

# Signing in to West Midlands Placement Portal (WMPP)

I have created my account. I want to sign in to WMPP.

## Step 1: Signing in to WMPP



If this is the first time you have signed in, see the guide:

- Creating an account for WMPP.

1. Go to <https://westmidlandsplacementportal.co.uk>
2. Click **Sign in** at the top of the page.
3. Click the **Sign in** button.
4. Enter your email address.
5. Enter the password that you created.

## Navigating WMPP

There is a footer at the bottom of the page.

- Click **Referrals** for a list of referrals.
- Click **Provider profile** to see your profile.

West Midlands Placement Portal		My Account
<a href="#">Referrals</a>	<a href="#">Cookies</a>	<a href="#">Sign out</a>
<a href="#">Provider profile</a>	<a href="#">Accessibility statement</a>	
<a href="#">User guides</a>	<a href="#">Terms</a>	
<a href="#">Privacy</a>	<a href="#">Contact support</a>	



**Note:** You must be signed in to SharePoint to use these links. These links open in a new tab.

- Click **Privacy** for the privacy notice.
- Click **Cookies** for cookies information.
- Click **Accessibility statement** for the accessibility statement.
- Click **Terms** for the terms and conditions.
- Click **Contact support** to see the NEC support contact details.
- Click **User guides** to view the WMPP videos and guides.

## Step 2: Completing multi-factor authentication

1. Enter the multi-factor authentication (MFA) code.
2. Click the **Sign in** button. You go to the home page.

Please enter the code from MyPhone.

The name of your device



**Note:** The device name is the one you entered when you set up MFA.



If you are not registered as a provider, you go to the registration page. To register, use the guide:

- Creating a registration application.

## Signing out of WMPP

To sign out of WMPP:

- Click **My account** at the top.
- Click **Sign out**.

Or:

- Scroll to the bottom of the page.
- Click **Sign out** in the **My Account** section of the footer.

