## **Smartcard Self Service Process**



You must have an NHS Email address to complete this request.

By registering for the Self Service facility you will be able to unlock your Smartcard without the need for a Sponsor, LSA or RA Agent.

## Log in

 Insert Smartcard into the card reader → enter Smartcard Passcode/Password → select OK.

💿 Identity Age	nt 💌
	Log in with Smartcard
	••••
	By entering your passcode you confirm your acceptance of the NHS Care Records Service <u>terms and conditions</u> .
	OK Cancel

• Highlight the required trust  $\rightarrow$  select OK.

) Identity Agent			
Select your role			
Filter roles			
Organisation	Code	Role	
INFORMATICS MERSEYSIDE HQ	YDDG3	Registration Authority Agent	
HERE'S CARE NOT FOUNDATION PROF.	-	Registration Authority Agent. Registration Authority Agent	
NH 30/7+ 38709-003		Reprietor Authority Agent	
UNITED AND AND AND ADDRESS OF	-	Registation Authority Agent Registration Authority Agent	
(Contradication)	_	Regimation Authority Agent	_
			Ş
		Cancel	OK

The Identity Agent box will display in the bottom right of the screen with the details of the Smartcard Authentication.



## Launch Care Identity Service



From the desktop, double click on the logo to select the National Health Service Portal **or** enter the following address into the web browser: <u>https://portal.national.ncrs.nhs.uk/portal/</u>

The Spine Portal will open.

Select Launch Care Identity Service.



From the Dashboard page go to My profile in the Quick Links

Care Identity S	ervice		н.	Registration Authority Agent for	R084 ,Change, I			
Dashboard Requests I	Manage 🕶 Batch Manag	ge Smartcard	Siven & Family Name, NINO or UUID	Users 🖌 Search	Advanced search			
Dashboard	Dashboard							
590 Awaiting actions	8 My requests View all →	315 Completed requests View all →	654 All open requests View all ()	Unable to log in? Please contact your local IT helpdesk fo hardware, connectivity or application iss Can't see the information you need? Please contact your local RA for access role issues (contact details <u>here</u> ).	r any ues. , profile or			
				Quick links				
				Create new user	>			
			C	My profile	>			
				Terms & Conditions	>			
				Reports.	>			

From within your profile page.

• Scroll down to the self service option and click Register.

4085 12	561 Smartcard	Gemplus	14-Mar-2012	14-Mar-2014 16-Oct-2018		
807: 779	00 Smartcard	Oberthur	11-Oct-2018	11-Oct-2020 16-Oct-2018		
Service						
Self Service						
You are not registered	d to use the Self Service facility.					
				Register		
O Position Assignment Details						
****						
Position code	Position name	Source	Org code Start date E	nd date Last modified		

The self service Registration Instructions box will display.

• Once instructions have been read, please click Continue.

0		
l	Self Service Registration	
~	Instructions	
m		en
ar	By registering for the Self Service facility you will be able to unlock your Smartcard without the need to contact your RA. Registration should take less than 5 minutes in 4 simple steps:	5-0
ar	1. Enter your Smartcard passcode to confirm your identity.	1-1
1	2. Select and answer a number of security questions.	
ar	3. Confirm the email address you wish to use for Self Service.	1-0
	<ol><li>Enter the registration code that will be sent to your email address.</li></ol>	
	To successfully complete the registration process you must have an email address from a provider that is approved for use with the Spine e.g. nhs.net, nhs.uk, gov.uk. Please ensure you have access to this account before proceeding.	÷
~	You can access this facility by using the following link Smartcard Service Centre. You can bookmark this for future use by	
ł	right clicking on the link and saving it to your favourites list.	- 8
th		
	Close	e
ta	ils	

To start the Self Service Registration process, enter your Smartcard passcode to prove your identity.

• Step1: Enter Smartcard Passcode, then press Continue.

	Self Service Registration		•	2
	Passcode     2 Security Questions     3 Email	Registration Code		
Form	A To start the Self Service registration process please enter your	Smartcard passcode to prove your id	lentity	erts exp
Smar		onarcard passeode to prove your k	contry.	3-Oct-20
Smar	Passcode:			1-Mar-2
Smar				1-Oct-20
	Close		Continue	

• Step 2: Next you must setup your security questions. Choose and answer 4 questions. Next click on Continue.

<u>St</u>	FTON CCG		
c	Self Service Reg	gistration	
l	Passcode	Security Questions     3 Email     4 Registration Code	
m	<ol> <li>Please select and a Smartcard and wisi you are most likely else.</li> </ol>	answer all security questions below. These will be used to prove your identity if you lock your h to use the Self Service facility to unlock it. When selecting questions please choose those that to remember in the future. Your answers will be stored securely and will not be visible to anyone	<b>^</b> e
ar	Question 1:	Please select a question	1
ar	Answer:		1
l	Question 2:	Please select a question	1
	Answer:		
:h	Question 3:	Please select a question	1
	Answer:		
	Question 4:	Please select a question	~
	Close	Continue	
	ame	Source Org code Start date	ЕПО О

• Step 3: Enter your email address into the box, then click Continue. This will result in a registration code being sent to your nhs.net email address.

Self Service	Registration		
Passcode	Security Questions	3 Email 4 Re	egistration Code
<ol> <li>Please confir this address, Below email</li> </ol>	m the email address that you wi so please ensure you have acco has been copied from your conta	sh to use for the Self Service fac ess to this account before procee act details. You can overwrite this	ility. We will send your registration code to eding. s if you wish to use a different value.
	Email:		
Close			Back Continue

 Step 4: Check your emails for the Registration Code, and Enter into the Registration Code box. Now click Confirm. Registration Code must be entered within 15 minutes of the email being received. If not, you must start the process again to generate a new Registration Code.

Self Service	Self Service Registration			
Passcode	Security Questions	🕑 Email	Registration Code	$\rangle$
i A registratio enter it belov code you ca	n code has been sent to w to complete the registration proc n return to the previous screen us	@imerseyside.nl cess. If this email addre ing the Back button and	n <b>s.uk</b> . Once you have rece ss is incorrect or you do no I try again.	ived the code please t receive a registration
r Registrati r	on Code:			
Close				Back Confirm
Once complete	ed you will see			

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	Euconor	Colt Convice	Dogistration	io complete	
	JULLESS.	SHEEP REPARE	Reusianon	IS CONDUCTED	

## Self Service Smart Card Unlock Link

To reset your passcode

- please insert smartcard into the Omni Key/Keyboard/Laptop Card reader.
- Go to the Self Service site:
- https://uim.national.ncrs.nhs.uk/selfservicewebapp/unlockCardStart



Please save this link into your favourites.

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