GCC LAS (Liquidlogic Adults System) Guidance

Name	Registering and navigating an adult's portal account
Description	To send information to Adult Social Care via the Liquid Logic Autonomy Portals you will need to register for an account and log in each time you need to submit a form. Once you are logged in you can save forms for later, view your submitted forms and update your account details.
When might you need to do this?	Each time you use the Liquid Logic Autonomy Portals you will need to log in and enter a code sent to your registered email address.

Navigating the portal

There are two ways to access the log in screen which also allows you to register for an account.

1) **Via the relevant form** - Click into the appropriate form and the form will provide a prompt to log in or register for an account.

In order to progress with this form you must either log in or complete a simple registration for a new account. You can then continue to complete this form. This will enable you to track the form at a later date.

Login or Register

2) **Via account** – At the top of each page in the poral you will be able to access your 'Account from the top menu bar.

Both methods above will redirect you to the following screen. If this is your first time using the portal, you will need to register for a new account.

New to Gloucestershire County Council Social Care Portal? Register for an account here or use the button below.
Already using Gloucestershire County Council Social Care Portal? Sign in below.

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit   **Cancel**

Forgotten password?

New users

If you're new to Gloucestershire County Council Social Care Portal, sign up for an account here

Register for new account

Registering for an account

To register for an account, you will need to provide the following details:

Step 1:
- Forename
- Surname
- Is this account being use in a professional capacity? If yes:
  - Role
  - Organisation
- Address – Property, Name House Number or Name, Street, Area, Town/City, County and Postcode.

Step 2:
- Email Address
- Password
- Confirm Password

Password policy Your password must meet the following requirements:
- It must be at least 8 characters long.
- It must contain at least one letter.
- It must contain only letters, digits, and special characters*
- It must contain at least one upper-case letter.
- It must contain at least one numerical digit.
- It must contain at least one special character.
- It must be different to your current password.
- It must be different to your previous 8 passwords.

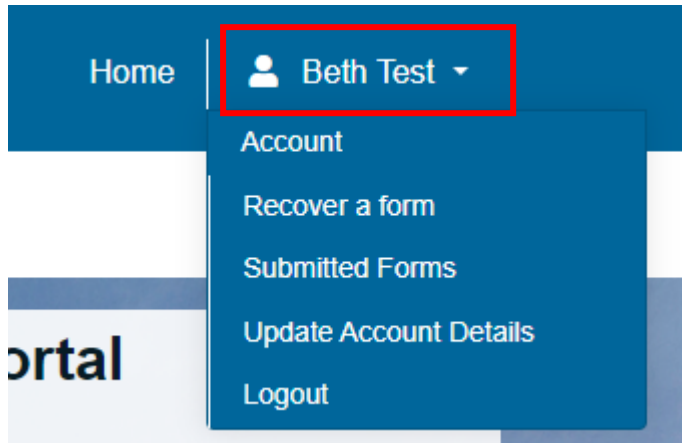*List of special characters:
 !"#$%&'()*+,-.:;<=>?@[\]^_`{|}~

Step 3:
You will need access to the email registered to confirm your email address via a code. Use the **back** button if you would like to change your email address and try again or select, **please send me a new code** if you need another one. If you cannot find this email, it may be in your junk email folder.

Your registration will then be completed. You will be redirected to the following screen:

Please select Apply to Manage Account or Home on the top menu bar. This will redirect you to the home page to be able to progress and submit a form whilst GCC ICT verify your new account.

Existing Users - Logging in
You will need your:
- Email address
- Password

For additional security, the portal will confirm your account by sending an authentication code to your email address. If you cannot find this email, it may be in your spam/junk email folder.

Account Menu

Recover a form – if you have started a form and saved it for later, you will be able to pick the form back up here. These will expire after 30 days after the last amendment.

Submitted forms – Here you will be able to see any forms you have submitted in the last 30 days. You will also be able to see here any responses posted to your form and any requests received for further information.

If further information is required on a form, you have submitted you will receive notification via email asking you to log into the portal to review feedback and re-submit the form. Once in your portal account in the submitted forms section it will appear as follows:

Clicking Previous Form will take you to view the submitted form as a PDF.

Selecting the form name will allow you to go back into your submitted form. Your details and the person's details will not be editable. The rest of the form will allow you to update information. Use comments box as appropriate.

Update account details – from here you can change your profile details, email address and password.
V1