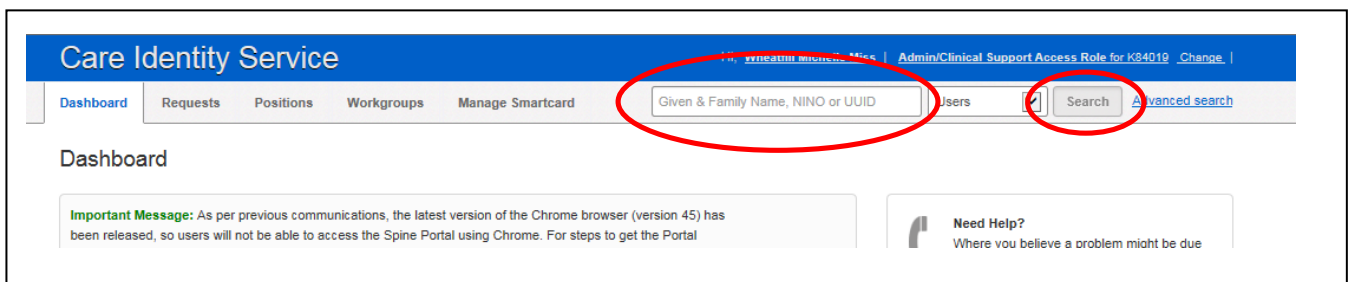


## Registration Authority – CIS Guide

### Removing Access from 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 P3 – 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 remove the access from. 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.



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.



UUID	Given Name	Family Name	Preferred Name	Stat
5563 4520 0107	Test	Rel Sixtyfive	Test	Ope
5563 4520 0107	test	test	test	Ope
4543 7382 7012	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**.



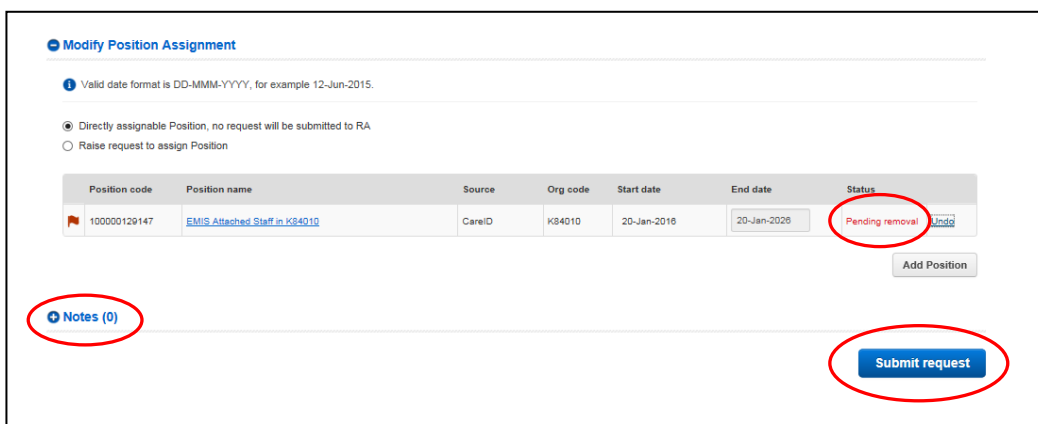
9. Check the button **Directly Assignable Position, no request will be submitted to RA.**

10. Find the position you wish to remove and click the 'bin' icon at the far right as detailed below.

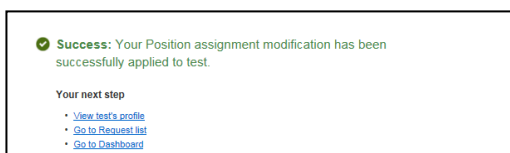


11. The status 'Pending removal' will appear.

12. Notes can be added although this is not compulsory. Click **Submit Request**.

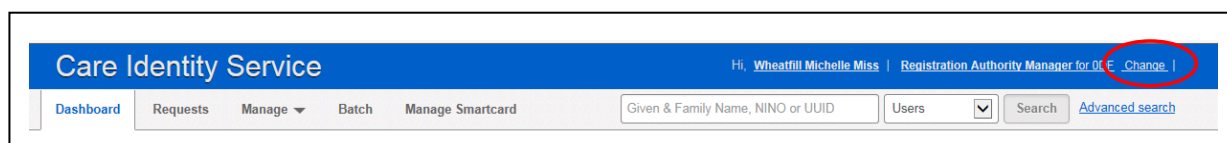


13. The final message below will appear. You can choose to view the users profile or return to the main dashboard.

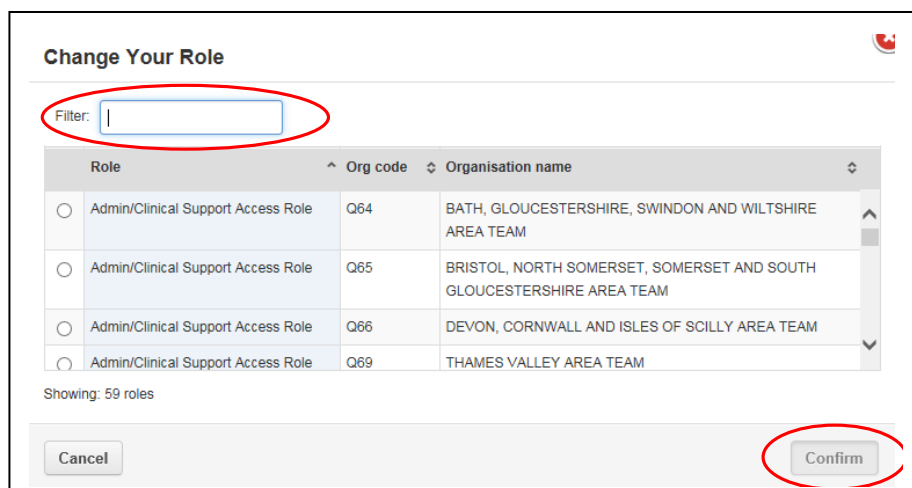


## Changing your user role in CIS

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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