# Worcestershire Children First Placements Provider Portal Guidance
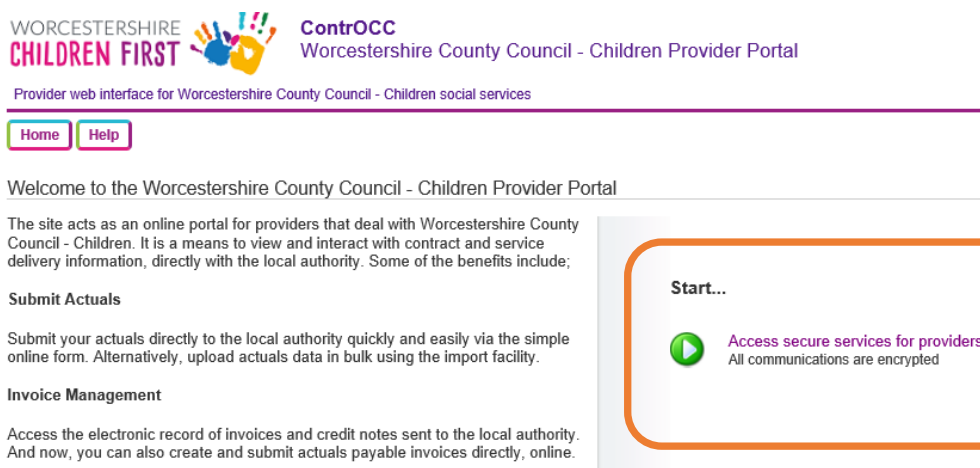
## *How to log in*

**Navigate to the login page by clicking on the link below**

Access the Worcestershire Children First Placements Provider Portal (WCFPPP) ❯

## How to log in

Click on the link "*Access secure services for providers*"



Enter log in details, Username and Password. Your username will be the email address you have supplied. Your temporary password will have been provided separately.
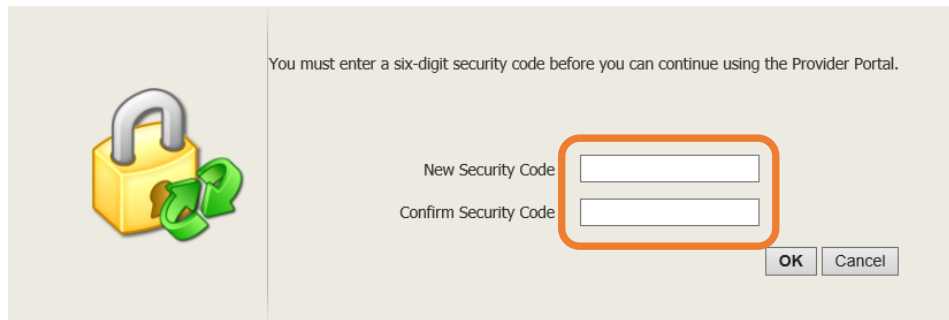
Once entered, click on Login

## On your first login – Set a Security Code

You will be presented with a screen asking to set a security number

Choose a memorable number following the criterion set out below

Click on ok



## Subsequent logins – Choose numbers from the Security Code

For all subsequent logins, after you have entered your password you will be asked to provide 2 random numbers from your chosen security code.

Pick the number from the drop down and click ok.