Speak to an Expert: How to guide

The **Speak to an Expert** service is free to all University of Oxford employees.

Registering for the service will only take a few minutes. Once complete, you will have access not only to Speak to an Expert, but also to many other resources on My Family Care’s Work+Family Space website, including downloadable Insider Guides and webinars.

**Steps to register**

To register for the Speak to an Expert service, start by visiting [www.myfamilycare.co.uk/oxford](http://www.myfamilycare.co.uk/oxford) and clicking **Join Today**:

![Work+Family Space](image)

Next you will need to provide a bit of information, including:

- your SSO username (eg dept1234) and
- your employee number

![Work information](image)

This information is required in order for you to be verified as an employee of the University. You can find your employee number on [Employee Self-Service](https://self-service.ox.ac.uk), on your payslip, or by asking your local HR team. Please note though that it’s not the number on your University card.
Once you have completed the short registration form, you can access all the Family Friendly resources on the Work+Family Space.

**Next steps**

In order that My Family Care can find you an expert on child or adultcare, you will need to **complete a short form** so that someone with the right expertise and in the right area of the country can be identified to assist you.

The appropriate expert will then arrange to make contact with you at a mutually convenient time. Your expert will, if appropriate, keep in touch through up to three calls on any one topic, to make sure that you are supported with whatever issue you are facing.

The Speak to an Expert service is **UK-wide**, so you can use the service whether your family live locally or elsewhere in the UK.

If your family are overseas, the service will not be able to provide you with advice about things like care arrangements, or negotiating the UK social care system. But Speak to an Expert can still help with other family-related questions you might have, like negotiating with siblings about care for a parent, balancing work and home life, child development issues, or having conversations with family members about care.

**Contact My Family Care**

If you have any questions, the My Family Care customer service team is available on:

- [oxford@myfamilycare.co.uk](mailto:oxford@myfamilycare.co.uk)
- 0345 241 5306 (Monday-Friday, 7:30am to 7:00pm, excluding Bank Holidays).