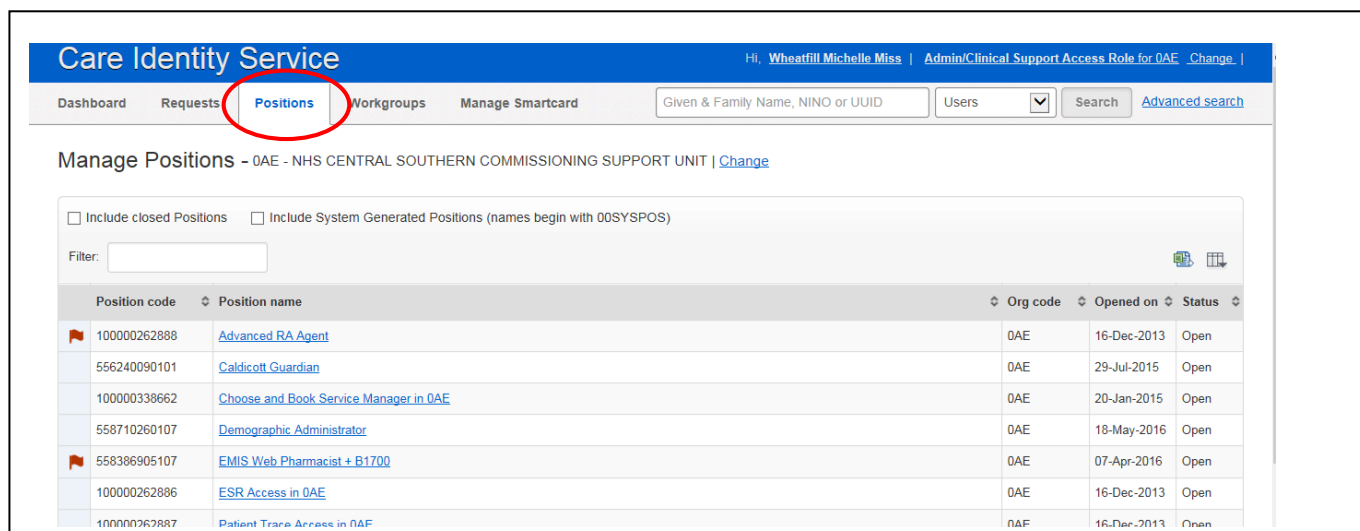


## Registration Authority – CIS Guide

### Viewing Position Access Codes

1. Log in with your smartcard selecting your 'Sponsor' access role.
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 on the **Positions** tab.



Care Identity Service | Hi, Wheatfill Michelle Miss | Admin/Clinical Support Access Role for OAE | Change

Dashboard Requests **Positions** Workgroups Manage Smartcard

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

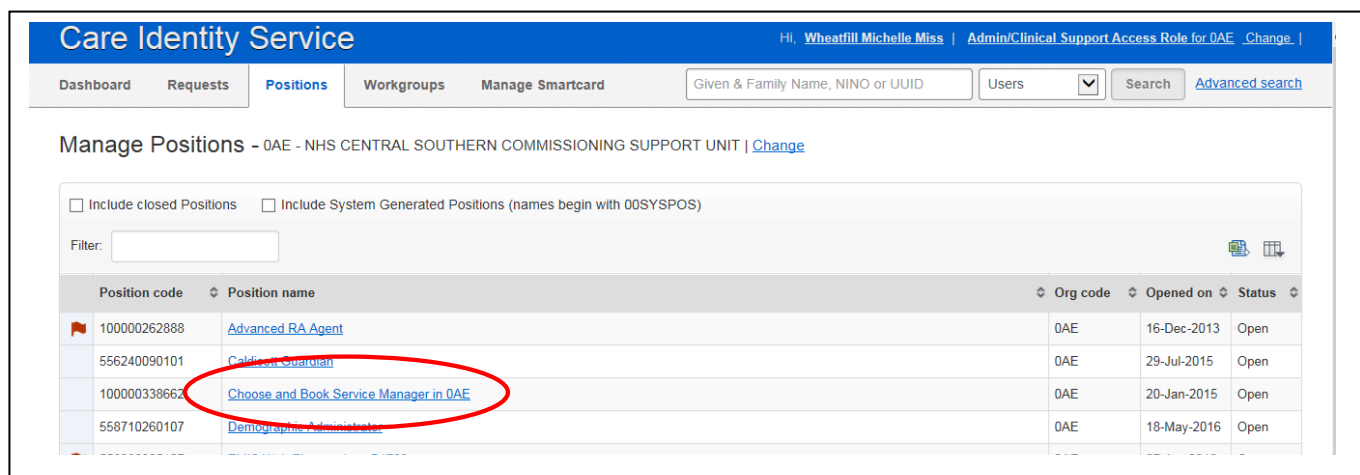
Manage Positions - OAE - NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT | Change

Include closed Positions  Include System Generated Positions (names begin with 00SYSPOS)

Filter:

Position code	Position name	Org code	Opened on	Status
100000262888	<a href="#">Advanced RA Agent</a>	OAE	16-Dec-2013	Open
556240090101	<a href="#">Caldicott Guardian</a>	OAE	29-Jul-2015	Open
100000338662	<a href="#">Choose and Book Service Manager in OAE</a>	OAE	20-Jan-2015	Open
558710260107	<a href="#">Demographic Administrator</a>	OAE	18-May-2016	Open
558386905107	<a href="#">EMIS Web Pharmacist + R1700</a>	OAE	07-Apr-2016	Open
100000262886	<a href="#">ESR Access in OAE</a>	OAE	16-Dec-2013	Open
100000262887	<a href="#">Patient Trace Access in OAF</a>	OAF	16-Dec-2013	Open

5. Click the **Position Name** to view additional information about the position.



Care Identity Service | Hi, Wheatfill Michelle Miss | Admin/Clinical Support Access Role for OAE | Change

Dashboard Requests **Positions** Workgroups Manage Smartcard

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

Manage Positions - OAE - NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT | Change

Include closed Positions  Include System Generated Positions (names begin with 00SYSPOS)

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100000338662	<a href="#">Choose and Book Service Manager in OAE</a>	OAE	20-Jan-2015	Open
558710260107	<a href="#">Demographic Administrator</a>	OAE	18-May-2016	Open

6. Click the **Position ID** to view the access codes the position contains

Care Identity Service

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Dashboard Requests **Positions** Workgroups Manage Smartcard

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

### Position: Choose and Book Service Manager in OAE

**Position Details**

<b>Position code:</b> 10000338662	<b>Position name:</b> Choose and Book Service Manager in OAE	<b>Position description:</b> Choose and Book Service Manager
<b>Organisation name:</b> DAE - NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT	<b>Created by:</b> MIGRATION	<b>Created on:</b> 20-Jan-2015 at 00:00
<b>Status:</b> Open		

**Access Profile Details**

ID	Role	Role name	Org code	Last modified
<a href="#">100001095834</a>	R8008	Admin/Clinical Support Access Role	OAE	20-Feb-2015

**Predecessor Positions**

7. A pop up box will appear displaying the coding and other information about the position. The scroll bar on the right allows you to see further down the screen.

Dashboard Requests **Positions** Workgroups Manage Smartcard

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

### Position: Choose and Book Service Manager in OAE

**Position Details**

<b>Position code:</b> 10000338662	<b>Position name:</b> Choose and Book Service Manager in OAE	<b>Position description:</b> Choose and Book Service Manager
<b>Organisation name:</b> DAE - NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT	<b>Created by:</b> MIGRATION	<b>Created on:</b> 20-Jan-2015 at 00:00
<b>Status:</b> Open		

**Access Profile Details**

ID	Role	Role name	Org code	Last modified
<a href="#">100001095834</a>	R8008	Admin/Clinical Support Access Role	OAE	20-Feb-2015

**Access Profile ID: 100001095834**

**Access Profile Summary**

- Organisation**  
DAE - NHS CENTRAL SOUTHERN COMMISSIONING SUPPORT UNIT
- Role**  
R8008 - Admin/Clinical Support Access Role
- Activities**
  - B1107 - Maintain Service Configurations and Workgroups
  - B1130 - Perform Information Analysis

Close

<b>Training Guide</b>	SCW CSU IT Services: Registration Authority Guide Viewing Position Access Codes
<b>Version</b>	2.0
<b>Author</b>	Michelle Wheatfill
<b>Date</b>	03/01/2017

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