My Profile Checking: Care Identity Services (CIS)

This screen-by-screen guide shows you how to login to the CIS, how to view your details, identify the current role associated with your Smartcard, and check your expiry date.

ATTENTION: You are attempting to access the NHS Care Records Service and associated systems. Your use of the NHS Care Records Service systems is governed by the terms and conditions you accepted when your Smartcard was issued or have since accepted. By entering your Passcode you confirm your acceptance of the terms and conditions and that you are bound by both them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed and action may be taken against any individual attempting inappropriate activity.

Enter your Smartcard Passcode to access:

Yes I accept and wish to proceed for the purpose of Patient Care | No I do not accept and wish to exit

1) Login to the Spine using your card and entering the PASSCODE.

2) Select an appropriate 'session role':

Card Basic Mr
Please select your session role:
NHS CONNECTING FOR HEALTH, Admin and Clerical:Admin and Clerical:Receptionist Access Role
NHS CONNECTING FOR HEALTH, Support:Support:Admin/Clinical Support Access Role

3) Navigate: Once successfully logged in, navigate through an appropriate Internet browser to the NHS Spine Portal: https://portal.national.ncrs.nhs.uk/portal/dt. Your IT support may provide a shortcut.

National Health Service Spine Portal
NHS Applications
Welcome to the Spine Portal. The portal now lists all applications.
▸ Launch EPS Prescription Tracker
▸ Launch Summary Care Record (SCR)
▸ Launch End Point Registration Service
▸ Launch Spine Reporting Service
▸ Launch Care Identity Service (Replaces UIM, Calendra and CMS)
▸ Launch Alert Viewer

4) Select CIS: 'Launch Care Identity Service…'
(Note: This process requires a User's Workstation with a smartcard reader.)

5) The Dashboard 'landing page' will be shown with a view relevant to the Role of the user – in that session.

Care Identity Service   Hi, **Sponsor RA Miss** | **Admin/Clinical Support Access Role** for X09
Dashboard   Requests Positions Workgroups Manage Smartcard | Given & Family Name, NINO or UUID | Users ▾ | Search | Advanced search

6) Select 'My Profile' from the right hand menu.

My profile

7) Details will appear on the next page:
- Personal Details
- Contact Details (these may be modified by the user)
- Working for Organisations
- Smartcard Details
- Position Assignment Details

⊖ **Working for Organisations**

Org code	Organisation name
FFFFF	LOCUM PHARMACY
X09	NHS CONNECTING FOR HEALTH

8) Card expiry date identification – seen below

⊖ **Smartcard Details**

	Serial Number	Format	Type	Issued on	Certs expire	Cancelled on
⊙	7052015530911306	Smartcard	Gemplus JCOP 41	02-Jun-2016	02-Jun-2018	Active

Service

9) Role set onto Smartcard – seen after scrolling further down on your screen. Note that the specific 'activity codes' assigned to the Smartcard are not visible in this view.

⊖ **Position Assignment Details**

	Position code	Position name	Source	Org code	Start date	End date	Last modified
⚑	100000111998	National Locum Pharmacy RAA - Adv	CareID	FFFFF	22-Mar-2016	22-Mar-2026	22-Mar-2016
⚑	100000361465	00SYSPOS_Q39_363712432030	CareID	Q39	15-Aug-2014	31-Dec-2024	20-Feb-2015
⚑	100000361466	00SYSPOS_Q64_363712432030	CareID	Q64	05-Jun-2013	31-Dec-2024	20-Feb-2015
⚑	100000361467	00SYSPOS_Q65_363712432030	CareID	Q65	05-Jun-2013	31-Dec-2024	20-Feb-2015