Children's
Services

Welfare Occupancy Form

How to

Hampshire
County Council

Secure Welfare Coordination Unit

Where to Find the Welfare Occupancy Form?

Go to SAN website
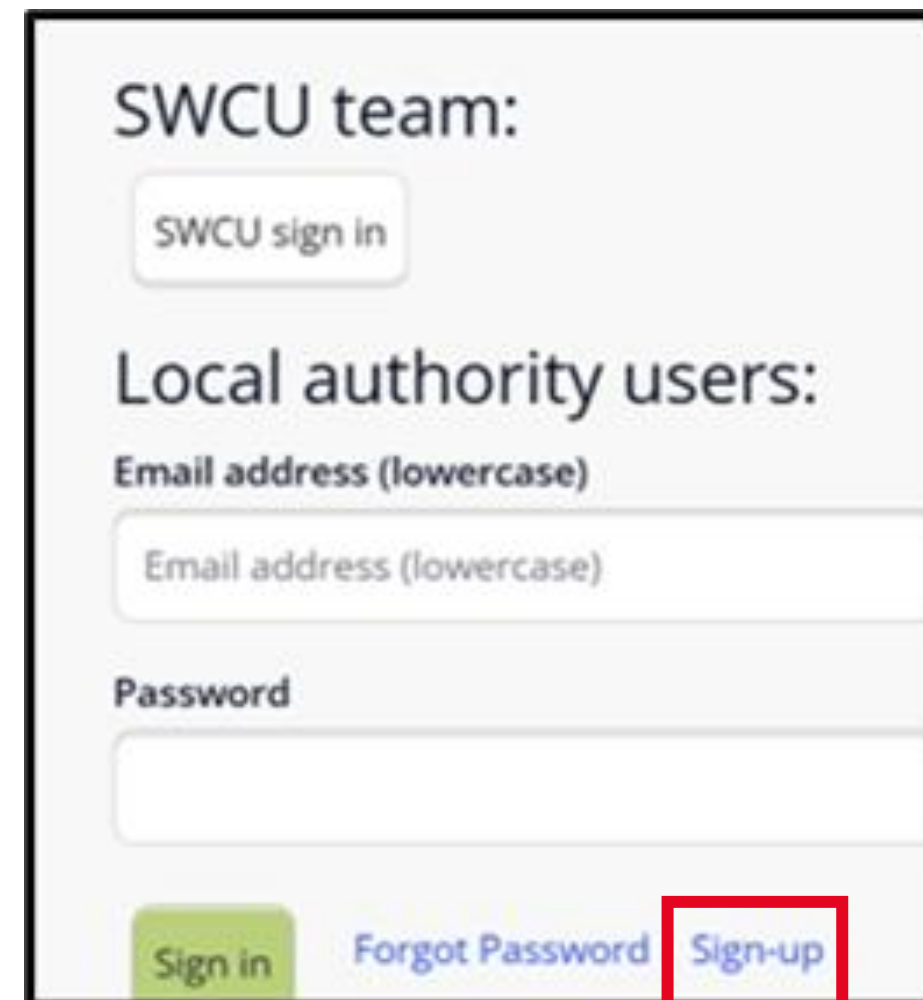
Click on portal link

Sign in
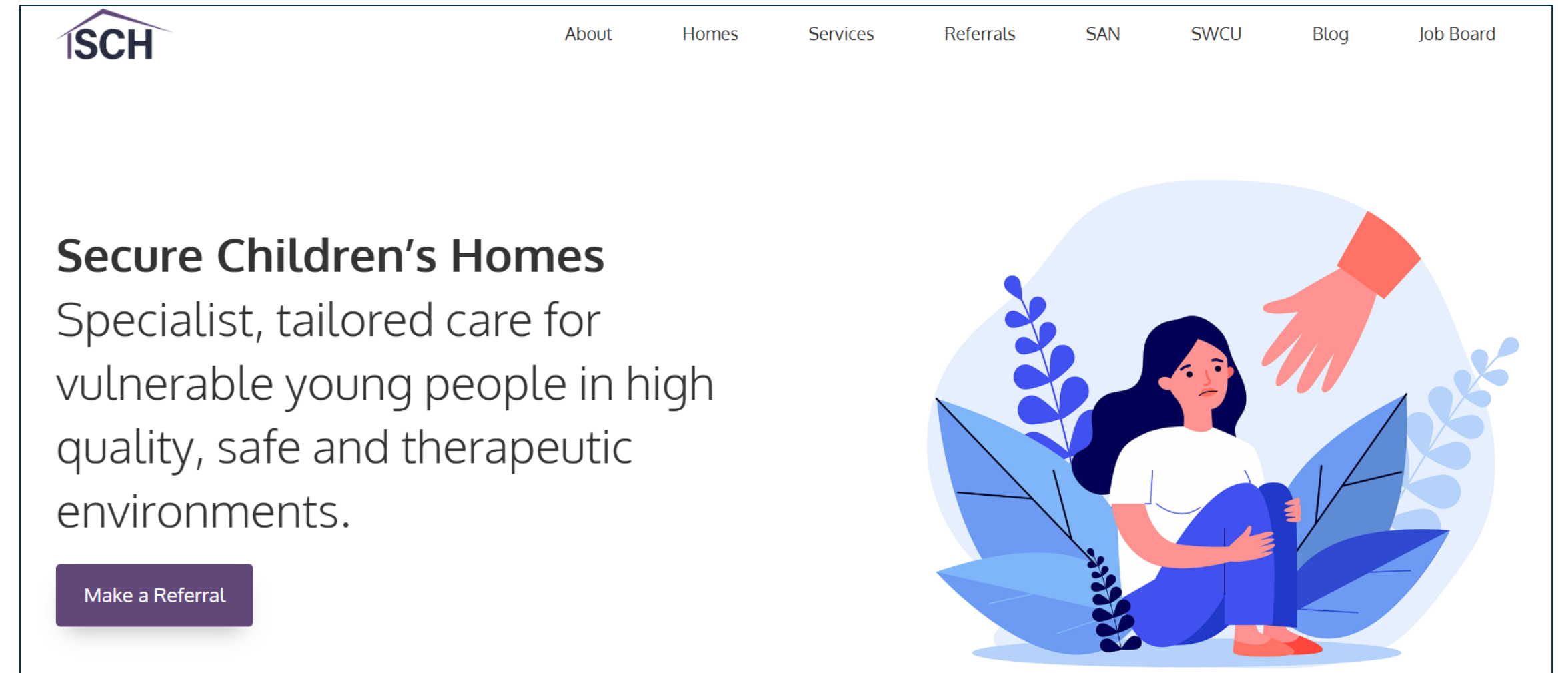
Sign Up:

1. Go to the SAN website and click on **Sign-up**!

2. Click on the second type of access request 'Occupancy information' and enter your name and work email address.

3. Find the email link sent to your work email account.
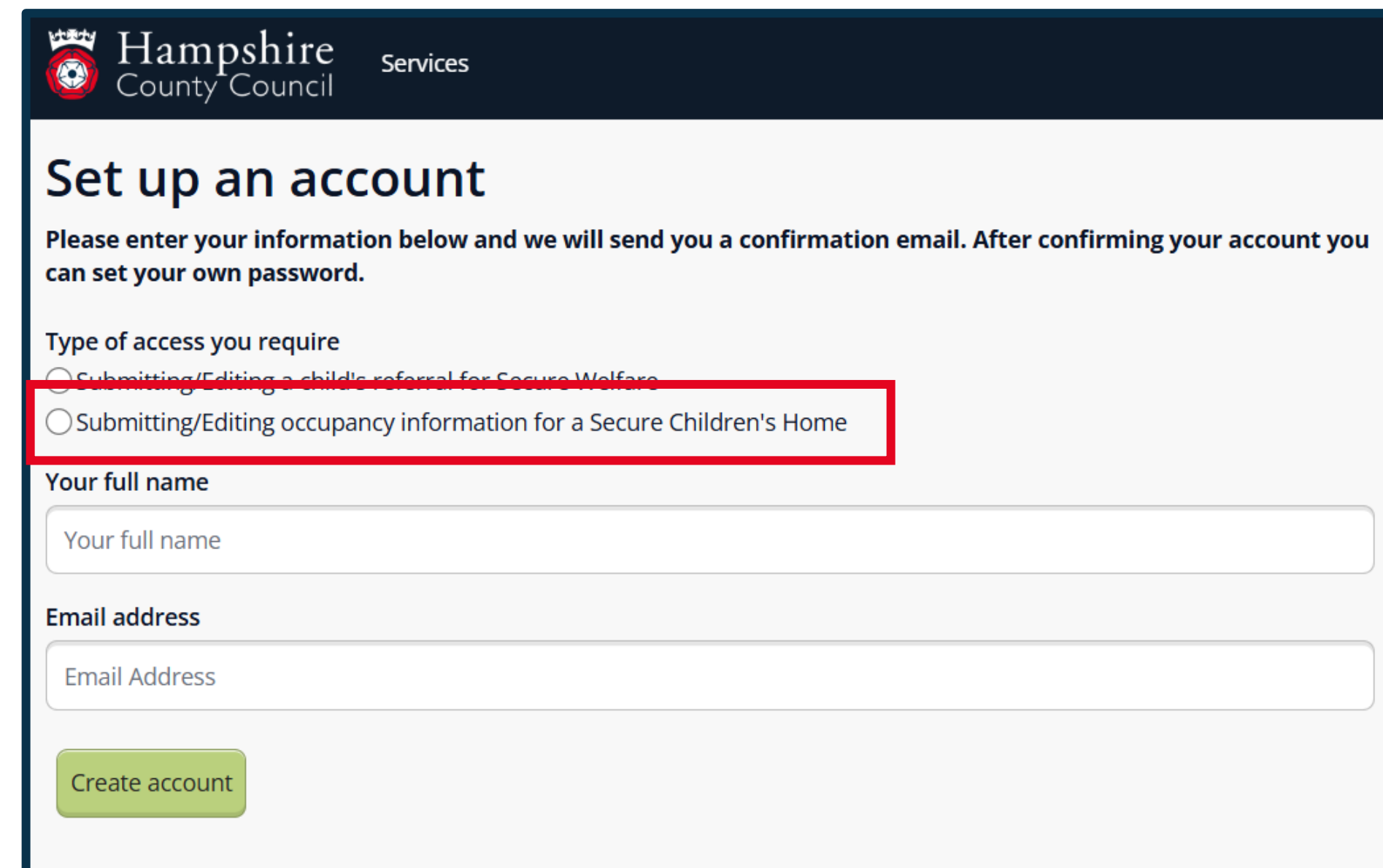

SWCU team:

SWCU sign in

Local authority users:

Email address (lowercase)

Email address (lowercase)

Password

Sign in   Forgot Password   Sign-up

Hampshire County Council   Services

Set up an account

Please enter your information below and we will send you a confirmation email. After confirming your account you can set your own password.

Type of access you require
○ Submitting/Editing a child's referral for Secure Welfare
○ Submitting/Editing occupancy information for a Secure Children's Home

Your full name

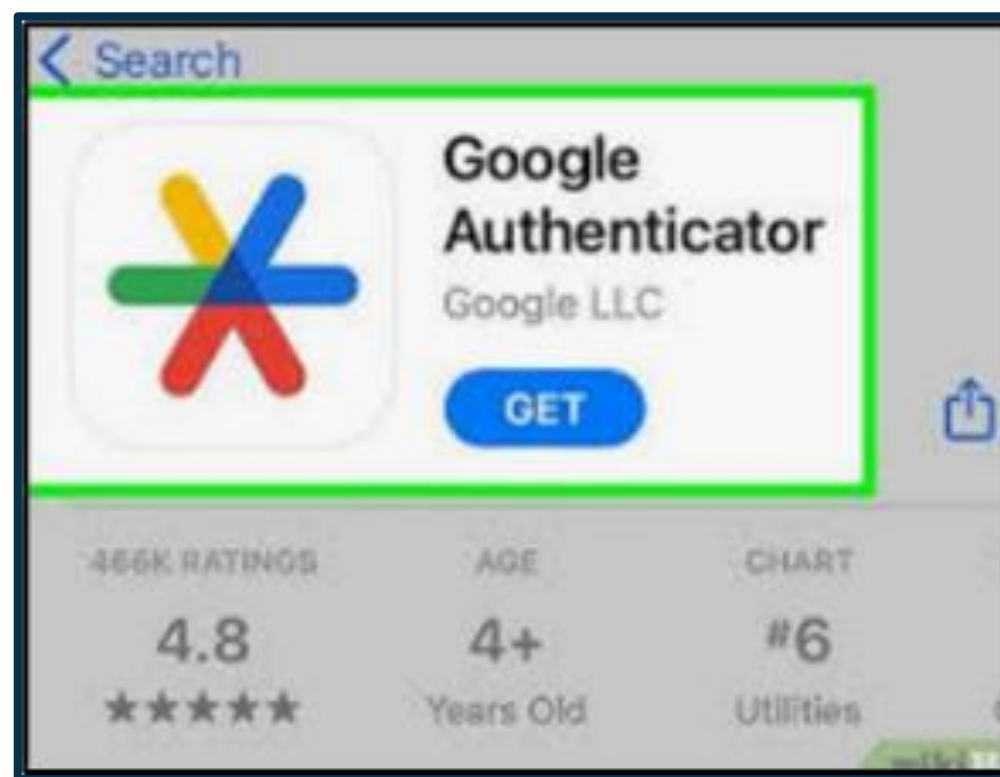Your full name

Email address

Email Address

Create account

Dear Steph Browning,

We're sending this email because you have started setting up an account. Please use the link below to confirm your account https://swcu-referrals-accp.mendixcloud.com/p/setpassword/146ce871-100f-4af1-867e-5fbd34a8a760
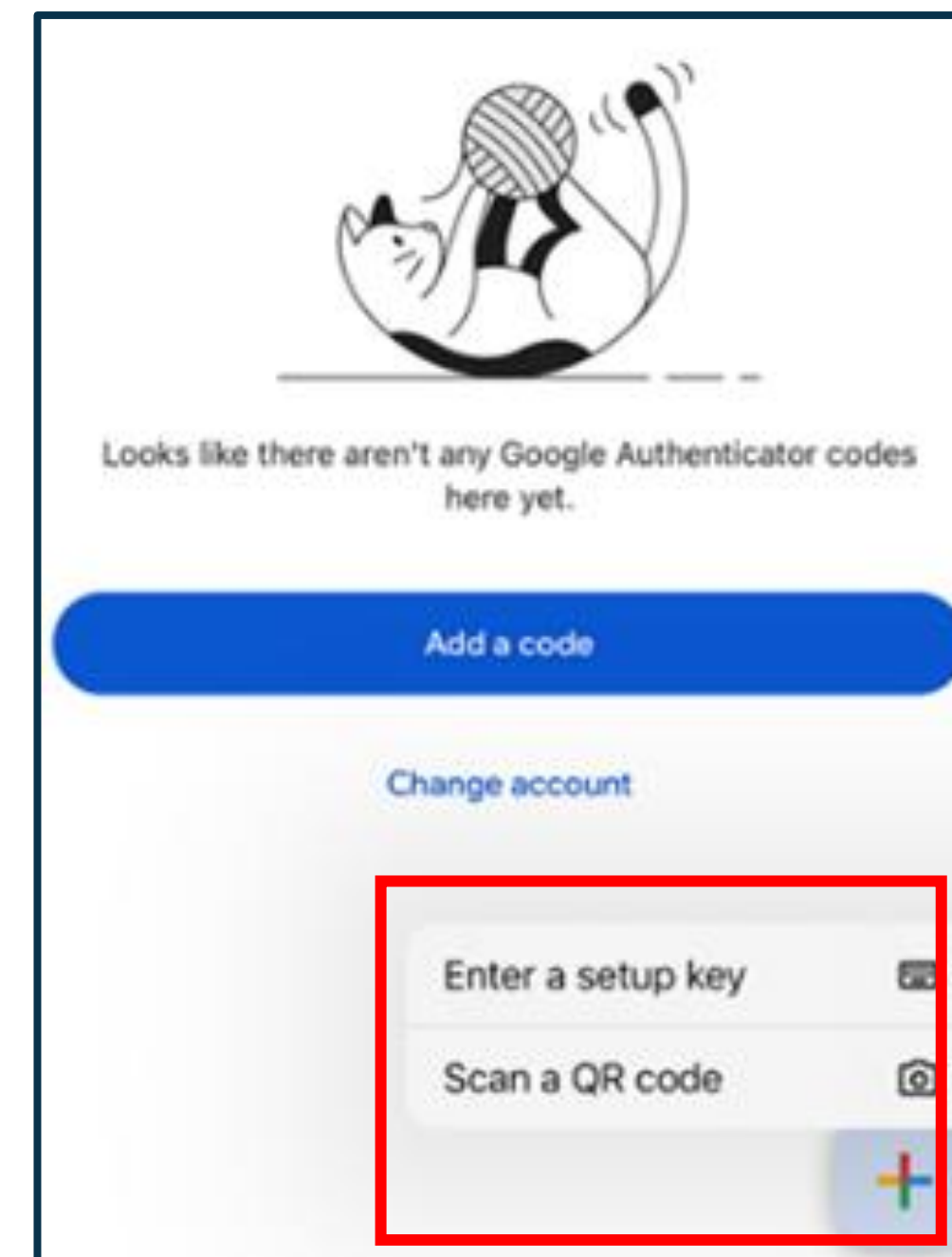
Sign In:

4. Download and open Google Authenticator, onto your personal mobile device.
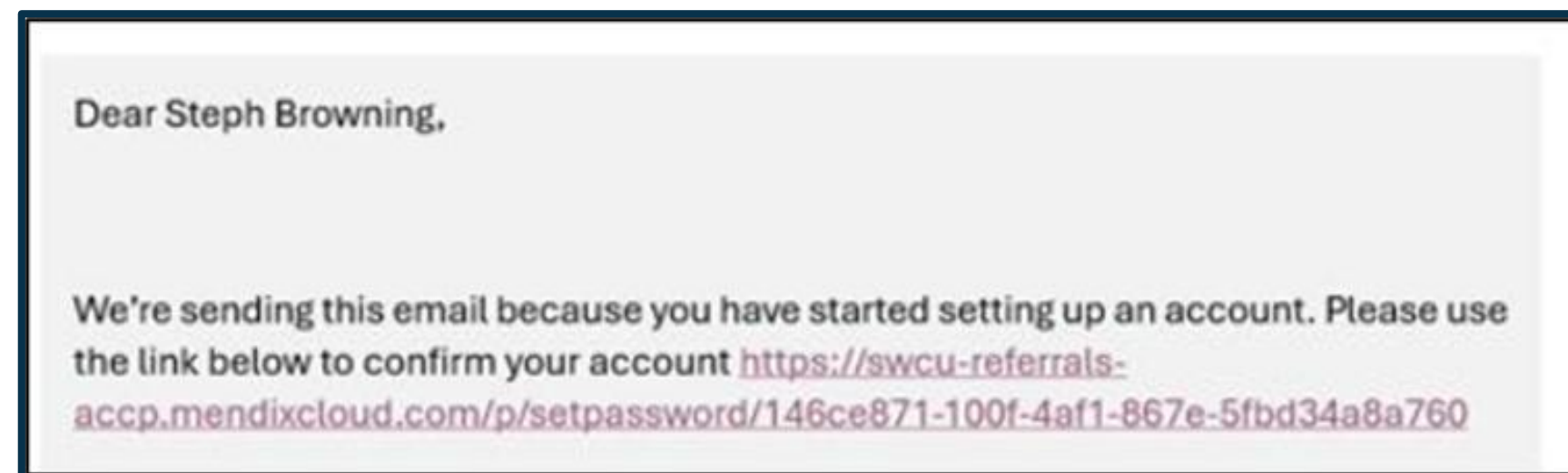

Mobile

5. On your mobile device, open Google Authenticator and click on the 'plus sign', in the bottom righthand corner of the windowpane.

Mobile

Sign In:

6. On your computer, open the email link and a QR code will appear. Scan the code using your mobile device, from the 'plus sign' window and you will generate a validation code.
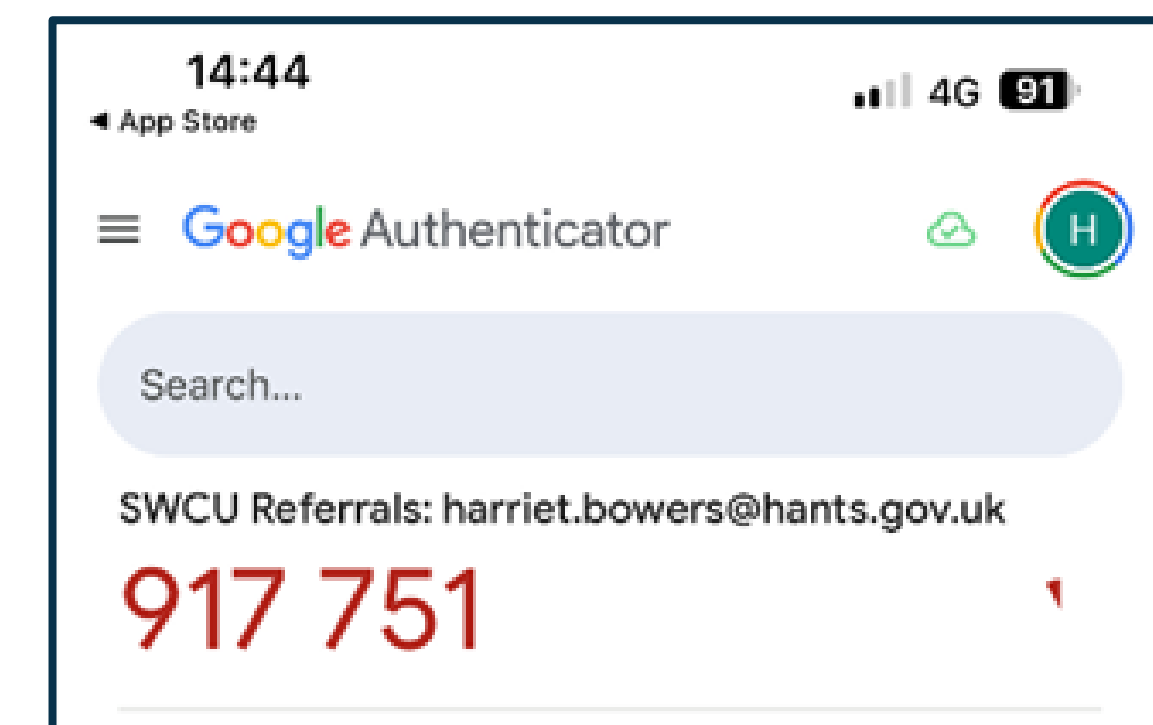

Computer

Computer

7. Input the validation code onto the portal screen and click 'submit'. This will then create a Portal account for you and allow you to complete a Welfare Occupancy form for your service.

Mobile

Computer

Verification

The SWCU will verify your sign-up request, for users in

Secure Children's Homes only