

## SEND 0-25 Pathfinder – how to access the parent / carer feedback form

**Step 1:** Please use the following link:

[https://emsonline.salford.gov.uk/CitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal\\_LIVE%2F](https://emsonline.salford.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2FCitizenPortal_LIVE%2F)

**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.

**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 parent / carer feedback form please select your child

**Step 5:** Select the form 'Special Educational Needs & Disabilities – Parents / Carers Feedback'

This page shows the forms that are available for you to complete. It also shows you a history of forms that are in progress, forms that you have submitted or forms that have been shared with you.

**Forms**  
As a parent or carer, please select the appropriate form you would like to complete.

Form Name	Action
Special Educational Needs & Disabilities - Children with Disability request	Start
Special Educational Needs & Disabilities - Parent / Carers Feedback	Start

**History**  
Below is a list of forms that are in progress, forms that you have submitted or forms that have been shared for Jane Test

Form Name	Action
Special Educational Needs & Disabilities - Parent / Carers Feedback	Continue
Special Educational Needs & Disabilities - Parent / Carers Feedback	Continue

**Step 6:** completing the feedback

Go through each question and select from the drop down  
Score 1-5 for each questions (1= disagree to 5 = fully agree)  
At the bottom of the page you will be prompted to confirm and submit