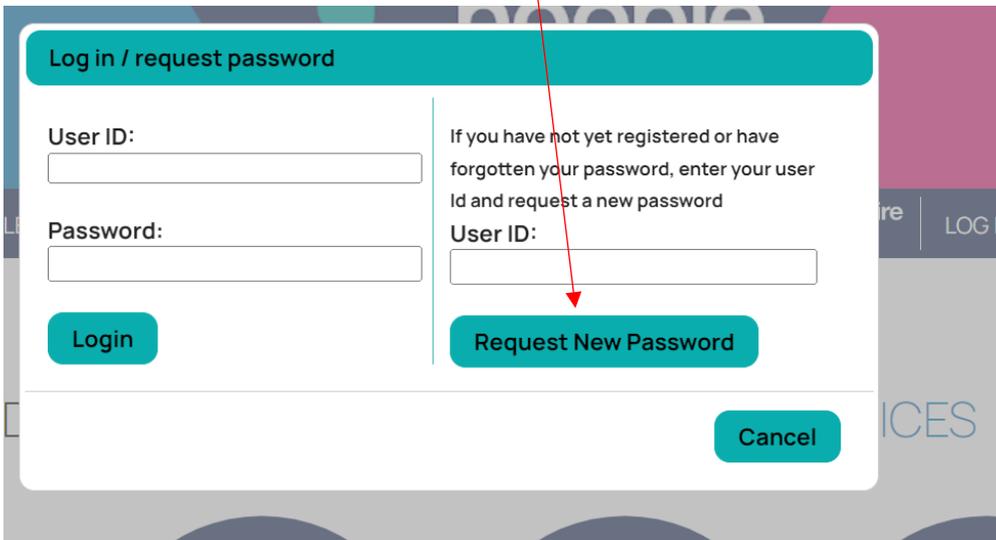
School Portal Navigation

1. How to log on to the school portal.

1. Navigate to <https://schools.hoopleltd.co.uk>
2. Click the 'Log In' button



3. Your User ID is your payroll number, if you don't have a payroll number or not sure what your number is, please contact the Schools Portal team for confirmation
4. If you have forgotten your password or you are a newly registered user of the Schools Portal – complete the right hand box using your payroll number as above and then click 'Request New Password'

A screenshot of the 'Log in / request password' modal box. The modal box is divided into two columns. The left column contains a 'User ID:' label and an input field, followed by a 'Password:' label and an input field, and a 'Login' button. The right column contains a text instruction: 'If you have not yet registered or have forgotten your password, enter your user id and request a new password', followed by a 'User ID:' label and an input field, and a 'Request New Password' button. A 'Cancel' button is located at the bottom right of the modal box. A red arrow points from the 'Request New Password' button in the modal box to the 'Request New Password' button in the next image.

5. Instructions on how to reset your password will be sent to your e-mail address associated with your account, this could be your own personal e-mail address or your work e-mail address (please remember to check your junk items) depending on what email address was provided when you signed up.
6. Once you have successfully logged into the portal, you will then see displayed the information about the school(s) for which you are responsible and have access rights dependant on your job role.

2. How to place the SLA products into your basket and send for approval.

There are two roles that play a part in the purchasing of SLA products, a nominated **ADMIN** user/s who is responsible for adding SLA products to the basket and an **APPROVER** user (usually the head unless they have delegated responsibility) who has responsibility for approving the SLA purchases. You can have more than one ADMIN or APPROVER persons.

1. ADMIN selects SLA's from the home page or drop down menus on the left by clicking 'services.'

The SLA's are grouped as below:-

- **Data and Information Management Services:** Schools Census, Data Protection and Information Governance
- **Environmental Health:** Pest Control and Water Sampling
- **Finance:** Payments Management, Financial Services, Business World Support
- **Learning Support:** Behaviour Support, English as an Additional Language, Evolve and Offsite Guidance, Library Support, Safeguarding and Pupil Wellbeing, Work Experience
- **Legal:** HR Legal Advice, Statutory Appeals
- **People:** HR Management Support and Advice, Employee Services (including Payroll), Recruitment, DBS
- **Technology:** MIS Support, including SIMS and ScholarPack services. Also new services Arbor Education application support and Bromcom application support





The screenshot shows a website header with navigation links: SERVICES, ABOUT HOOPLE, RESOURCES, Herefordshire Council, Welcome Uphill Primary, and CONTACT US. Below the header, a section titled "WE DELIVER A FULL RANGE OF SCHOOL SERVICES" features four circular icons: Data/Information Management (a person with a bar chart), Environmental Health (trees), Finance (stacks of money and a calculator), and Learning Support (a graduation cap).

2. From Here, you will be able to select the SLA you wish to purchase from the drop down menu by selecting 'add to basket'. Please note the buying portal will only allow you to buy SLAs that are relevant to your school and should not allow you to buy any conflicting SLAs or where you may have a 3 year SIA in place.

STANDARD - 1 YEAR SLA ▾

In addition to all the features of our Basic service, our **Standard** service includes a termly visit to support your school's leadership team and provide help and advice to the school finance administrators and governors. This will include preparation prior to the meeting and follow-up actions arising from the visit.

Please note all meetings under the Standard and Enhanced SLA must be taken during the term in which they are due. Schools will not be able to carry them forward to the following term without prior agreement and only under exceptional circumstances.

For more information, please contact the **School Finance Team** on 01432 261580 or e-mail us.

£1889.64

This price is based on a flat rate of £1889.64.

 Add to basket



3. From Here This SLA will then appear in your basket which can be found by hovering your mouse over your school name, from here you will need to send the SLAs to the approver/s to be authorised



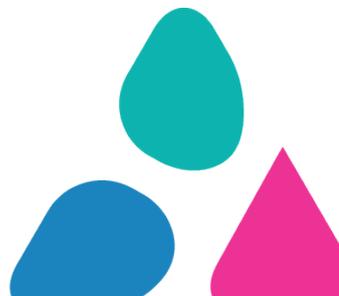
ULL RANGE OF SCHOOL SERVICES

4. From The approver should be able to login and approve the SLAs in the basket. Once approved, these SLAs will appear on your previous orders screen which is explained in section 3.
3. How to check what SLA products the school have purchased in previous years?
 1. Once logged in, hover your cursor over your school's name on the homepage to reveal a drop down menu and selection 'basket'

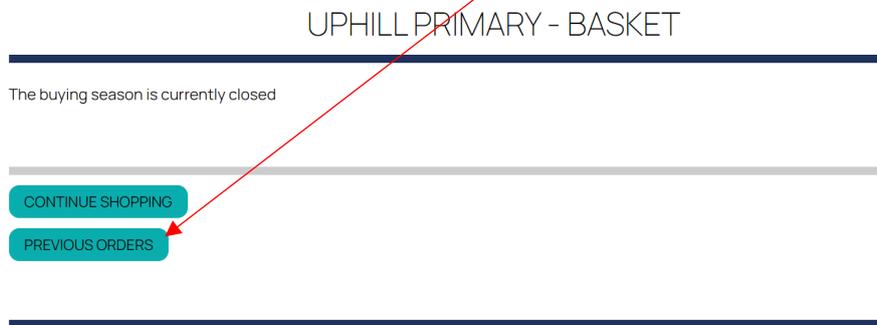


ULL RANGE OF SCHOOL SERVICES

2. This is where you will see any SLAs added to your basket awaiting approval (only visible whilst the buying portal is open).
(the portal has two buying seasons, the first - for Local Authority schools only - opens in February, the second - for academies - is open June to July)



- 3. You can also see SLA purchases the school have made in previous years by clicking 'previous orders' (always visible).



- 4. The product ID e.g. FS02 corresponds to the SLA product code on each (the below is an example and not real data)

UPHILL PRIMARY - PREVIOUS ORDERS

2022 - 2023

DATE	PRODUCT I.D.	NAME	PRICE
18 MAR 2022	FS02	FINANCIAL SERVICES - SCHOOLS STANDARD - 1 YEAR SLA	£1766.02 <small>This price is based on a flat rate of £1766.02.</small>
18 MAR 2022	HR01 (NOT APPROVED)	HR MANAGEMENT SUPPORT & ADVICE CORE	£2370.00 <small>This price is based on £23.70 per employee and assumes you have 100 employees.</small>
18 MAR 2022	IT06 (NOT APPROVED)	SCHOOLS MIS SIMS SUPPORT - ENHANCED - 1 YEAR SLA	£1892.19 <small>This price is based on a flat</small>

If you have any questions or need any assistance, please contact the Schools Portal team at schoolsportal@hoopleltd.co.uk or call 01432 383678.

