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.

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

2) Select an appropriate ‘session 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.

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.

6) Select ‘My Profile’ from the right hand menu.

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

8) Card expiry date identification – seen below

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.