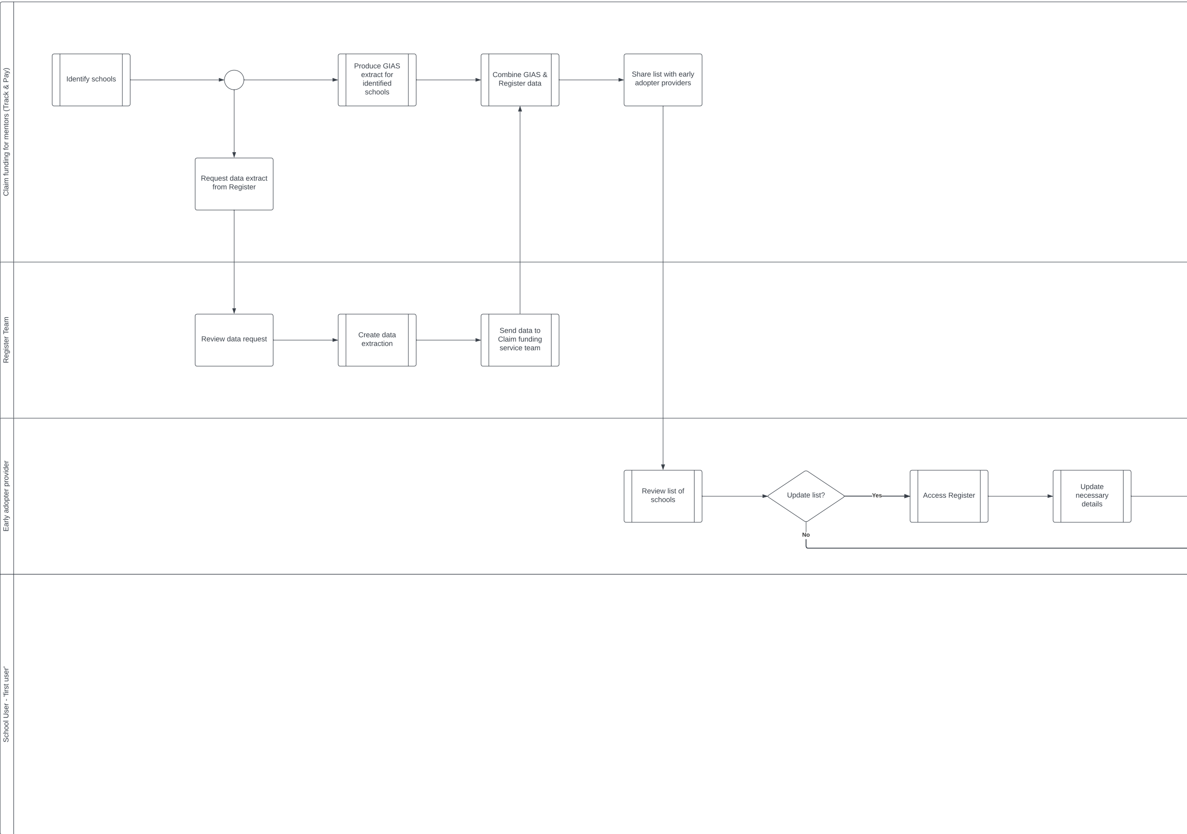
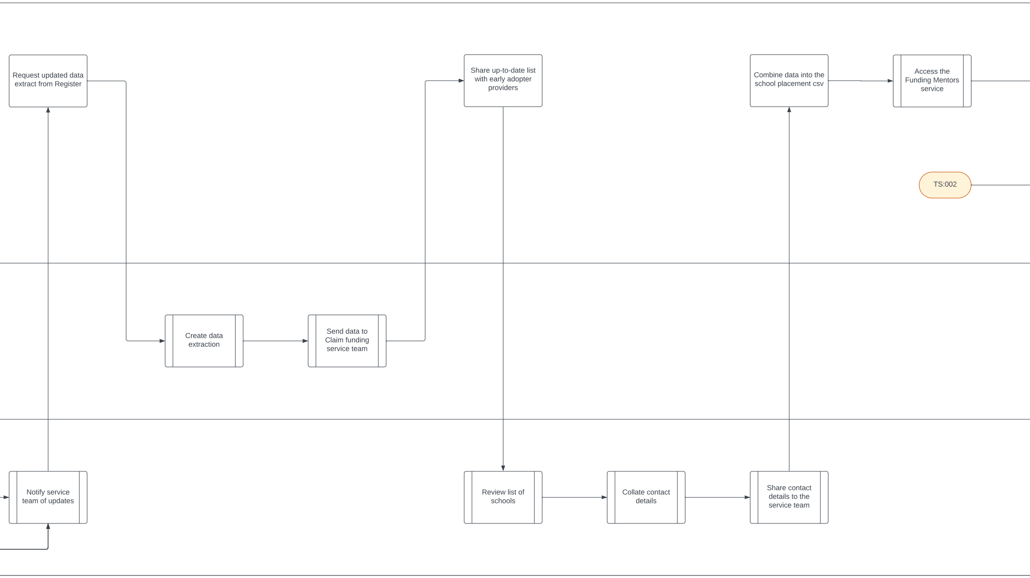
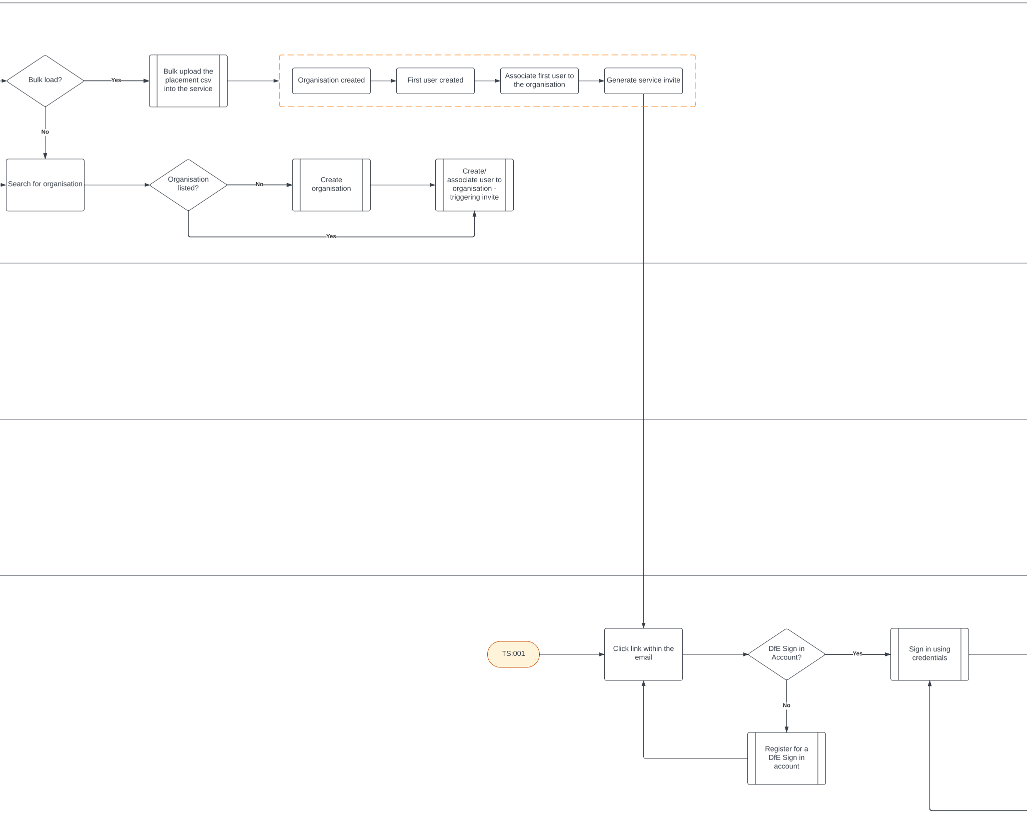
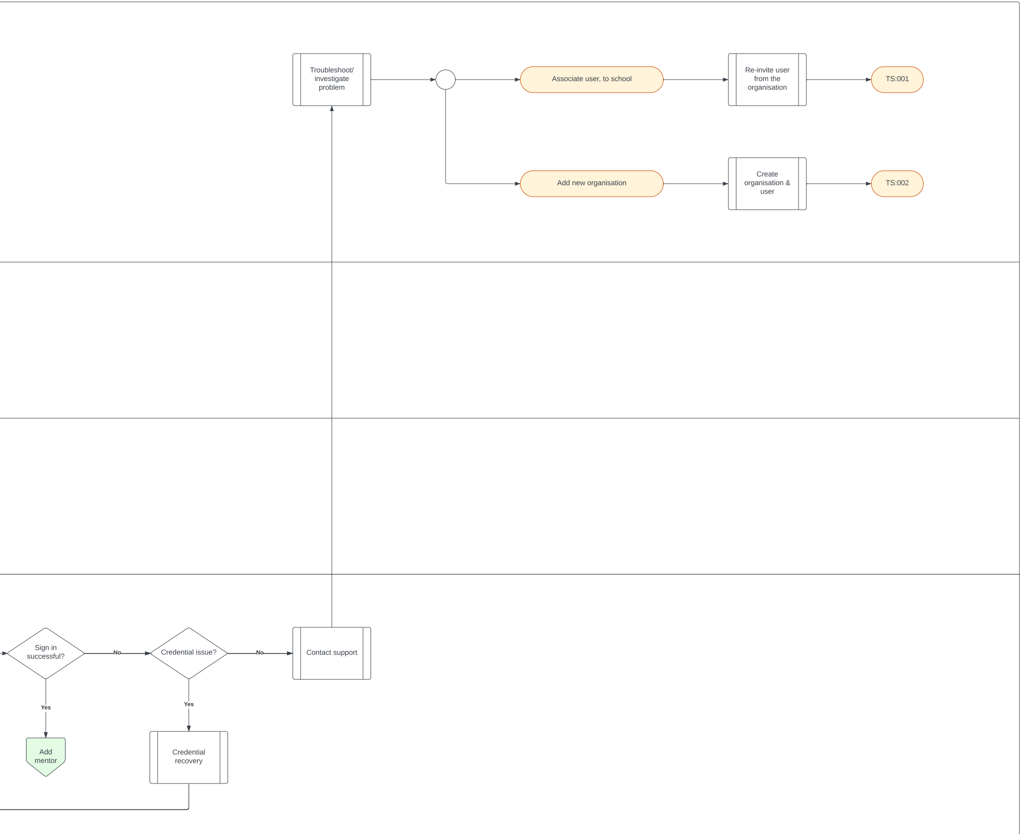

Claim funding for mentors (Track & Pay)
Register Team
Early adopter provider
School User - 'first user'
Identify schools
Produce GIAS extract for identified schools
Combine GIAS & Register data
Share list with early adopter providers
Request data extract from Register
Review data request
Create data extraction
Send data to Claim funding service team
Review list of schools
Update list?
Yes
Access Register
Update necessary details
No


Request updated data extract from Register
Share up-to-date list with early adopter providers
Combine data into the school placement csv
Access the Funding Mentors service
TS:002
Create data extraction
Send data to Claim funding service team
Notify service team of updates
Review list of schools
Collate contact details
Share contact details to the service team


Bulk load?
Yes
Bulk upload the placement csv into the service
Organisation created
First user created
Associate first user to the organisation
Generate service invite
No
Search for organisation
Organisation listed?
No
Create organisation
Create/ associate user to organisation - triggering invite
Yes
TS:001
Click link within the email
DfE Sign in Account?
Yes
Sign in using credentials
No
Register for a DfE Sign in account


Troubleshoot/ investigate problem
Associate user, to school
Re-invite user from the organisation
TS:001
Add new organisation
Create organisation & user
TS:002
Sign in successful?
No
Credential issue?
No
Contact support
Yes
Add mentor
Yes
Credential recovery