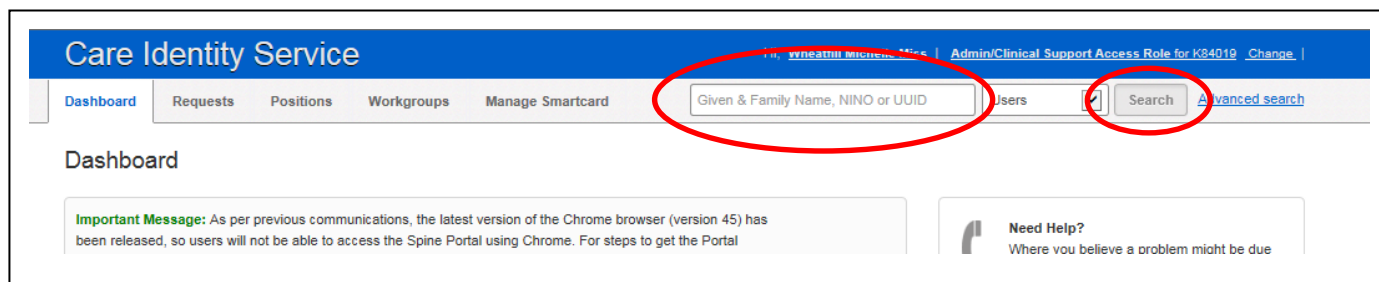


## Registration Authority – CIS Guide

### Assigning Access to a User

1. Log in with your smartcard selecting your 'Sponsor' access role. If you have more than one role and are unsure which one to select, select any of the roles as you can change this after log in (see P4 – Changing your user role in CIS).
2. Go to the Spine Portal (<https://portal.national.ncrs.nhs.uk>)
3. Click on [Launch Care Identity Service \(Replaces UIM, Calendra and CMS\)](#).
4. Search for the person you want to add the access to. It is preferable to use the UUID (smartcard number – 12 digits on the front of the smartcard) as this will only return one user; however you can also search by name or National Insurance Number.



Care Identity Service

Dashboard | Requests | Positions | Workgroups | Manage Smartcard

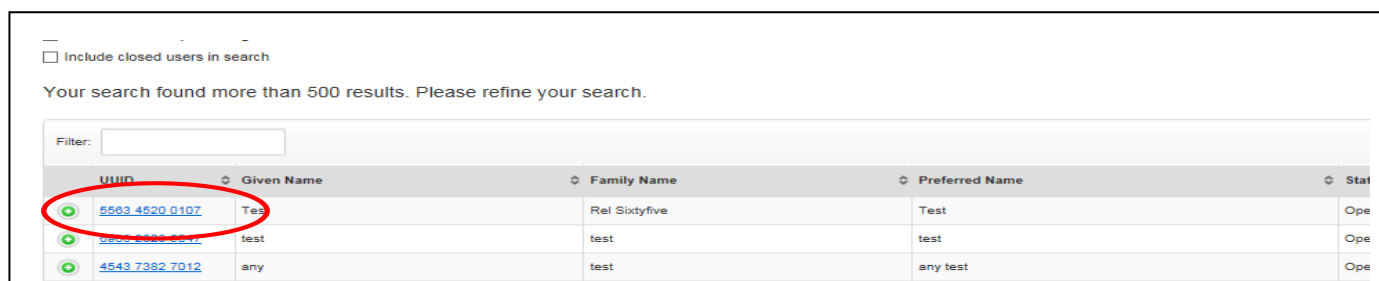
Given & Family Name, NINO or UUID | Users | Search | Advanced search

Dashboard

**Important Message:** As per previous communications, the latest version of the Chrome browser (version 45) has been released, so users will not be able to access the Spine Portal using Chrome. For steps to get the Portal

**Need Help?** Where you believe a problem might be due

5. A list of users will appear. Ensure you select the correct user. You can click the Green + sign for further details.
6. Click the UUID of the user you wish to select.



Include closed users in search

Your search found more than 500 results. Please refine your search.

Filter:

UUID	Given Name	Family Name	Preferred Name	Stat
<a href="#">5563 4520 0107</a>	Te	Rel Sixtyfive	Test	Ope
<a href="#">5563 4520 0107</a>	test	test	test	Ope
<a href="#">4543 7382 7012</a>	any	test	any test	Ope

7. The user details screen will appear. Check again you have the correct user.

8. Scroll down the screen to the **Position Assignment Details** section and click on **Modify Position Assignment**.



9. Check the button **Directly Assignable Position, no request will be submitted to RA** and then click **Add Position**.

Create - Modify Position Assignment Request

**Applicant Details**

Name: test      UUID: 6966 2629 5047

**Modify Position Assignment**

Valid date format is DD-MMM-YYYY, for example 12-Jun-2015.

Directly assignable Position, no request will be submitted to RA

Raise request to assign Position

No Positions added.

Add Position

10. Wait while the positions load (this may take a few seconds). Please take note that there may be more than one page and also a scroll bar.

**Add Positions**

Selected organisation: K84019-NEWBURY STREET PRACTICE

Search organisation:  Search

Filter:

	Position code	Position name	Org code
<input type="checkbox"/>	100000168141	EMIS Attached Staff in K84019	K84019
<input type="checkbox"/>	100000312936	EMIS Web Advanced Admin with restricted patient access in K84019	K84019
<input type="checkbox"/>	100000168145	EMIS Web Advanced Administrator in K84019	K84019
<input type="checkbox"/>	100000168149	EMIS Web Advanced Administrator incl MIQUEST in K84019	K84019
<input type="checkbox"/>	100000168153	EMIS Web Dispenser in K84019	K84019

Showing: 21 Positions

First < Previous 1 2 3 Next > Last

Cancel Confirm Position

11. Select the position you wish to add by checking the box next to it and clicking **Confirm Position**.

<input checked="" type="checkbox"/>	100000168141	EMIS Attached Staff in K84019	K84019
<input type="checkbox"/>	100000312936	EMIS Web Advanced Admin with restricted patient access in K84019	K84019
<input type="checkbox"/>	100000168145	EMIS Web Advanced Administrator in K84019	K84019
<input type="checkbox"/>	100000168149	EMIS Web Advanced Administrator incl MIQUEST in K84019	K84019
<input type="checkbox"/>	100000168153	EMIS Web Dispenser in K84019	K84019

Showing: 21 Positions

First Previous 1 2 3 Next Last

Cancel Selected: 1 of 21 Positions **Confirm Position**

12. Check the details and then click **Submit Request**.

Create - Modify Position Assignment Request

**Applicant Details**

Name: test UUID: 6966 2629 5047

**Modify Position Assignment**

Valid date format is DD-MMM-YYYY, for example 12-Jun-2015.

Directly assignable Position, no request will be submitted to RA  
 Raise request to assign Position

Position code	Position name	Source	Org code	Start date	End date	Status
100000168141	<a href="#">EMIS Attached Staff in K84019</a>	CareID	K84019	17-Dec-2015	17-Dec-2025	New

Add Position

**Notes (0)**

**Submit request**

13. The final message below will appear. You can choose to view the users profile or return to the main dashboard.

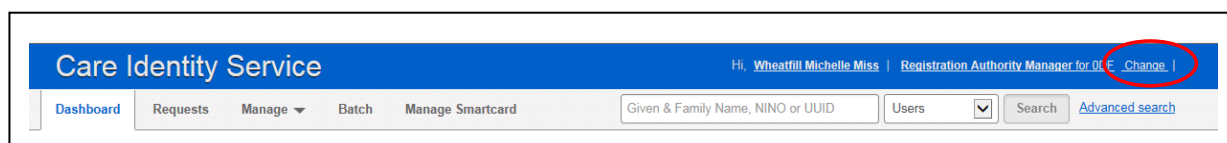
**Success:** Your Position assignment modification has been successfully applied to test.

Your next step

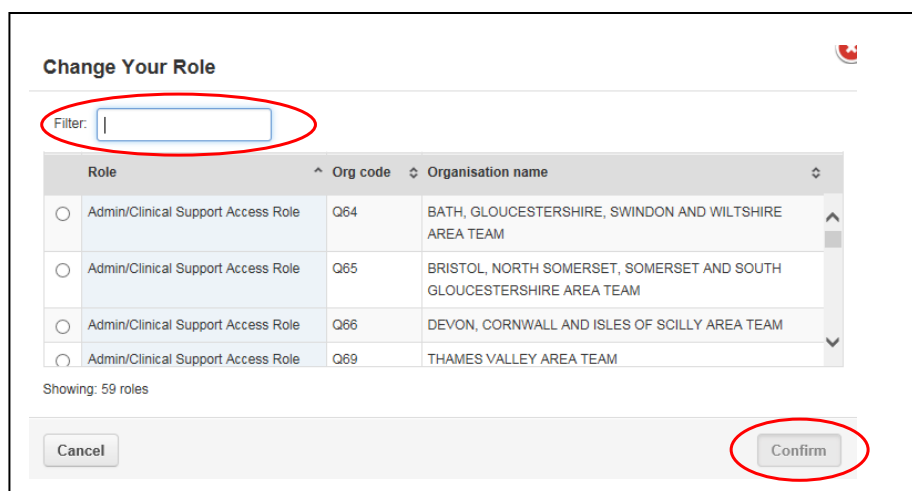
- [View test's profile](#)
- [Go to Request list](#)
- [Go to Dashboard](#)

## Changing your user role in CIS

1. Log in with your smartcard and select any of the roles.
2. Go to the Spine Portal (<https://portal.national.ncrs.nhs.uk>)
3. Click on **Launch Care Identity Service (Replaces UIM, Calendra and CMS)**.
4. Click **Change** in the top right hand corner.



5. A box will appear with a list of the organisations that you are registered to. You can filter these by typing in the box. They can be filtered by Role, Organisation code or Organisation name. Organisation code would be the most useful filter if you have many organisations with the same name (many of the chain pharmacies do). Click **Confirm**.



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<b>Author</b>	Michelle Wheatfill
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