In order to aide users to gaining access to the CFR application, the following Quick Access Guide should be used.

**CFR is accessed via a secure log-in through ‘The Gateway’**.
The URL to ‘The Gateway’ is: [http://thegateway.lsc.gov.uk/](http://thegateway.lsc.gov.uk/)

**Do you have a ‘Gateway’ username and password?**
If you have previously used ‘The Gateway’, previously known as the ‘Provider Gateway’ (PG), you should have a username such as ‘ISP\BloggsJoe’ for instance.

If you have forgotten your username or if you have never had one, then your College’s PG User/Approver role holder (usually someone who works in your Information Management or ILR submission team) will be able to assist you.

Once you have your username, please go to the Log-in area of the ‘The Gateway’ which can be found at [http://thegateway.lsc.gov.uk/login/](http://thegateway.lsc.gov.uk/login/). Click the Grey Log-in button and you will be presented with the log-in screen. If you cannot remember your password, then please enter your Username and click the ‘Forgotten Password?’ link, or alternatively speak to your College’s PG User/Approver role holder.

If you have any further problems surrounding your username or password, the Gateway Helpdesk can be contacted at the following e-mail address.

E-mail: [Provider.Gateway@lsc.gov.uk](mailto:Provider.Gateway@lsc.gov.uk)

**Where is the College Financial Reporting section on the Gateway?**
Once you have logged onto the Gateway successfully, all of the applications you have access to will be shown on the grey menu bar on the left of your screen. If CFR is not shown on your menu, then you will need to liaise further with your college’s PG User/Approver role holder.

Each PG User/Approver should also hold the CFR User/Approver role. Upon the appropriate authorisation from within your college, they will be able to allocate the ‘CFR Read-Only’ role to your Gateway account. The next time you log-in to the Gateway, your menu bar should include a link to CFR.

If your Colleges PG User/Approver role holder does not have the CFR User/Approver role on their account, then they should e-mail the CFR Helpdesk at the following e-mail address.

E-mail: [CFRQueries@lsc.gov.uk](mailto:CFRQueries@lsc.gov.uk)

**Are there any Training Materials / Where can I find additional information about CFR?**
An array of training materials for CFR users can be found at the following URL: [http://thegateway.lsc.gov.uk/training-support/financial-reporting/](http://thegateway.lsc.gov.uk/training-support/financial-reporting/)

If you do not know who holds the PG or CFR User/Approver role in your College, or if you have any other query surrounding CFR, then please e-mail the CFR Helpdesk at [CFRQueries@lsc.gov.uk](mailto:CFRQueries@lsc.gov.uk)