



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 [NSS User Access System](#)- Trauma & Orthopaedic Portal authorisers.
- Trauma & Orthopaedic Portal can only be accessed via a SWAN/N4 (previously N3) connection.

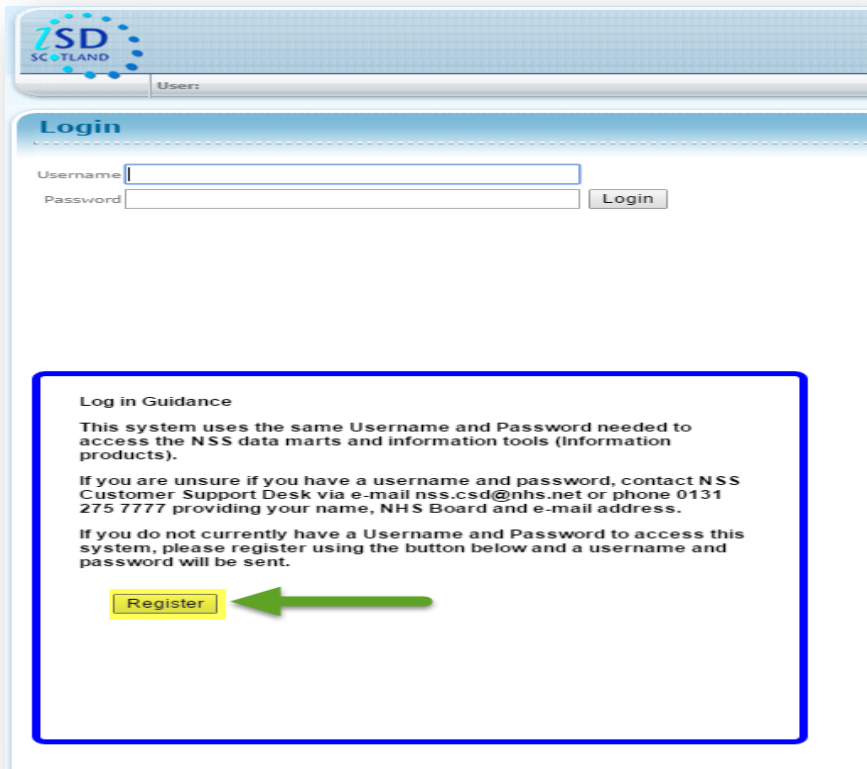
Step 1: Requesting a username & Password

(Please skip to [Step 3](#) if you already have an NSS-UAS username and password):

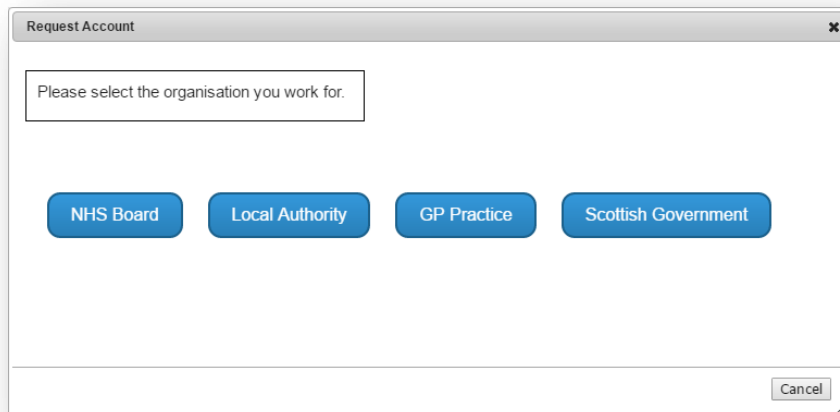
1. Enter this address into the URL window in your browser:



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



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



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 created by and for you as an individual person and not a generic account on behalf of your Practice or Health Board – thank you.

Title

First Name

Surname

Health Board/ GP Practice/ Scottish Government

Primary Organisation

Job Title

Email

Re-enter Email

Work Phone

Mobile

NSS’s IT department, Customer Support Desk (nss.csd@nhs.net) 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:

SD SCOTLAND

USER ACCESS SYSTEM

Users: Version: release 3.11 LDAP: basoid-a.nhs.nhs.net

Login

Username

Password

Log in Guidance

This system uses the same Username and Password needed to access the NSS data marts and information tools (Information products).

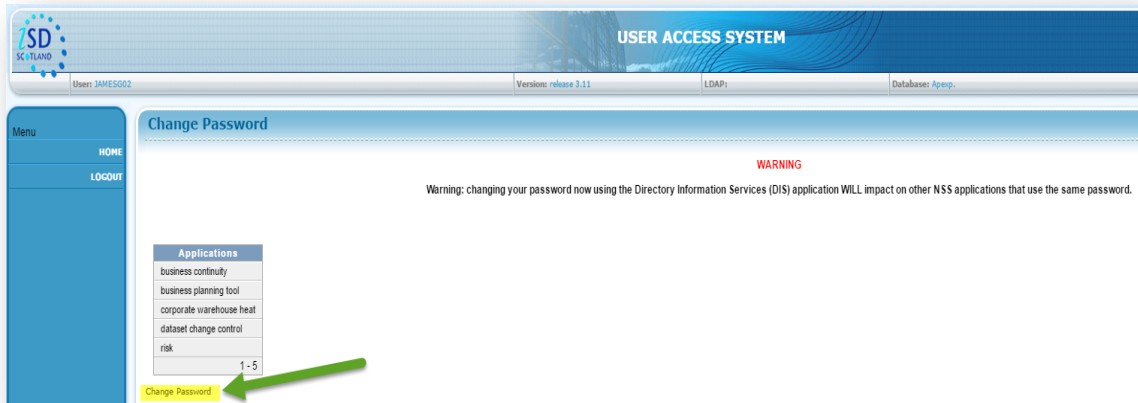
If you are unsure if you have a username and password, contact NSS Customer Support Desk via e-mail nss.csd@nhs.net or phone 0131 275 7777 providing your name, NHS Board and e-mail address.

If you do not currently have a Username and Password to access this system, please register using the button below and a username and password will be sent.

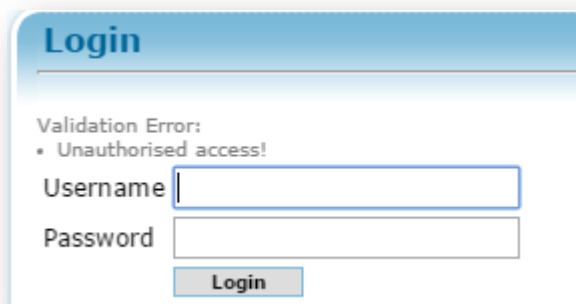
2. Select “Change Password” from the left hand menu:



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



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



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

The screenshot shows a 'Change Password' dialog box. It has a title bar with the text 'Change Password'. Below the title bar is a table with three rows: 'Old Password', 'New Password', and 'Repeat New Password'. Each row has a text input field followed by an asterisk. Below the table are two buttons: 'Save' and 'Cancel'.

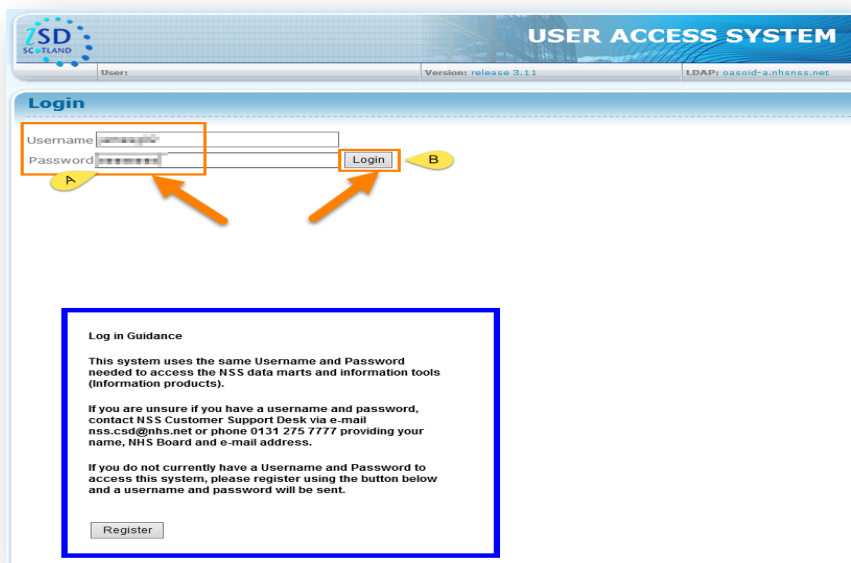
Click “Save” when you have done this. Now, log out of the system and log back in with your username and newly self-set password.

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

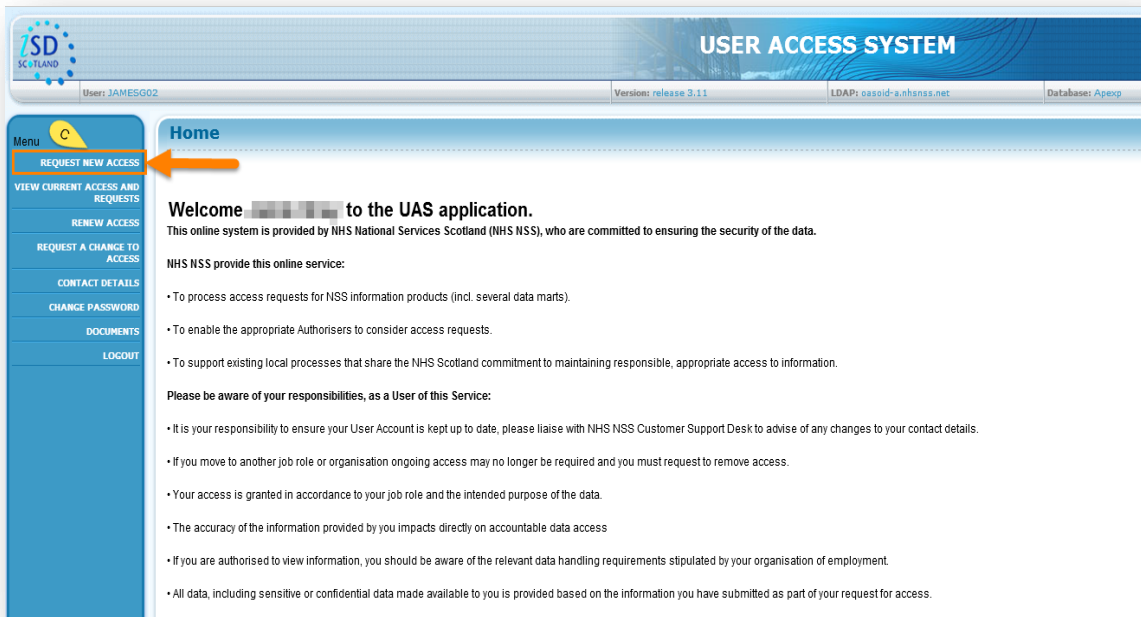
The Trauma & Orthopaedic Portal can only be accessed by approved individuals within each Health Board/organisation e.g. – Caldicott or [NSS User Access System](#) (UAS) - Trauma & Orthopaedic Portal authorisers.

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

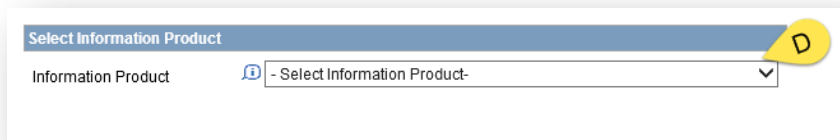
1. Open up your web browser and navigate to this URL:
<https://useraccess.nhsnss.scot.nhs.uk/>
2. Enter your user details See screenshot below:
 - a) Username & Password
 - b) Click on “Login” button



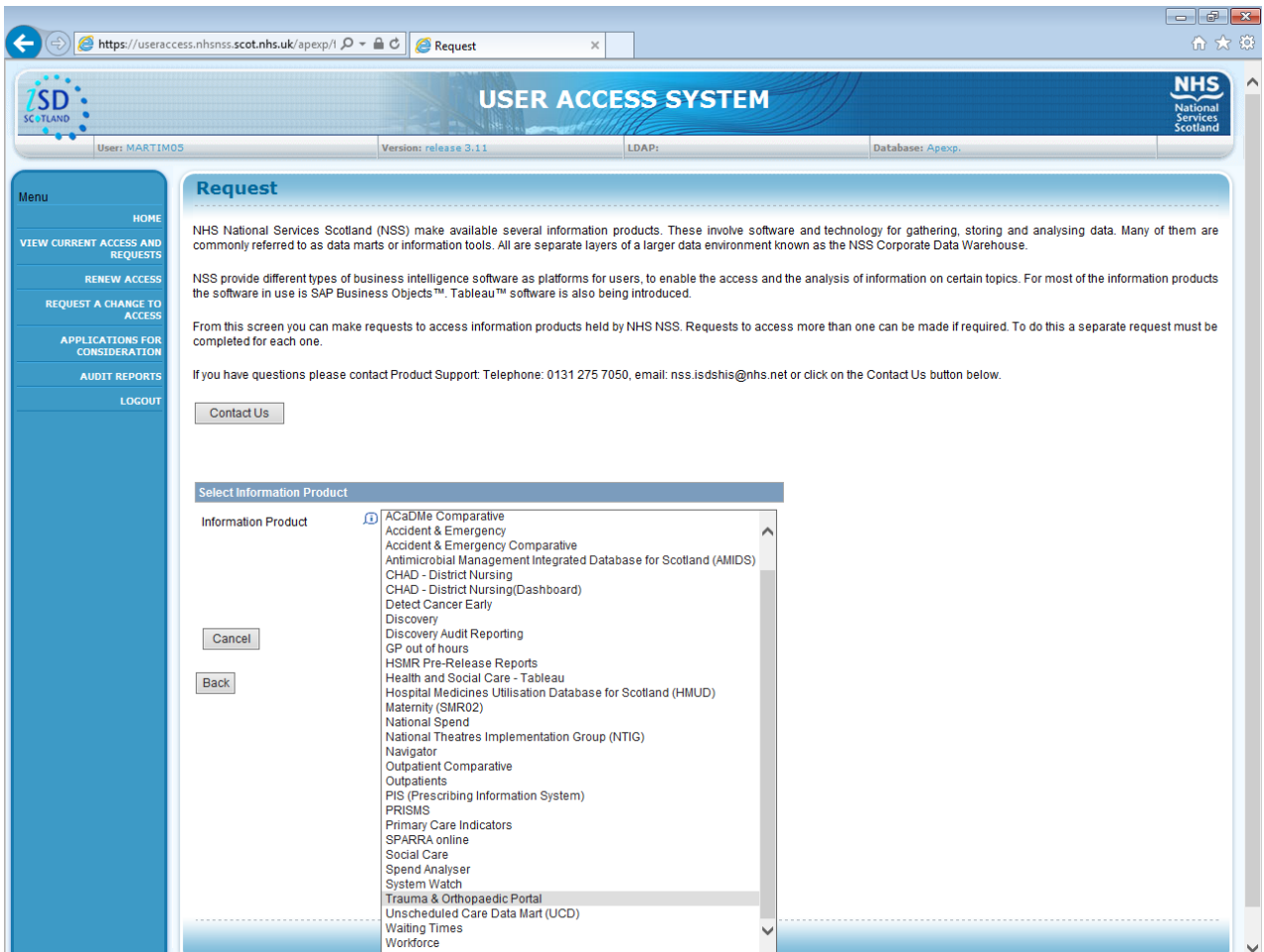
3. Click on “Request New Access”:
 - c) Top left hand side of screen



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

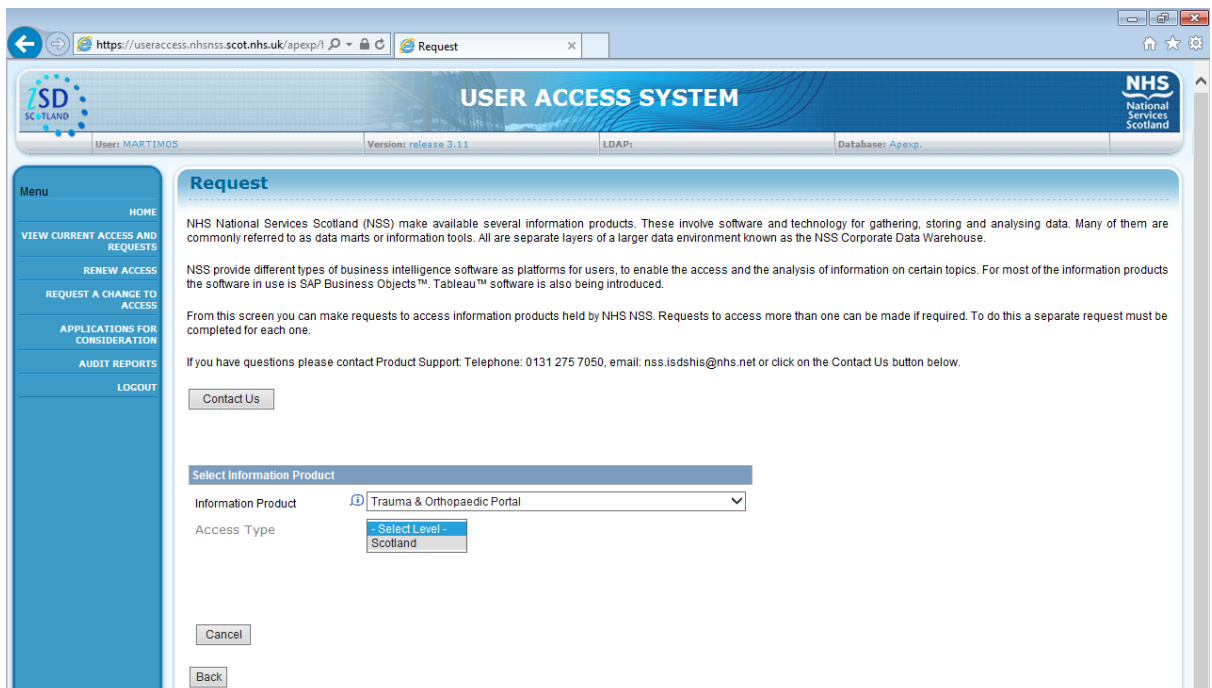


5. Select “**Trauma & Orthopaedic Portal**” from the dropdown list:
e) Alphabetically listed



6. Select from the additional options that now appear in the new dropdown lists that appear:

f) Select Access Type required/available.



- 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**”.

Purpose for Access and Line Manager Detail

Please select a reason for this access request
-Select -

Line Manager's Forename

Line Manager's Surname

Request Discussed Yes No

Date Discussed

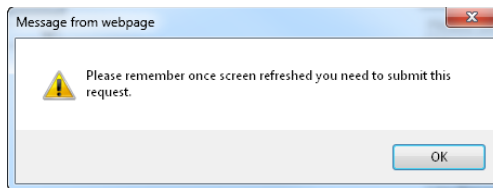
Line Manager's Email

Confirm Email

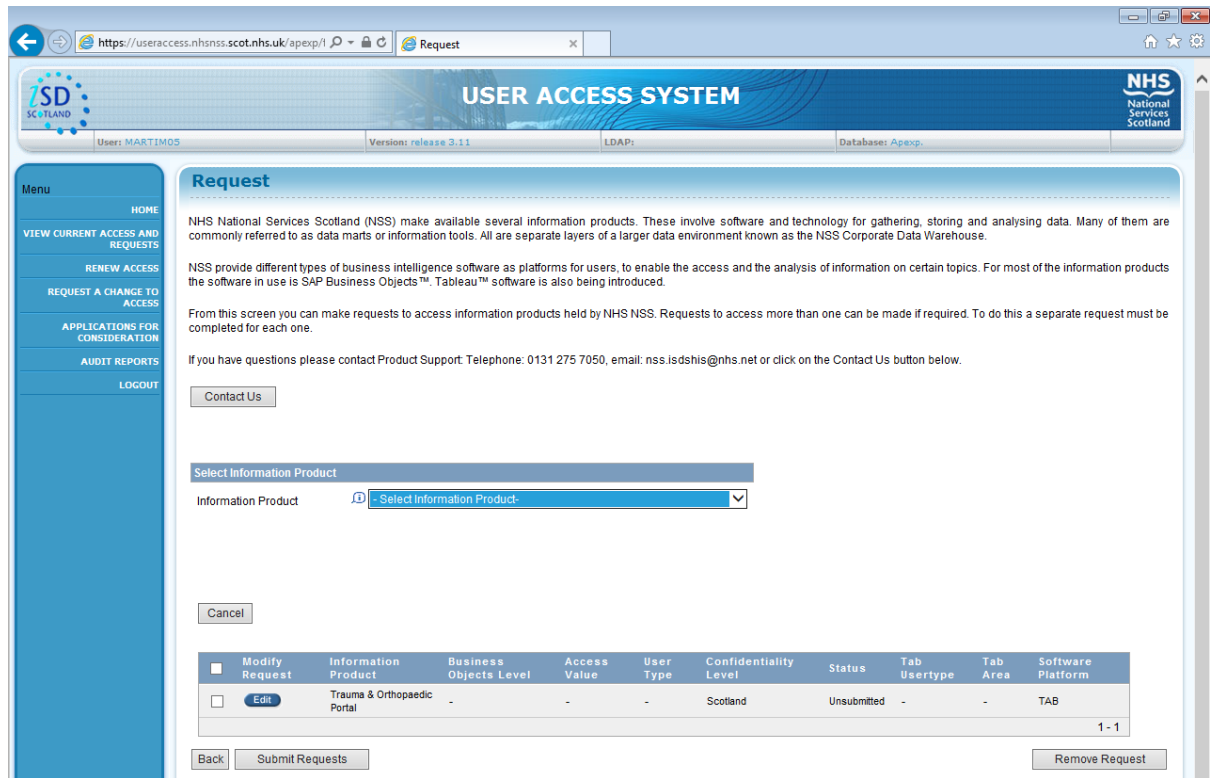
Manager's Full Telephone Number

Create Request

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



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



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 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