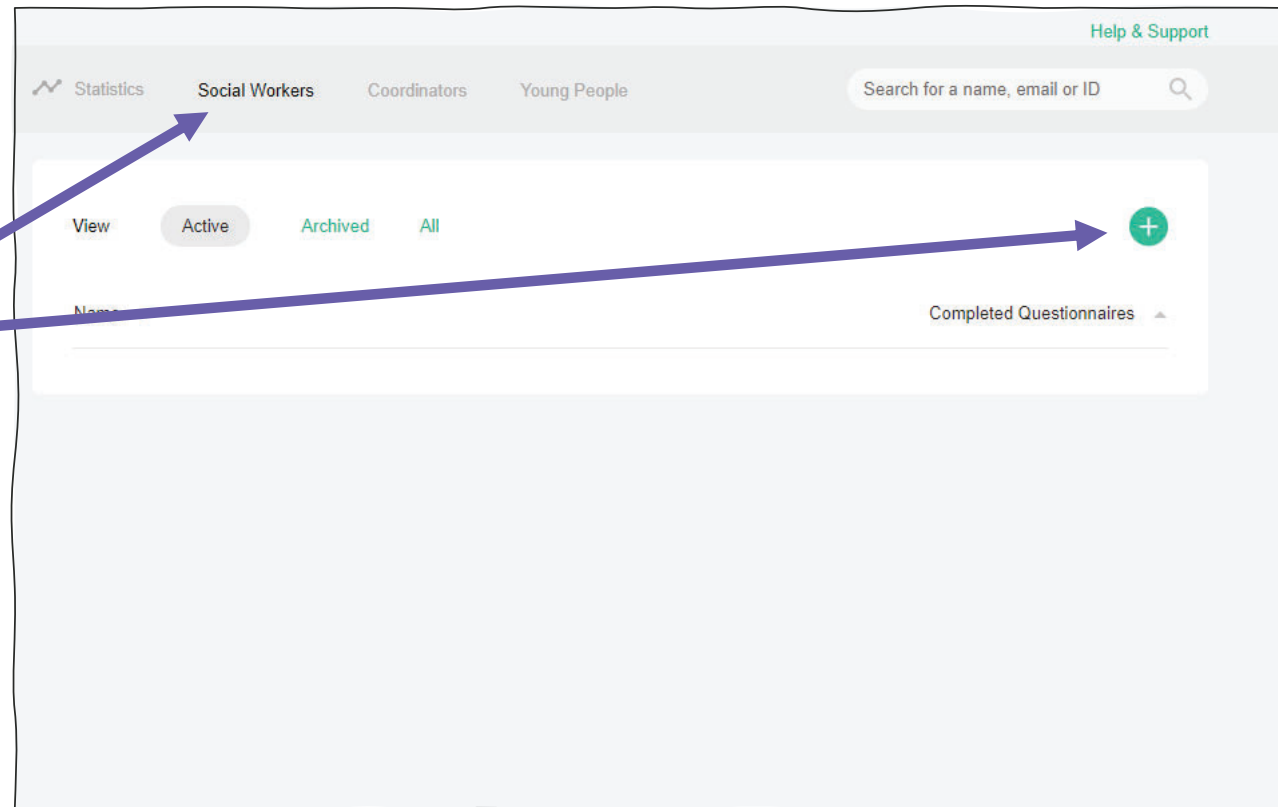


Circles

Adding social workers



Click on social worker tab and then the plus sign.



Adding social workers

Help & Support

Statistics Social Workers Coordinators Young People

Search for a name, email or ID

Social Workers >

Create a new Social Worker Account

Enter Social Worker's Name

Enter Social Worker's Email

Cancel Create Account & Send Link

Enter their full name and work email address.

Click “create account and send link” button.

The social worker will be sent an email inviting them to set up their account.

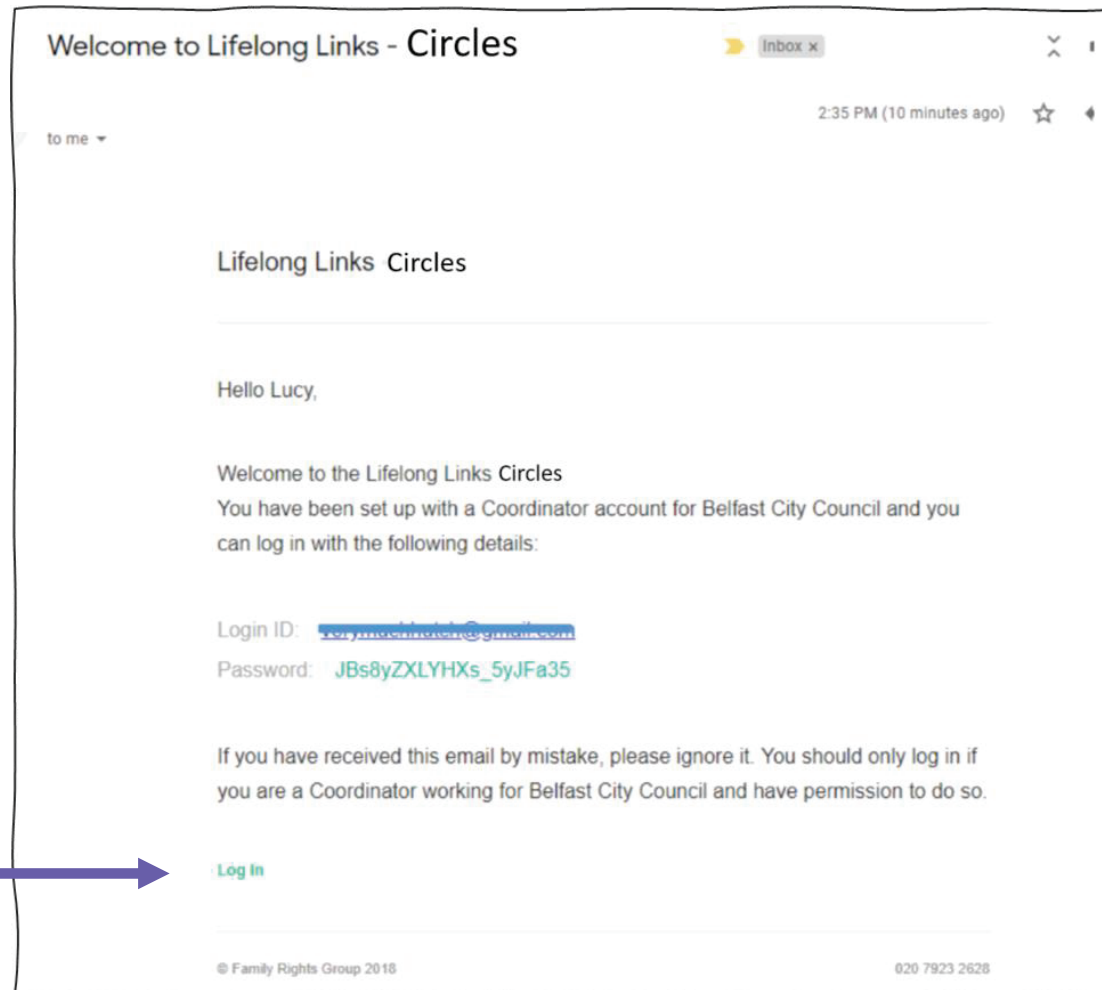
Circles

Social worker set up



Once added to the system by the administrator the social worker will receive an email which will look similar to this.

Click on the “Log In” button to begin set up.



Enter your email address and the temporary password that was included in the introductory email.

In the event this window fails to open when the link in the email was clicked, simply go to:

<https://circles.frg.org.uk/>

Then type in your email address and the password that was included in the email.

The screenshot shows a web page titled "Lifelong Links" in the top left corner. In the top right corner, there is a link labeled "Help & Support". The main content area is a light gray rectangle containing a white login box. Inside the login box, the heading "Log in" is at the top. Below it is a label "Email Address" in green, followed by a text input field containing "ANother@acornshire.gov.uk". Below that is a label "Password" in green, followed by another text input field. At the bottom of the login box, there is a line of text: "If you need to reset your password, please contact your Local Authority's Circles Administrator". Below this text is a green button with the text "Log in" in white.

You will then be prompted to change your password

Passwords must be 10 characters and include at least one uppercase, one lowercase and one number.

The screenshot shows a web page for changing a password. At the top left is 'Lifelong Links' and at the top right is 'Belfast City Council' next to a 'Log Out' button. Below this is a 'Help & Support' link. The main content area says 'You've logged in with your temporary password' and 'Please choose a new password for your account'. It then has three input fields: 'Enter current Password', 'Enter new Password', and 'Confirm new Password'. Below the 'Enter new Password' field is a requirement note: 'Must contain at least 10 characters and include one uppercase letter, one lowercase and one number'. At the bottom right is a green 'Change Password' button. A callout box with the text 'Click change password' has an arrow pointing to this button.

Lifelong Links

Belfast City Council

Log Out

Help & Support

You've logged in with your temporary password

Please choose a new password for your account

Enter current Password

Enter new Password

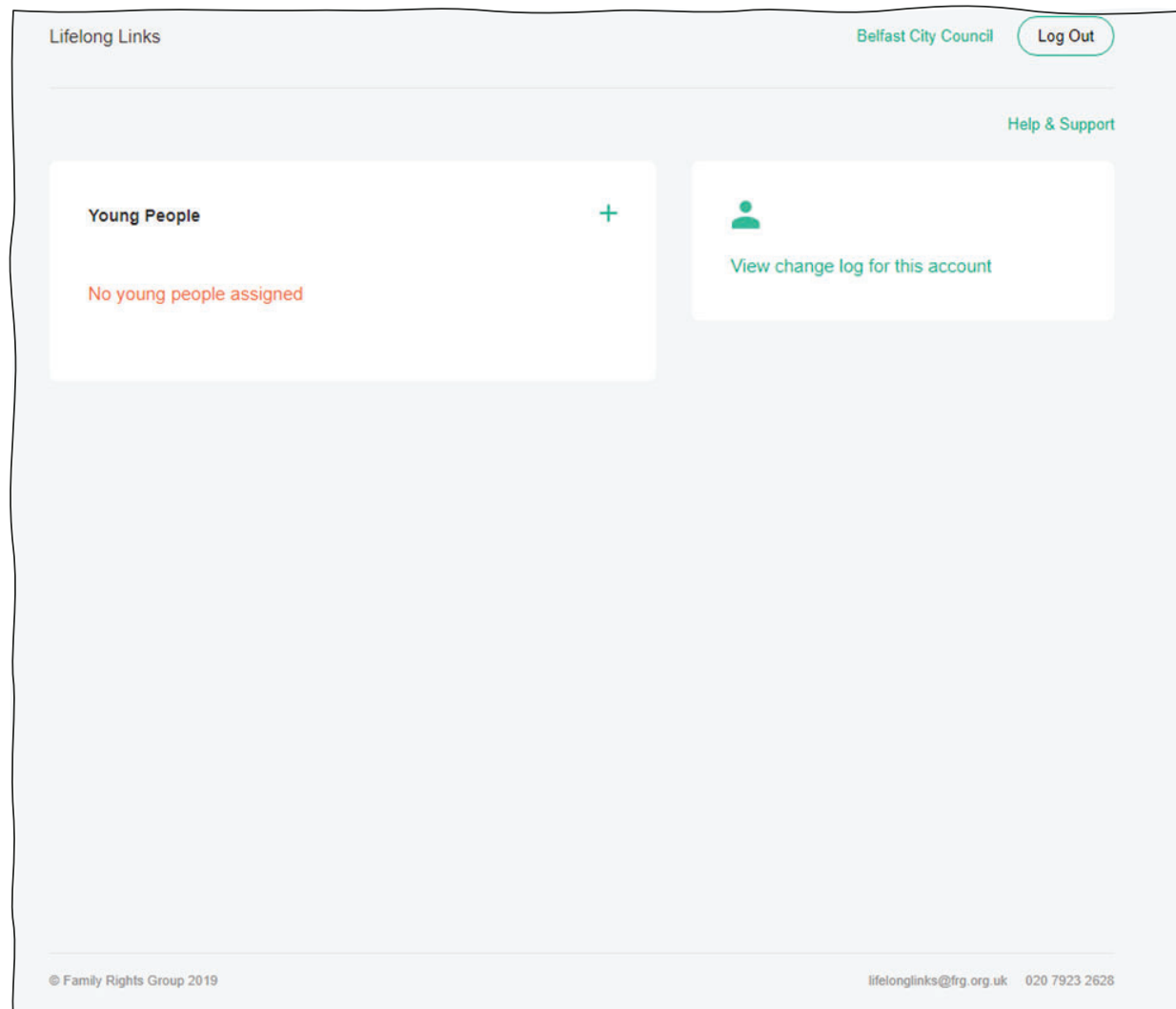
Must contain at least 10 characters and include one uppercase letter, one lowercase and one number

Confirm new Password

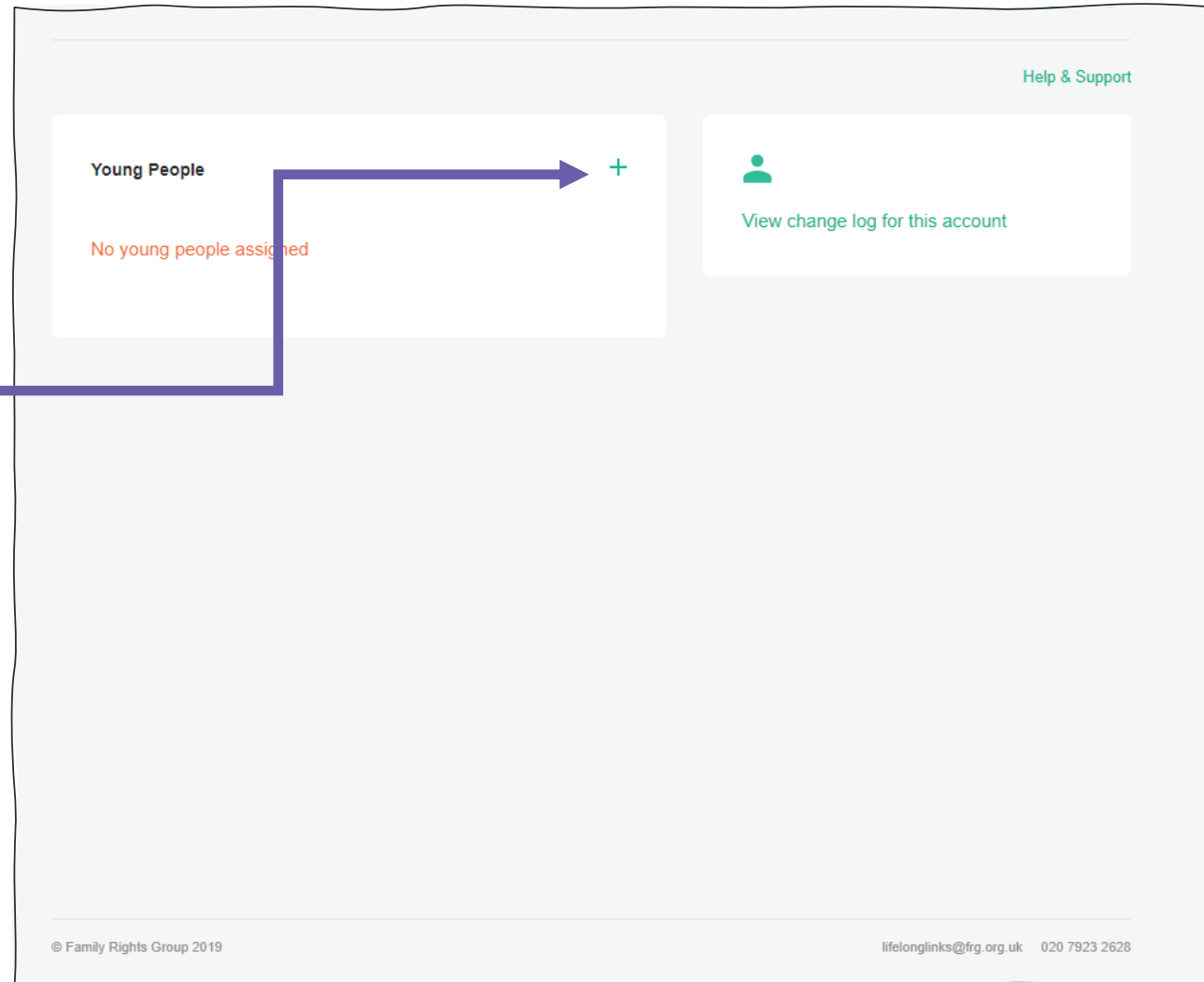
Click change password

Change Password

That will take you through to your home screen. It will look blank as no data has been entered yet.



To add a young person
click on the “+” sign



Enter the young person's Child ID (this is case sensitive) and Date of Birth.

Click on "Add Young Person"

Help & Support

< Back to All

Transfer a Young Person to your account

If this young person is already assigned to a social worker or a coordinator, the young person will be removed from their account and any incomplete questionnaires will be deleted

Enter Child ID

7647858770

Enter Young Person's D.O.B. (dd/mm/yyyy)

11/02/2015

Add Young Person

(This is the Local Authority ID so that a social worker can see the two identify the specific young person)


Eventually your home page will look like this. Just click on the purple Circles ID of a young person to begin a questionnaire.

Circles ID


Incomplete Questionnaire

Grey Lion 97

12/02/2024




Manage Remote Questionnaires



View change log for this account

94

Completed Questionnaires in Total



On average, each questionnaire takes 37 minutes to complete

Young People

+

Circles ID	Child ID	Last Questionnaire
Indigo Reindeer 47	9373448517	about 2 months ago
Silver Reindeer 84	4535976092	about 2 months ago
Grey Swan 20	9909869897	11 months ago
Grey Lion 97	5779013441	12 months ago
Silver Ant 93	7739883508	about 1 year ago
Grey Owl 50	8887648758	about 1 year ago