

SEND 0-25 Pathfinder – how to access the professional feedback form

Step 1: Please use the following link: https://emsonline.salford.gov.uk/ProfessionalPortal_LIVE/

Not registered: click [register](#) as shown below, once all the fields have been completed click submit – you will then receive an email to confirm registration.

Don't have an account? Please [register](#)

Home Login Register

Register

Welcome to the ONE Professional Portal

Please enter the email address you used when registering

if register then you can add and view applications for before you use this site please have to hand your guide to brought home recently, if you need a copy please use the this link to view a copy via our website

Already registered: please enter your email and password.



Step 2: Once logged on to the website you will be emailed a code to verify who you are.

You need to enter this in the 'Verify Code' section before proceeding to the below sections after logging in.

Verification Code sent

Your Verification Code has been sent.
Please enter your Verification Code to continue.

Your Verification Code *

Verify



Step 3: Click on [forms](#) to access the feedback forms

Step 4: To complete the feedback form, select the child/young person you are completing the survey for.

Select Person

This area of the website allows you to create various Family Assessment forms for the children and young people you work with and to submit those forms to the Authority in a secure manner.

The children and young people for whom you have previously submitted forms are listed below. Selecting a name from the list will show a history of forms you have submitted for that person and a list of forms you may now wish to submit.

After you have submitted a form it will be quality assured by the Family Assessment Team and notification of what is happening next will be given to you. You will be able to view the progress of forms you have submitted from the Forms History tile.

If you need support with the Family Assessment Process please call the Duty Family Assessment Coordinator on 0161 6034239 for assistance and if you need any help with IT issues please contact us by email.

Person Filter: All + Add Person

Name	Date of Birth	Address	School
Toni, Jane	05/06/2007	Unity House, Civic Centre, Fosse Division, Chorley Road, Salford, Salford, M27 5WJ	

Step 5: Select the form 'Special Educational Needs & Disabilities – Professionals Survey'

Step 6: The next page will show your work details and role - if the information is correct please click



Forms

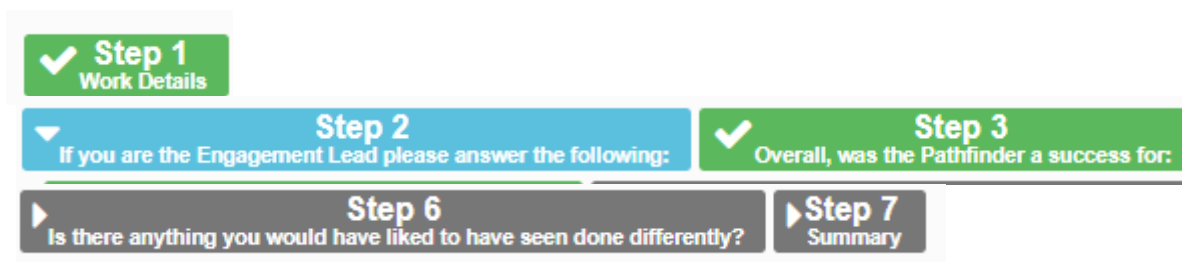
Please select the appropriate form you would like to complete.

REAL	Start
Special Educational Needs & Disabilities - Family Assessment form(NEW)	Start
Special Educational Needs & Disabilities - Professionals Survey	Start

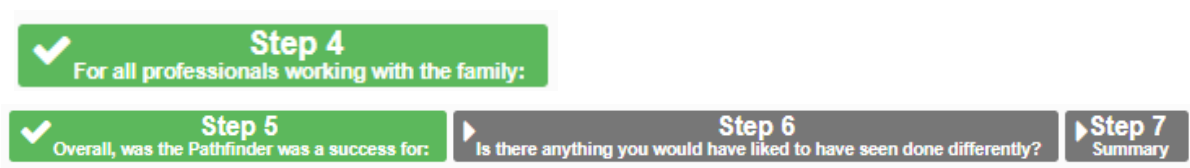
Step 7: Completing the feedback



If you are the Engagement Lead you will need to complete the following steps:



For all other professionals working with the family – please complete the following steps:



Go through each question and select from the drop down
 Please score 1-5 for each questions (1= disagree to 5 = fully agree)
 At the bottom of each page there is a button 'Save & Continue', go through each page and complete.
 On the last page you will be prompted to confirm and submit

N.B. you can go out and come back to complete the survey at any given time, the system is designed to save the details of what you last completed.