Telford & Wrekin
COUNCIL









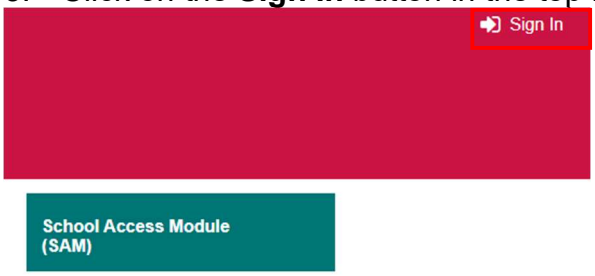
Synergy User Guide – BOPA Individual Performance Notification

1. The portal can be accessed here:
   https://education.telford.gov.uk/Live/SynergyWeb/

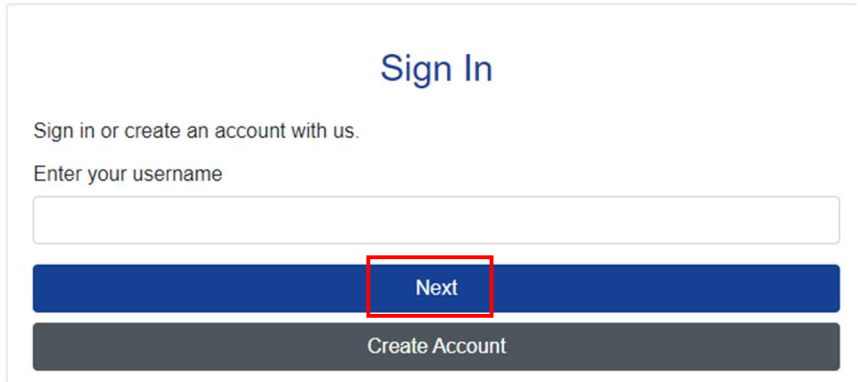
2. This will bring you to the home page that looks like this:



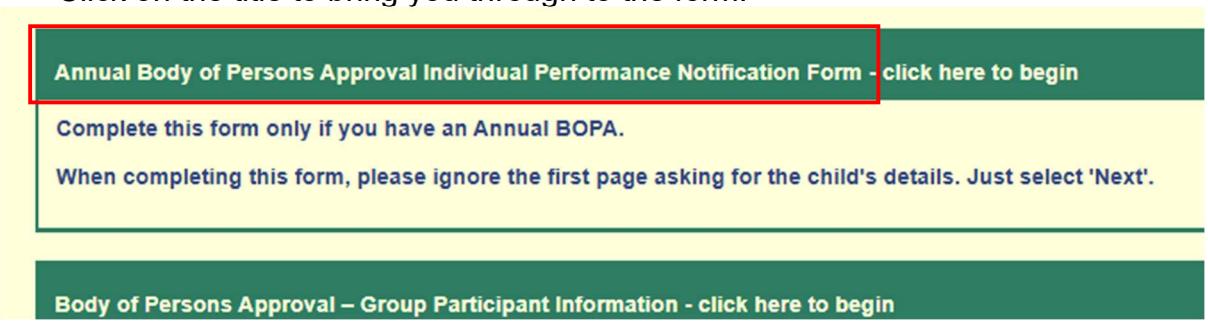
3. Click on the **Sign In** button in the top right corner.



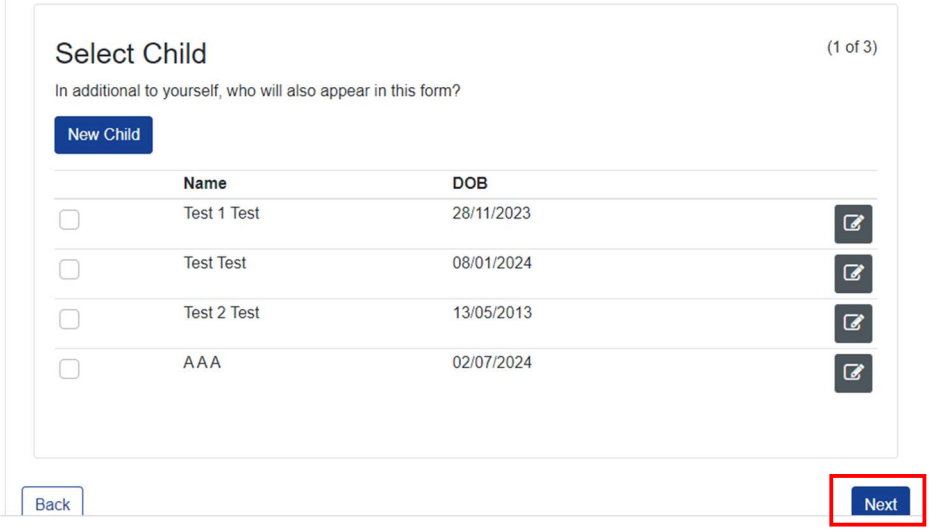
4. Log in. The username will be the email address you used to set up the account.



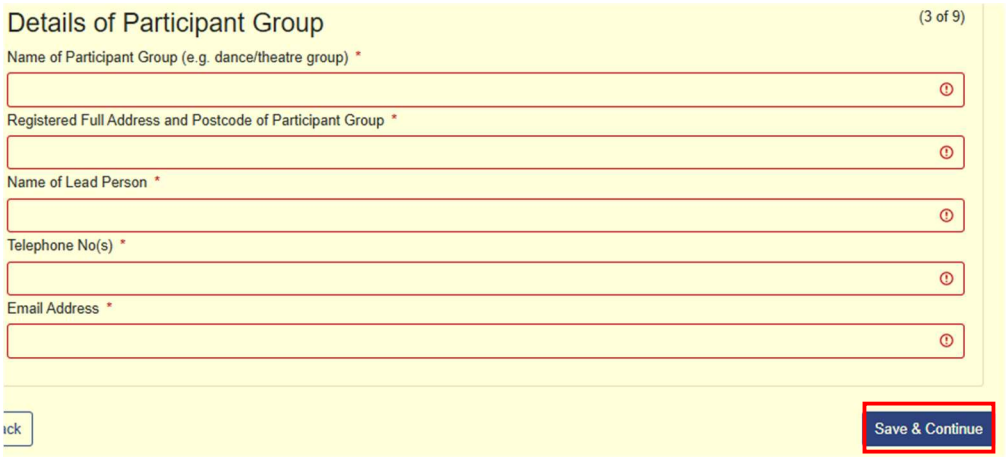
5. Click on the title of the form you want to complete. For this particular form go: Child Employment Organisation Forms > Annual Body of Persons Approval Individual Performance Notification Form.
Click on the title to bring you through to the form.



6. The first page of the form will ask you which child the form is regarding.
For this form, please select **Next** in the bottom right corner without selecting a child.



7. Fill out each page of the form, clicking **Save & Continue** to go to the following page. Please be aware that red boxes marked with a * mean that the field is mandatory and must be filled out before proceeding.



8. At the end of the form, click Submit and then Finish on this Results page to return to the portal home page.

