



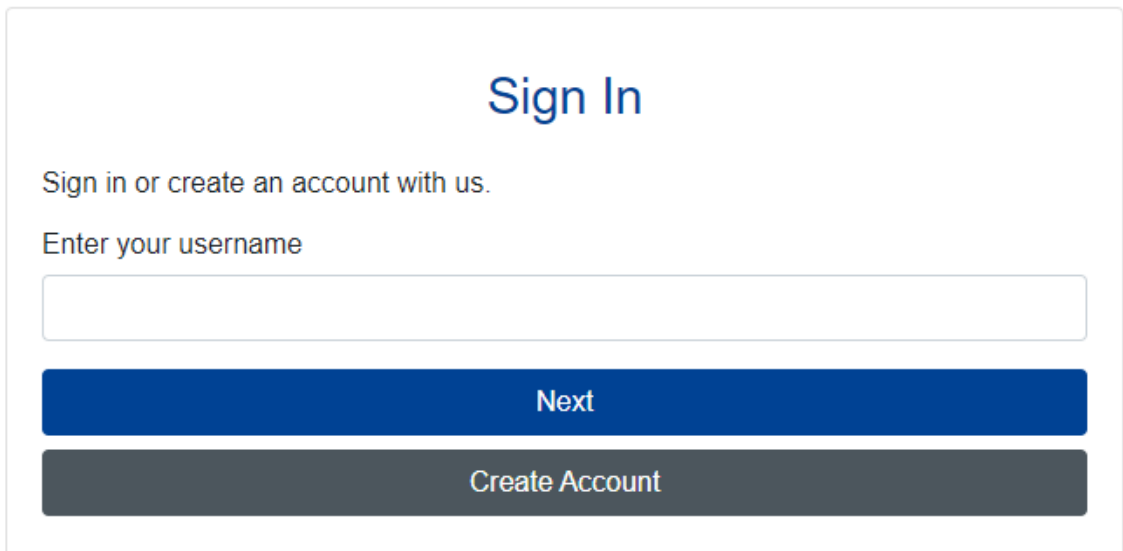
Telford & Wrekin  
COUNCIL



# Synergy User Guide – SAM Portal

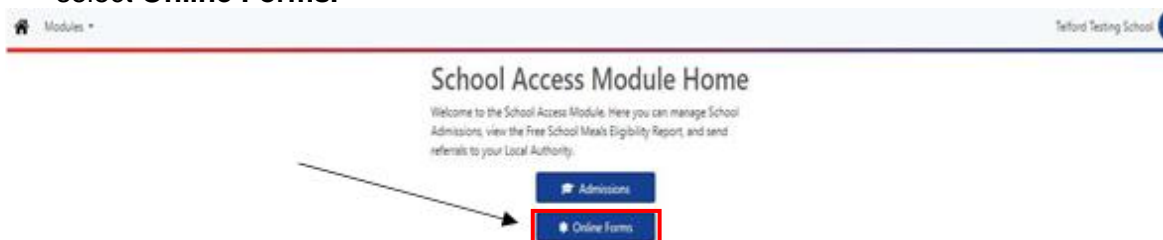
# SAM Portal - Schools

1. Open the SAM Portal:  
<https://education.telford.gov.uk/Live/SynergyWeb/Login.aspx/?ReturnUrl=%2Ffive%2FSynergyWeb%2Fschools%2F>
2. **DO NOT set up your own account.** If you do not currently have an account, please reach out and our ICT team will provide you with a username and password.

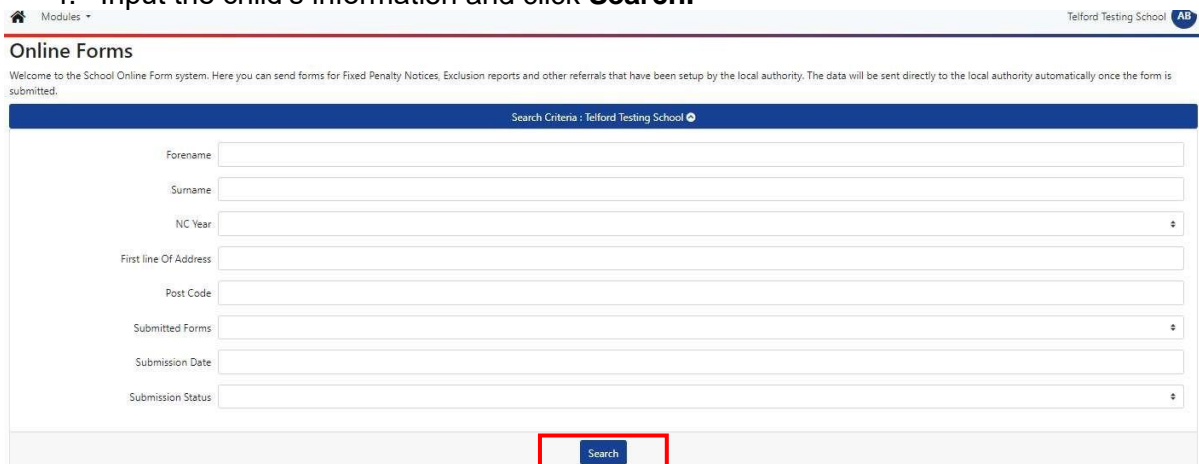


The screenshot shows the 'Sign In' page of the SAM Portal. At the top, it says 'Sign In' in a large blue font. Below that, it says 'Sign in or create an account with us.' There is a text input field labeled 'Enter your username'. Below the input field are two buttons: a blue 'Next' button and a grey 'Create Account' button.

3. After receiving your log on details, log in. The front page will look like this. Please select **Online Forms**.



4. Input the child's information and click **Search**.



The screenshot shows the 'Online Forms' page. At the top, it says 'Online Forms' and 'Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The data will be sent directly to the local authority automatically once the form is submitted.' There is a search criteria dropdown menu set to 'Telford Testing School'. Below that are several input fields: 'Forename', 'Surname', 'NC Year', 'First line Of Address', 'Post Code', 'Submitted Forms', 'Submission Date', and 'Submission Status'. At the bottom, there is a 'Search' button highlighted with a red box.

- If the pupil you are searching for is registered to your school with admissions, the child will show up. Any previous forms submitted to the local authority are also displayed here.

Modules + Telford Testing School

### Online Forms

Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The data will be sent directly to the local authority automatically once the form is submitted.

Search Criteria: Telford Testing School

Pupil Name	Date of Birth	NC Year	Address	Submitted Form(s)	Select & Submit Form						
[Redacted]	[Redacted]	Year 10	[Redacted]	<table border="1"> <thead> <tr> <th>Form</th> <th>Submission Date</th> <th>Submission Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Fair Access Panel Request for Additional Support - FAP/1</a></td> <td>05-02-2024</td> <td>Approved</td> </tr> </tbody> </table>	Form	Submission Date	Submission Status	<a href="#">Fair Access Panel Request for Additional Support - FAP/1</a>	05-02-2024	Approved	[Dropdown Menu]
Form	Submission Date	Submission Status									
<a href="#">Fair Access Panel Request for Additional Support - FAP/1</a>	05-02-2024	Approved									

- Click on the drop-down box and select the form you need to submit to the local authority and select **Add**.

Modules + Telford Testing School

### Online Forms

Welcome to the School Online Form system. Here you can send forms for Fixed Penalty Notices, Exclusion reports and other referrals that have been setup by the local authority. The data will be sent directly to the local authority automatically once the form is submitted.

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[Redacted]	[Redacted]	Year 10	[Redacted]	<table border="1"> <thead> <tr> <th>Form</th> <th>Submission Date</th> <th>Submission Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Fair Access Panel Request for Additional Support - FAP/1</a></td> <td>05-02-2024</td> <td>Approved</td> </tr> </tbody> </table>	Form	Submission Date	Submission Status	<a href="#">Fair Access Panel Request for Additional Support - FAP/1</a>	05-02-2024	Approved	<ul style="list-style-type: none"> <li>Student Engagement Programme Referral - StuEngage/1</li> <li>Fair Access Panel Request for Additional Support - FAP/1</li> <li>Pre Suspension Meeting - Request for Service - Pre Suspension Meeting</li> <li>School Form - Permanent Exclusion - PEX/School/1</li> <li>School Form - Suspensions - FTE/Suspension/1</li> <li>Student Engagement Programme Referral - StuEngage/1</li> </ul>
Form	Submission Date	Submission Status									
<a href="#">Fair Access Panel Request for Additional Support - FAP/1</a>	05-02-2024	Approved									

- Complete the form. It will not allow you to move on to the next section until you have added the mandatory information.

School Form - Permanent Exclusion - PEX/School/1

1 Main details 2 Parent/Carer's Contact Details 3 Exclusion Details 4 Results

### Main details

(1 of 1)

Pupil Name \*

DOB \*

Gender \*

Ethnicity \*

NC Year \*

UPN \*

School Name \*

School Contact Number \*

Headteacher \*

Senior Contact \*

SENCOs Name

SEN Status \*  EHCP  EHCNA Submitted  SEN Support  No SEN

CBV \*  Yes  No

CC \*  Yes  No

CP \*  Yes  No

PPG \*  Yes  No

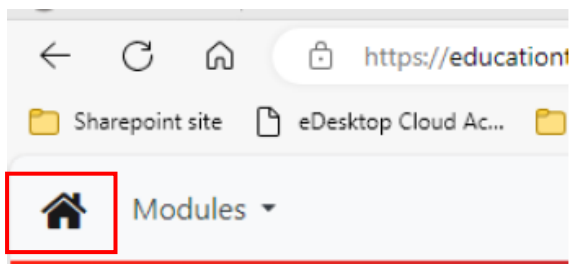
FSM \*  Yes  No

- Once you have filled in the form, you will be shown this final page. This shows you that the Local Authority has now received your form. You will receive an email once the Local Authority has viewed your form and are processing it.




### Printing your submitted form

- Once the form has been submitted, click on the Home icon in the top left corner and select **Online Forms** again.



- After searching for the child's name, you will see all the forms you have submitted listed against them.



Form	Submission Date	Submission Status
<a href="#">Student Engagement Programme Referral - StuEngage/1</a>	09-02-2024	Rejected with Reasoning
<a href="#">Fair Access Panel Request for Additional Support - FAP/1</a>	09-02-2024	Approved

- Click on the form name to open it.
- Right click on the page and click **Print**.

School : Telford Testing School


Child : [REDACTED]

Form : Student Engagement Programme Referral - StuEngage/1

Submission Status

Submission Status

Rejected with Reasoning

-  Back Alt+Left arrow
-  Refresh Ctrl+R
-  Save as Ctrl+S
-  Print Ctrl+P