

# How to apply for a 2 year old Play and Learn place

## Accessing the Portal

Please click on [Funded 2 year old Play and Learn](#) to register and log into the Durham County Council portal.

This will take you the login screen below:

Funded 2 Year old Play and Learn Application

You must be signed in as a Parent in order to perform a Funded 2 Year old Play and Learn application. Please sign in or sign up for a new account to continue.

Sign In or Create Account

If you already have an account, you will just need to sign in, if not, you will need to create an account.

## How to sign in if you have an account

If you already have an account, you will sign in using the fields below.

### Sign In

Sign in or create an account with us.

Enter your username (for parents this will be your e-mail address)

Next

Back

Create Account (only applicable for Parents)

### Sign in

Enter your password

Change User

Forgot Password

Sign In

## What to do if you have forgotten your password

If you have an account and have forgotten the password, please select the Forgotten Password option when prompted for the password

Forgot Password

### Forgot Password

Request a token to reset your password, which we will email to you to verify your identity.

Enter your username (for parents this will be your e-mail address)

You must enter a username to request a token

[Start Again](#) [I have a token](#) [Help](#) [Request Token](#)

Please enter your email address and a token will be sent which can then be used to login.

## How to create an account if you do not have one

If you do not have an account, please select the option below.

Create Account (only applicable for Parents)

And add the following details:

### Personal Details

Title \*

Forename \*

Middle Name

Surname \*

### Contact Details

Email Address \*   
An email address is required and should be entered in the format "someone@somewhere.xxx".

Confirm Email \*   
Please confirm your email

Daytime Number

Evening Number

Mobile Number

### Address

No address to display.

Add Address

## Account Security

New Password \*

Confirm Password \*

Please confirm your password

[Start Again](#)

[Create](#)

Once you have saved your details, you will receive an email which will contain a link, please click on this link to verify your account.

## Completing your Application

### Your Details

Once you have logged in you will see the following screen, add your NI or NASS number and D.O.B. If you have already set up an account and checked eligibility previously, those details will populate the fields automatically.

Funded 2 year old Play and Learn Application

1 2 3  
Your Details Select Children Your Results

### Your Details (1 of 3)

Please fill in your National Insurance (NI) or National Asylum Support Service (NASS) number. \* indicates mandatory details, please select one of the options.

NI or NASS Number \*  NI  NASS

NI Number: \*

DOB \*

[Back](#) [Save](#)

Once the details are added they can be saved.

### How to Add or Select a Child

If you are setting up a new account you will need to add the child's details.

If already added, the screen will only show your children that are in the eligible age range for Play and Learn place.

1 2 3  
Your Details Select Children Your Results

### Select Children (2 of 3)

Please be aware that only children between the age of 1 Year(s) 7 Month(s) and 3 Year(s) 3 Month(s) will be displayed. ✕

Select the child(ren) to include in the Funded 2 year old Play and Learn application.

[New Child](#)

## Add the child's details

### Create Child

To create a new child, please complete the following details and then save these details using the buttons at the end of the form.

Forename \*

Middle Name

Surname \*

DOB \*

Gender \*

Please select an option ▾

This child's primary address is the same as the address that I have saved on my profile (if the child's address differs, uncheck the checkbox to add their address).

Save the details. The child's details will show on the screen to select.

### Funded 2 year old Play and Learn Application

1 Your Details ✓

2 Select Children ✓

3 Your Results

#### Select Children (2 of 3)

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Select the child(ren) to include in the Funded 2 year old Play and Learn application.

New Child

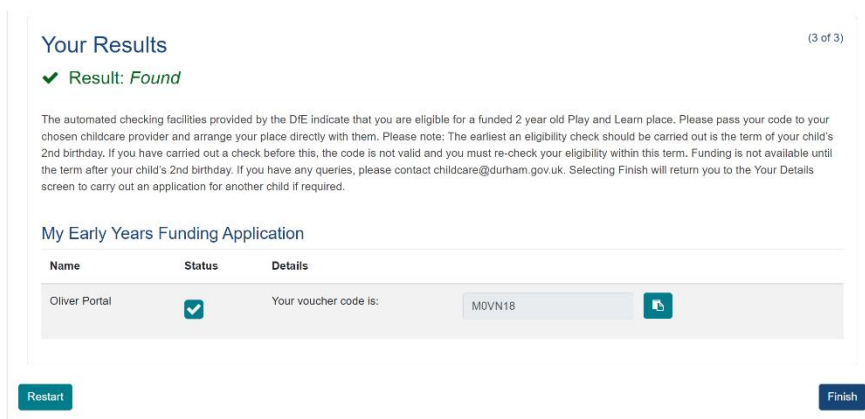
	Name	DOB	
<input checked="" type="checkbox"/>	Oliver T Portal	15/04/2021	

Select the child the application is for by adding a tick to the check box to the left of the name and select Submit Application.

## Your Results

Page 3 will display the results for the application based on the information you have entered.

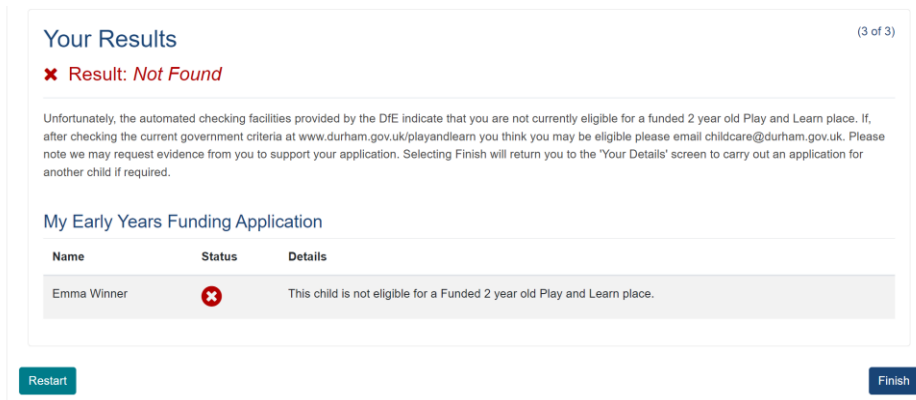
If your child is eligible, the following screen will be displayed.



Your voucher code should be taken to the nursery, school or childminder.

Select Finish. This will take you back to the initial screen where the NI/ NASS number is added. Select the cross at the top of the right of the screen to exit the portal.

If you receive the following screen:



Please check all the details you have entered are correct and recheck if necessary. If you have any queries, please contact [childcare@durham.gov.uk](mailto:childcare@durham.gov.uk).

### How to return to the Application page if an error is encountered

If an error occurs please click on the home button and select the Funded 2 year Play and Learn Application tab to continue.



This will take you to a screen with various links to portals where you can click on a link back to the Funded 2 year old Play and Learn Application screens.

