

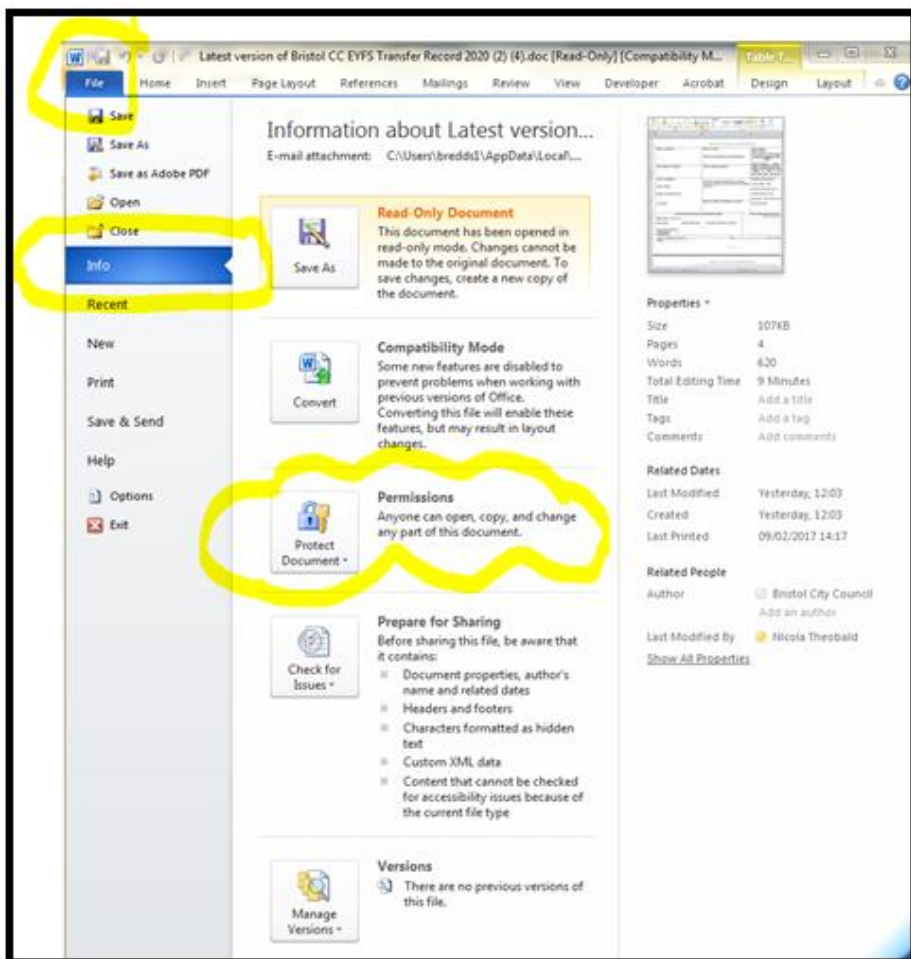
Password protecting your EYFS Transfer Record (for emailing to any provider other than BCC)

Rationale

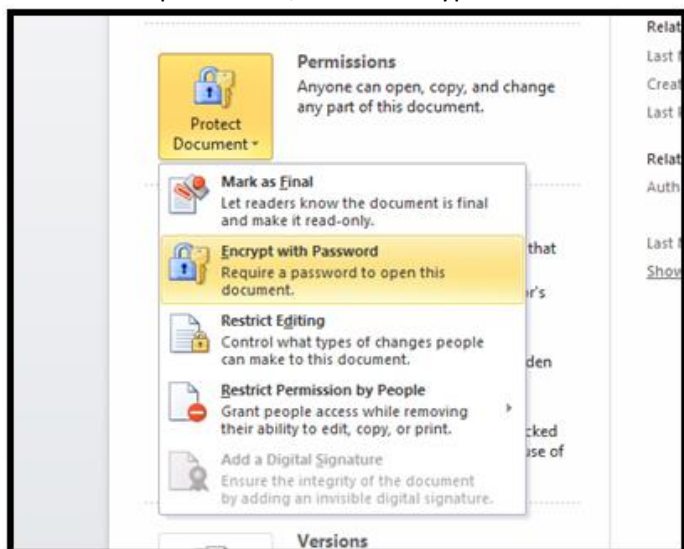
If you need to send an EYFS Transfer Record to another provider and their email address does not end in xxx@bristol.gov.uk then you need to add a password to your EYFS Transfer Record before emailing it over, and then call the provider with the password you chose. **DO NOT EMAIL THE PASSWORD** – as this defeats the point.

How to add a password to the document

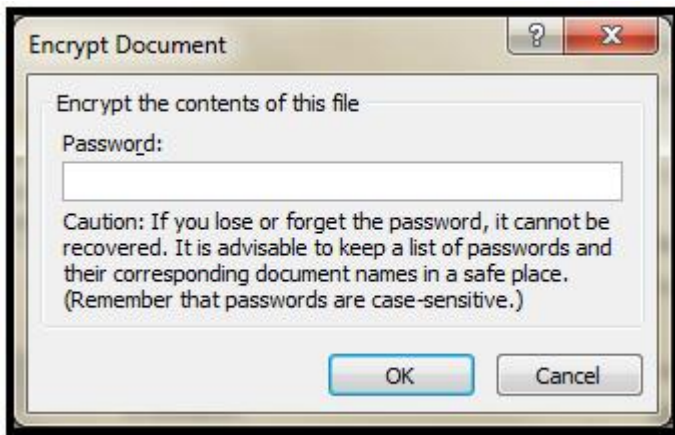
1. Complete your EYFS Transfer Record and save it.
2. Click on FILE, info, then click the Permissions button (the one with the padlock and key icon)



3. From the drop down list, select 'Encrypt with Password'



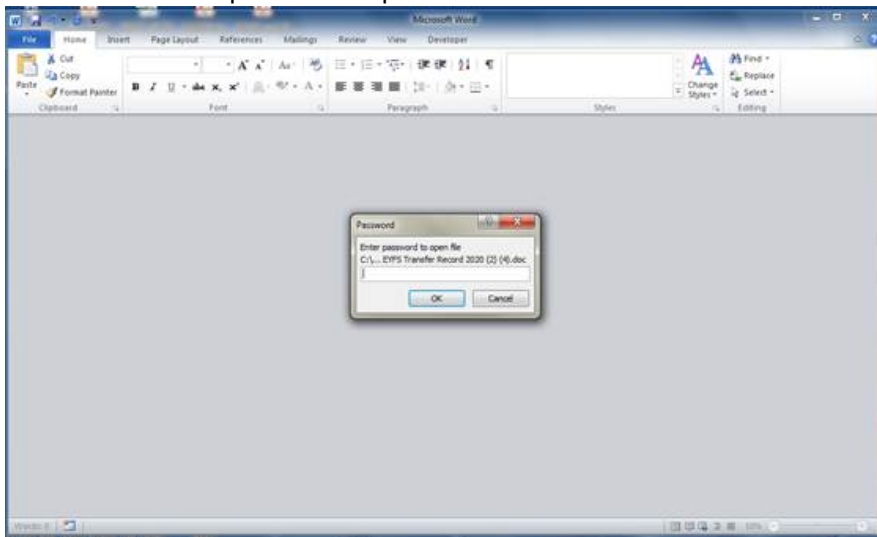
4. Type in a password – remember this is case sensitive! You will need to be able to spell this out via phone to the provider, so make sure to choose something appropriate!



5. Repeat / Confirm the same password



6. Click Save again and voila, your document is now password protected. No one can open it without the password you set. If you want to 'test' that it worked, just close the document and re-open it and you will see the request for the password...



Sending your EYFS Transfer Record & Phoning the Provider

Send your EYFS Transfer Record via your usual email system (e.g. outlook or Hotmail etc.) and then follow up the email with a phone call to disclose the password. Don't be tempted to send the password under a separate email, as this is too risky and could be intercepted.

Sending Multiple EYFS Transfer Records

If you have more than 1 x EYFS Transfer Record to send to the same provider, you will need to password protect each one individually, however you could use the same password for all of the records and attachment them all to the same email – just to keep everything together.