

How to add your English language provision into the ESOL NI website



Go to the web link:

<https://esolwebapp.azurewebsites.net/>

Step 1 – At the top-right of the page you will find the 'Log in' blue button.

Click and enter your email address as the 'User Name' and 'Password' to log in to the site and have access to your ESOL profile editing rights.

Forgot your password: If you do not remember your password, you can use the 'Forgotten Password' blue button. It will give you instructions via email on how to set up a new password of your choice.

If you haven't accessed the website before:

ESOL providers can also follow the link sent to you previously (email from lpizzini@belfastmet.ac.uk with subject: '**A service provider account has been created for you**') – please see below details on how this email should look like:

Hello (name of provider) ,

Thanks for joining ESOL NI! You can now start to fill in your details.

A service provider account has been created for you with the following credentials:

Username : (provider's email address)

Password : (temporary password to ensure first time log in – this will prompt you to create your own password right away and change the details)

Please follow this link and enter the above credentials

esolwebapp.azurewebsites.net/login

Yours Kindly,

Ligia

Step 2 - Once you create your own password and log in with the details above, you should be able to see the existent profile of your organisation (including **Location, Address and Postcode, Contact details and Website address**). In addition, the system will allow you to add **a picture or image** and we recommend you to upload a picture of your premises – front of the building where classes take place so users become familiar to where they need to go when attending classes.

Step 3 - Then the next step is to add the details of the courses you provide (please note that if you do not enter course details into the system your profile as a provider will only appear on the ‘provider’s list’ when searched by location but not via any refined search or ‘courses’ search mechanism). Users may have difficulty getting in touch with you establishing what services you provide.

Courses information should include the following:

<i>Formal / Informal</i>	<i>Level</i>	<i>Additional Features</i>	<i>Accreditation</i>	<i>Times</i>	<i>Cost</i>	<i>Transport</i>	<i>Childcare</i>	<i>Attendance</i>
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Step 4 – once all the information is inputted and saved (including profile details and courses info), your organisation will become searchable into the website by anyone accessing it – please check the profile created by the Belfast Unemployed Resource Centre (BURC) which is fully active at the minute.

Tips and observations:

- In order to allow you to see the map locations and directions to the venue of classes – you will need to follow the instructions on screen and allow the location of your computer or device to be discovered.
- It is important that you always keep the information into the website current and updated, as it will be your responsibility as a provider to change details when courses are available or finished. Courses entered with start and end date should disappear after the end date has passed.
- The link to the website page is also available via the ‘**Nldirect ESOL**’ page under ‘Useful Links’ and should be easily found via a simple ‘Google Search’ action.

<https://www.nidirect.gov.uk/articles/english-speakers-other-languages-esol>

If you wish to add the ESOL NI web link to the home screen of your smartphone please follow the steps below:

