



# User Accounts for Data Management Services (DMS) Portal




Document Reference: DMS165.v2

*Published/Updated September 2024*



HFL Education  
01438 544464  
hfleducation.org

Contact us via the HFL Service Desk at:

 01438 544466  
 support@hfleducation.org  
 <https://support.hertsforlearning.co.uk>

© 2024 HFL Education

Copyright of this publication and copyright of individual documents and media within this publication remains with the original publishers and is intended only for use in educational settings, schools and academies.

All rights reserved. Extracts of the materials contained in this publication may be used and reproduced for educational purposes only. Any other use requires the permission of the relevant copyright holder.

Requests for permissions, with a statement of the purpose and extent, should be addressed to:  
**support@hfleducation.org**

Herts for Learning Ltd trading as HFL Education.  
Registered in England and Wales No. 8419581  
Registered office: 1st Floor West, Abel Smith House, Gunnels Wood Road,  
Stevenage, Hertfordshire SG1 2ST  
www.hfleducation.org

# CONTENTS

VERSION CONTROL (HISTORY OF CHANGES) .....	1
PROVIDING ACCESS TO THE DATA MANAGEMENT SERVICES (DMS) PORTAL.....	2
Creation of sub accounts for users .....	2
Allow sub accounts access to the DMS portal.....	4
Removing access to the DMS Portal .....	5



## Version control (History of changes)

Date	Version	Change(s)
Feb 2022	1.0	Document Created
Sept 2024	2.0	Updated document template and contact details

## Providing access to the Data Management Services (DMS) Portal

The Data Management Services portal contains information, resources and guidance to support schools, academies and multi-academy trusts to harness the power of their Management Information System (MIS). Our aim is to help schools and academies gain maximum benefit from their investment, through a range of services and support developed to help headteachers, senior leaders, business managers and school administrators make effective use of the tools at their disposal to produce evidence to raise academic standards, track individual pupil attainment and maintain efficient business and administrative processes.

**Access to the resources will require a subscription login. If your school does not currently have an MIS support contract with HFL, please contact us for further information.**

There are a few processes that schools will need to work through to ensure that all users of DMS resources in school have access to them via the portal. This document will guide school administrative staff through the steps needed to provide this access.

If you need support in creating a new account (this will be the main account holder) or managing sub accounts, please do not hesitate to contact our Customer Services team via this [online form](#) or –

**Telephone** - 01438 544464 (option 6 – Option 2) – Ensure that you wait to hear all options before dialling.

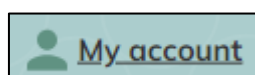
**Email** – [info@hfleducation.org](mailto:info@hfleducation.org)

---

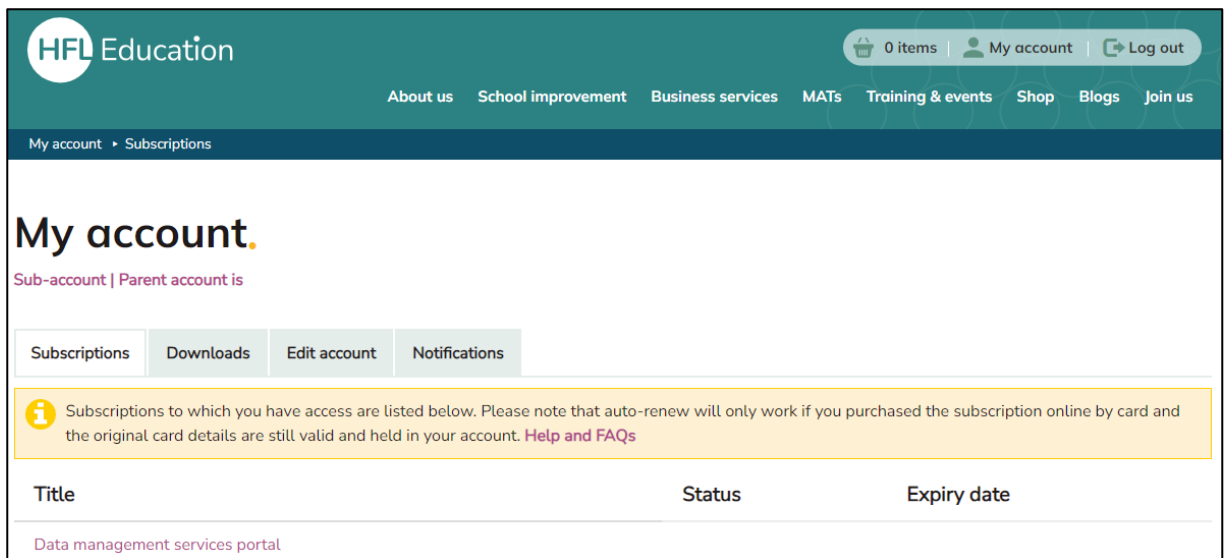
### Creation of sub accounts for users

The first stage is to create sub accounts under the main school account, for any members of staff that require access to the resources within the portal:

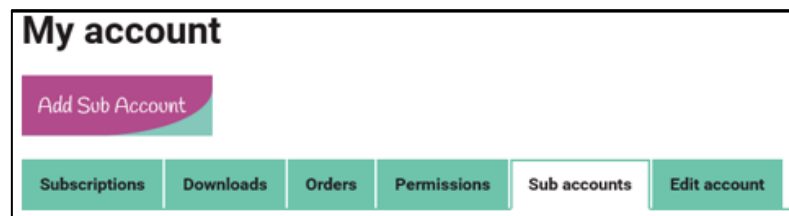
1. Log into the HFL website at <https://www.hfleducation.org>, using your school's main account credentials. The username is usually the school's 7 digit DfE number, however this may have been changed.
2. Click on the **My account** option towards the top right of the screen.



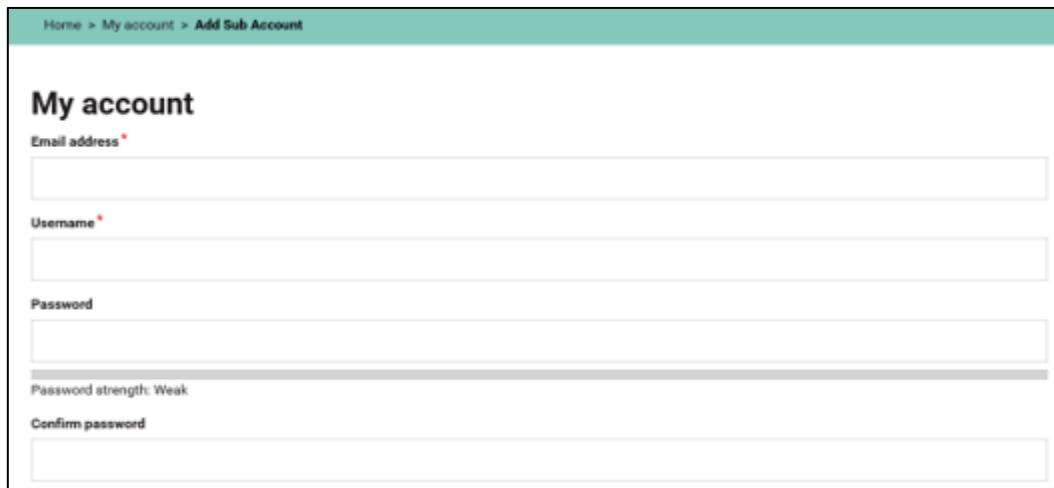
3. Once in the **My account** page you will see the following screen:



- To create a sub account, click on the **Sub accounts** option.



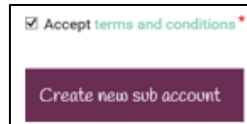
- Click on **Add Sub Account** at the top of the page.



- Enter the details of the person you are creating a sub account for. A common practice is to set the username to be their email address.

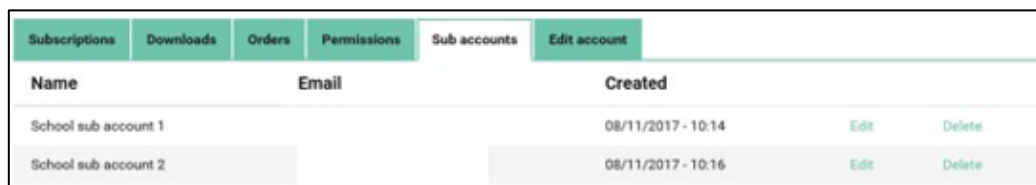
One option you may wish to consider is to set up a generic user account for a group of staff to use, to access specific resources on the school's main account, e.g. 919 (local authority number)xxxx(establishment number)Admin and give the credentials to that group within the school. This way you only have a single account to maintain. If a member of that group were to subsequently leave the school, you would need to remember to change the password on that account, as you would any other shared resources they have access to.

7. If you tick the **Notify user of new account** box, they will receive an email with their login details.
8. Once you have entered all of the required information, you must tick the **Accept terms and conditions** box.



9. Click on Create new sub account.
10. Repeat this process until you have created sub accounts for all applicable staff members.

The sub accounts created will be listed under **My account** and can be edited or deleted as necessary.

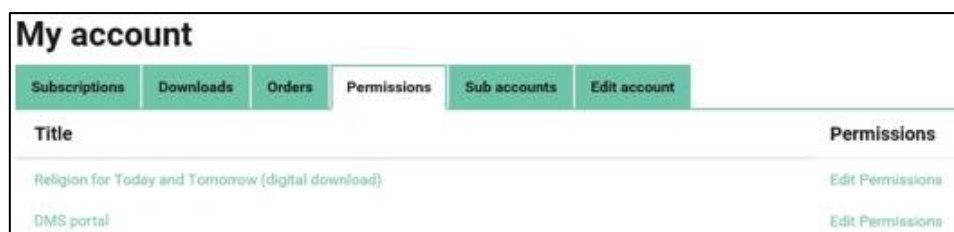


Name	Email	Created		
School sub account 1		08/11/2017 - 10:14	Edit	Delete
School sub account 2		08/11/2017 - 10:16	Edit	Delete

## Allow sub accounts access to the DMS portal

Once the sub accounts have been created you will need to edit the permissions on the main account in order to allow the sub accounts access to the DMS portal:

1. Logged into the HFL Education website as the main school account, click on **My account** and go to the tab labelled **Permissions**. You will see which products, subscriptions and purchases your school has made and are available to the school's main account.



Title	Permissions
Religion for Today and Tomorrow (digital download)	Edit Permissions
DMS portal	Edit Permissions

2. Click on the **Edit Permissions** link to the right hand side for the relevant product/subscription, in this case being the **DMS portal**.
3. Choose which sub account to give permission to access this resource by placing a tick against the name.





The screenshot shows a window titled "Users". Inside, there are two sub accounts listed: "School sub account 1" with a checked checkbox and "School sub account 2" with an unchecked checkbox. At the bottom of the window is a purple "Save" button.

4. Once you have given the relative sub account(s) permission, click on the **Save** button.

To give the sub accounts access to a different product or subscription, you will need to edit the permissions for each item on the **Permissions** tab.

While you are in your **My account** section, you will be able to see what your school can access. Please note, sub accounts will not be able to see what the main account can see, they will only see what they have been given access to by the main account.

---

## Removing access to the DMS Portal

If a member of staff leaves your school/setting, to remove their access to your subscriptions, downloads, and orders, go to the **Sub accounts** page and chose **Delete** on the right hand side. Please make sure that you delete the correct account, as once deleted it cannot be undone and would need to be created again.



---

**©2024 Herts for Learning Ltd trading as HFL Education**

1st Floor West, Abel Smith House, Gunnels Wood Road, Stevenage,  
Hertfordshire SG1 2ST

Herts for Learning Ltd trading as HFL Education

01438 544464

[hfleducation.org](http://hfleducation.org)

