Registering with the User Access System

To register with the UAS, go to

https://useraccess.nhsnss.scot.nhs.uk/

Where you will find this window.

Look for the 'REGISTER' button
At the bottom right.

Click on this to take you to the 'REQUEST ACCOUNT' page.

NHS
National
Services
Scotland

User Access System
Log In

Username *

Password *

Register   Login

When the 'REQUEST ACCOUNT' page loads, please supply as much information as you can and then click on the 'SUMIT REQUEST' button, at the bottom right.

Your request will now go to the Customer Support Desk, for action.

Request Account   X

Title   -select a title- ⧨ ?

First Name *

Surname *

Who do you work for? *   -select a place of work type- ⧨ ?

Organisation

Job Title

Email *

Confirm Email *

Work Phone *

Mobile

Cancel   Submit Request

Next, the Customer Support Desk will send you two emails. One will contain confirmation of your Username and the other will contain a Temporary Password.

This Temporary Password must be changed to something of your own choice, before you use it.
To do this, go to this link:
https://apps.nhsnss.scot.nhs.uk/DIS/loginT.do

Log in, using the information that was sent you.

Directory Information System

LIVE User: Version: 2.0 LDAP: ldap://nssldap01.csa.sco

Login

Username
Password
Login

When presented with the menu, choose

'MY ACCOUNT'

LIVE User: andreh08

Search
My Account
Logout

Home

This will present your 'ACCOUNT' screen and change your menu, to show:

'CHANGE PASSWORD'

Search
My Account
Logout
Edit User Details
Change Password

Account

Personal Title	Mr
Forename	Andy
Surname	Hewitt
Initial	
Preferred name	
Employee Type	
Division	Public Health & Intelligence
Telephone	01312756405
Mobile	
Email	andyhewitt@nhs.net
Active Date	04042013
Line Manager	Muir, Jennifer (Jenni)
NHS Local Dept	Planning & Performance PHI (Sub-Dept)
NHS ID Code	SD021
Job Title	Product Support Officer
Postal Address	
Location Desc	Gyle Square Edinburgh
Nhs Site Code	X810A
login Disabled	FALSE
NSS No published	
CSA Terminated	FALSE

When the 'CHANGE PASSWORD' screen becomes available, enter the password of your choice.

Please remember that you password is CASE SENSITIVE.

Save your password change and close DIS.

You should now be able to log in to the User Access System, to apply for access to ISD Products, here:

https://useraccess.nhsnss.scot.nhs.uk/

Search
My Account
Logout

Change Password

Old Password	••••••••••	*
New Password		*
Repeat New Password		*

Save Cancel

PRODUCT SUPPORT TEAM – 0131 275 7050