



# Portal Partner

## Creating a Portal Partner Account

### **Creating a Portal Partner Account for Your Community Portal**

Any user can create their own Portal Partner Account via the portal.

1. Click on [Log In](#) at the top of the Home Page



## Welcome to East Northants Online...

Welcome to East Northamptonshire Online, your gateway to relevant information and services available in your local community and visitors including local clubs, events, accommodation, places to visit, local news and more.

- [East Northamptonshire Council](#)
- [Report delivery problems with Nene Valley News](#)
- [Tourism Guide 2008 - Short Breaks and Accommodation](#)
- [Out and About Events Guide](#)
- [Out & About - Walking and Cycling Guide](#)
- [Tourist Information Centre](#)
- [User Guides](#) - Free entry listings for jobs, clubs, businesses, community events etc.
- [Transport & Travel information](#)



East Northants Online - Your Local Life Online



For a map of the area and a list of towns and villages covered by East Northants Online please see the [map page](#).

What's New

[SportsPark](#)  
[Unplugged at ...](#)

[Roadworks Report](#)

Local News

[Council support for 10/12/2008](#)  
[By-election Thrapst Ward - 09/12/2008](#)  
[Council reduces VA](#)  
[Calling all licensees: being able to open Christmas period -](#)

Click on the Log In Button to create a Portal Partner Account

connect to your council

cultural.  
community.  
partnerships.

Nene Valley News

2. Then click on the 'If you do not have a password please [sign up here](#)'

Welcome to the Log In page. This page will allow you to access any of the information or services on the site that requires a password.

User Name :

Password :

Click here to create an account

[Forgotten your login details?](#)

If you do not have a password please [sign up here](#) or follow the links for the individual services listed below.

Services accessible to date include:

- [Businesses](#) - Allows you to manage the information about your services.
- [Events](#) - Allows you to post events for your organisation which will be publicised across the site.
- [Jobs](#) - Allows you to post job vacancies.
- [Locations](#) - Allows you to update and manage information on your village.
- [Parish Council](#) - Allows you to update and manage information on your village.
- [WasteXchange](#) - Allows businesses to trade unwanted materials.
- [Clubs and Societies](#) - Allows you to build and manage a home page about your club or society.
- [Press Releases](#) - Allows you to publish news releases about your organisation.
- [Classifieds](#) - Allows you to advertise household items for sale.

Once set up, all of these functions can be accessed through the [Control Panel](#)

3. This will produce the following screen:

---

## Request User Account

[Log in if you already have an account](#)

These are your user details and only your email address will be displayed on the information you add to the website unless you tick the relevant box terms and conditions section below.

### Your Details

Title (e.g Mr., Mrs., Dr.)	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Organisation(if applicable)	<input type="text"/>
Address *	<input type="text"/>
Tel	<input type="text"/>
Mobile	<input type="text"/>
Email address *	<input type="text"/>
Web site(if applicable)	http:// <input type="text"/>

### Choose a Username and Password

Username *	<input type="text"/>
------------	----------------------

---

Complete the template including a Username and Password.

The Username and Password that you assign yourself here will be used for logging onto Portal Partner in the future.

An automatic email reminder system can be used. The reminder can be set to email the user after 30 days, 60 days, 90 days or never.

Once the template is complete click on Create Account.

This will then produce the following screen:

The screenshot shows the 'East Northants Online' website header with a navigation menu: HOME > COMMUNITY > BUSINESS > SERVICES > TOURISM > NEWS > FORUM > CONTACT US > Log In. The main content area displays a confirmation message: 'Dummy Dummy thanks for signing up for a user account. Your account is active and ready to go.' Below the message is a purple link labeled 'Continue'. At the bottom right, there are links for 'terms of use', 'disclaimer', 'privacy policy', 'accessibility', and 'text o', along with the copyright notice '©2002-2006 East Northamptonshire Cour'. A white box with the text 'Click here to continue' and an arrow points to the 'Continue' link.

The Portal Partner Account is now created. When adding content to or updating existing content on the websites, use the Username and Password you have just created.