

## **Trauma & Orthopaedic Portal**

# Registering for access (V1.0) - Guidance

## Summary

This document provides instructions for potential Trauma & Orthopaedic Portal users on how to request access to Trauma & Orthopaedic Portal.

Requests are made via the web based "NSS-Users Access System" (UAS). The system logs your request and enables your local Caldicott / Trauma & Orthopaedic Portal approver to review, approve, and or reject your application for access.

Requests can only be made by users from approved organisations (NHS Scotland territorial Health Boards, Golden Jubilee Hospital and the Scottish Government).

## **Key Points**

- Trauma & Orthopaedic Portal can only be accessed by approved named individuals within each Health Board/organisation e.g. – Caldicott or <u>NSS User Access System</u>- Trauma & Orthopaedic Portal authorisers.
- Trauma & Orthopaedic Portal can only be accessed via a SWAN/N4 (previously N3) connection.

#### Step 1: Requesting a username & Password

(Please skip to <u>Step 3</u> if you already have an NSS-UAS username and password):

1. Enter this address into the URL window in your browser:

https://useraccess.nhsnss.scot.nhs.uk/

2. The following web page will appear in your browser. Click on the "**Register**" button in the bottom window:

	Jser:	
Login Username		
Log in Gu This syst access th products If you access	uidance tem uses the same Username and Password needed to he NSS data marts and information tools (Information ). e unsure if you have a username and password, contact NSS or Sevenet Dock wie a meilinge addente patient contact NSS	]
Custome 275 7777 If you do system, j password Reg	er Support Desk via e-mail nss.csd@nhs.net or phone 0131 r providing your name, NHS Board and e-mail address. not currently have a Username and Password to access this please register using the button below and a username and d will be sent.	
		J

3. Now select the type of organisation you work for.

Request Account			×
Please select the organisation you work for.			
NHS Board Local Authority	GP Practice	Scottish Government	
			Cancel

4. Completed the fields that appear in the new screen and then click "Submit Request"

Request Account	×
Please be advised: your user account should be your Practice or Health Board – thank you.	created by and for you as an individual person and not a generic account on behalf of
Title	MR 🔻
First Name	
Surname	
Health Board/ GP Practice/ Scottish Government	Select Value 🔻
Primary Organisation	
Job Title	
Email	
Re-enter Email	
Work Phone	
Mobile	
	·
	Cancel Submit Request

NSS's IT department, Customer Support Desk (<u>nss.csd@nhs.net</u>) will then create an account and send the details by two separate emails within 24 hours. If you have not received them, please check your spam folder.

#### Step 2: Change your temporary password

1. Login into the UAS using your username and temporary password:

User:	Version: release 3.11	LDAP: oasoid-a.nhsnss.n
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Log in Guidance		
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Log in Guidance This system uses the same Username and Pass needed to access the NSS data marts and inforr (Information products). If you are unsure if you have a username and pa contact NSS Customer Support Desk via e-mail nss.csd@nbs.net or phone 0131 275 7777 provi name, NHS Board and e-mail address. If you do not currently have a Username and Pas access this system, please register using the bi and a username and password will be sent.	sword nation tools ssword, ding your ssword to utton below	

2. Select "Change Password" from the left hand menu:

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3. The following warning will appear, click on "change Password" at the bottom left hand side of the screen.

SD	U	ER ACCESS SYSTEM		
User: JAMESG02	Version: release 3.11	LDAP:	Database: Apexp.	
Change Password				
LOCOUT		WARNING	· · · · · · · · · · · · · · · · · · ·	
	Warning: changing your password now using the	Jirectory Information Services (UIS) app	lication WILL impact on other NSS applications that use the san	ne password.
Applications business continuity business planning tool corporate workhows theat	Warning: changing your password now using the	Jirectory Information Services (UIS) app	ication will, impact on other NSS applications that use the san	ne password.

4. You will now get the following prompt, please re-enter your temporary credentials.

(-lidebies Fre		
Unauthorise	or: d access!	
Username		
Password		
	Login	

5. You will now be asked to complete the following information:

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Old Password	*
New Password	*
epeat New Password	*

Click "**Save**" when you have done this. Now, log out of the system and log back in with your username and newly self-set password.

### Step 3- Logging in and applying for access to Trauma & Orthopaedic Portal:

The Trauma & Orthopaedic Portal can only be accessed by approved individuals within each Health Board/organisation e.g. – Caldicott or <u>NSS User Access System</u> (UAS) - Trauma & Orthopaedic Portal authorisers.

All requests to access Trauma & Orthopaedic Portal must be made via the NSS-UAS system. The steps to do this are outlined below:

- Open up your web browser and navigate to this URL: <u>https://useraccess.nhsnss.scot.nhs.uk/</u>
- 2. Enter your user details See screenshot below:
  - a) Username & Password
  - b) Click on "Login" button

	Version: release 3.11	LDAP: oasoid-a.nhsnss.net
gin		
word Login	В	
Log in Guidance		
Log in Guidance This system uses the same Username and Passw needed to access the NSS data marts and informa	ord tion tools	
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- 3. Click on "Request New Access":
  - c) Top left hand side of screen

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User: JAMESG	ESG02 Version: release 3.11 LDAP: oasoid-a.nhsnss.net	Database: Apex
C UEST NEW ACCESS REENT ACCESS AND REQUESTS RENEW ACCESS DEST A CHANGE TO	Home Welcome to the UAS application. This online system is provided by NHS National Services Scotland (NHS NSS), who are committed to ensuring the security of the data.	
ACCESS	NHS NSS provide this online service:	
CONTACT DETAILS	<ul> <li>To process access requests for NSS information products (incl. several data marts).</li> </ul>	
DOCUMENTS	•To enable the appropriate Authorisers to consider access requests.	
LOGOUT	<ul> <li>To support existing local processes that share the NHS Scotland commitment to maintaining responsible, appropriate access to information.</li> </ul>	
	Please be aware of your responsibilities, as a User of this Service:	
	• It is your responsibility to ensure your User Account is kept up to date, please liaise with NHS NSS Customer Support Desk to advise of any changes to your contact det	ails.
	<ul> <li>If you move to another job role or organisation ongoing access may no longer be required and you must request to remove access.</li> </ul>	
	Your access is granted in accordance to your job role and the intended purpose of the data.	
	The accuracy of the information provided by you impacts directly on accountable data access	
	• If you are authorised to view information, you should be aware of the relevant data handling requirements stipulated by your organisation of employment.	
	. All data including capatities or confidential data made available to you is provided based on the information you have submitted on and of your request for second	

4. Click on the drop down arrow in the "Information Product window":d) Click to activate list

nformation Product	I - Select Information Product-	~

- 5. Select "Trauma & Orthopaedic Portal" from the dropdown list:
  - e) Alphabetically listed

+ (-) Attps://useraco	ess.nhsnss. <b>scot.nhs.uk</b> /apexp/i	P → 🔒 C 🥖 🥔 Request	×		♠ ☆ 辩
SC STAND	95	USER	ACCESS SYSTEM	Database: Apexo.	NHS National Services Scotland
	6				
Menu HOME VIEW CURRENT ACCESS AND REQUESTS RENEW ACCESS APPLICATIONS FOR AUDIT REPORTS LOCOUT	IS INCOMPOSITION CONTRACT OF C	Version: release 3.11 otland (NSS) make available several ta marts or information tools. All are so of business intelligence software as p Business Objects <sup>™</sup> . Tableau <sup>™</sup> software ake requests to access information pr e contact Product Support: Telephone: attractional transformation pro- e contact Product Support: Telephone: Accident & Emergency Accident & Emergency Accident & Emergency Accident & Emergency Accident & Emergency Accident & Emergency CHAD - District Nursing CHAD - District Nursing CHA	LDAP: information products. These involve soft eparate layers of a larger data environment latforms for users, to enable the access ar re is also being introduced. orducts held by NHS NSS. Requests to acc 0131 275 7050, email: nss.isdshis@nhs. 0131 275 7050, email: nss.isdshis@nhs. arative legrated Database for Scotland (AMIDS) who ard) eau I Database for Scotland (HMUD) ation Group (NTIG) Bystem)	Database: Apexp. ware and technology for gathering, storing and analysing data thrown as the NSS Corporate Data Warehouse. Ind the analysis of information on certain topics. For most of the in cess more than one can be made if required. To do this a separa net or click on the Contact Us button below.	. Many of them are Iformation products ate request must be
		SPARRA online Social Care Spend Analyser System Watch Trauma & Onthopaedic Portal Unscheduled Care Data Mart Waiting Times Workforce	(UCD)		

- 6. Select from the additional options that now appear in the new dropdown lists that appear:
  - f) Select Access Type required/available.

LAND		USER	ACCESS SYSTEM		Nationa Service Scotlan
User: MARTIMO	5	Version: release 3.11	LDAP:	Database: Apexp.	
	Request				
CURRENT ACCESS AND REQUESTS RENEW ACCESS REQUEST A CHANCE TO ACCESS APPLICATIONS FOR CONSIDERATION AUDIT REPORTS LOCOUT	NHS inational services so commonly referred to as de NSS provide different types the software in use is SAP I From this screen you can n completed for each one. If you have questions pleas Contact Us	onand (viss) make available several in ta marks or information tools. All are sep of business intelligence software as pla Business Objects ™. Tableau ™ software nake requests to access information pro- le contact Product Support. Telephone: 0	tormation products. I hase involve so aratel layers of a larger data environmen forms for users, to enable the access : is also being introduced. ducts held by NHS NSS. Requests to ar 131 275 7050, email: nss.isdshis@nht	Inware and technology for gamering, storing and ana it frown as the NSS Corporate Data Warehouse. and the analysis of information on certain topics. For m ccess more than one can be made if required. To do th s.net or click on the Contact Us button below.	ysing data. Many of them ar
	Select Information Product Information Product Access Type	ct ① Trauma & Orthopaedic Portal • Select Level - Scotland		V	

- g) Complete your details along with reasons for request (telephone number requires a full phone number with prefix e.g. 01312756000 or system will reject it).
- h) Click on "Create Request".

Please select a reason for this -Select -	access request	•
L		
Line Manager's Forename		
Line Manager's Surname		
Request Discussed	🔍 Yes 🔍 No	
Date Discussed		
Line Manager's Email		
Confirm Email		
Manager's Full Telephone Num	ber	

i) A warning appears, the screen refreshes (takes a few seconds)

Messa	age fr	om webpage	×
4	1	Please remember once screen refreshed you need to submit request.	this
			OK

- j) Now tick the box to the left of the word "Edit"
- k) Now click on "Submit Requests"

AND			USER A	CCESS S	YSTEM				Nati
User: MARTIMO	5	Version: releas	e 3.11	LDAP:		Database:	Apexp.		
	Request								
HOME CURRENT ACCESS AND REQUESTS	NHS National Services Sc commonly referred to as da	otland (NSS) make a ita marts or informatio	vailable several inform n tools. All are separate	ation products. T layers of a larger	hese involve software data environment kno	and technology for gath wn as the NSS Corporate	ering, storing an Data Warehouse	d analysing data. I e.	Many of them
RENEW ACCESS	NSS provide different types the software in use is SAP	of business intelligen Business Objects™. 1	ce software as platform ableau™ software is al	is for users, to en so being introduc	able the access and th ed.	e analysis of information	on certain topics.	For most of the info	ormation prod
ACCESS APPLICATIONS FOR CONSIDERATION	From this screen you can n completed for each one.	nake requests to acce	ss information products	held by NHS NS	<ol> <li>Requests to access</li> </ol>	more than one can be m	ade if required. To	o do this a separate	request mus
AUDIT REPORTS	If you have questions pleas	e contact Product Sup	port: Telephone: 0131	275 7050, email: i	ss.isdshis@nhs.net	or click on the Contact Us	button below.		
LOGOUT	Contact Us								
	Select Information Produ	ct							
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	Cancel								
	Cancel Modify Request	Information Product	Business Objects Level	Access L Value 7	ser Confideni ype Level	tiality Status	Tab Usertype	Tab Softwa Area Platfor	re m

The request will be now be sent electronically (typically within 15 minutes) via the UAS to your organisations Trauma & Orthopaedic Portal authoriser/approver. If your request is approved, the notification is sent back electronically to NSS who apply the access typically within a maximum of 1 hour from receiving the request.

Any delay caused is in the approval process is often a result of the time it takes your organisations Trauma & Orthopaedic Portal authoriser/approver to consider your application and notify us that they have approved it.

If you have any queries regarding:

• Steps 1 or 2 of this process, please contact:

NSS Customer Support Desk via e-mail nss.csd@nhs.net or phone 0131 275 7777 providing your name, NHS Board and e-mail address.

• Step 3 of this process, please contact:

ISD Product Support Desk: Mon-Fri (9am -4:30pm) on Tel No: 0131 275 7050 or by email: nss.isdshis@nhs.net