Applying for Access to a Product

1.

Go to:

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

If you have already registered with the User Access System, log on, using your Username and Password.

NHS National Services Scotland

User Access System Log In

Username *

Password *

Register   Login

2.

Look for, and click on, the green 'Request New Access button.

User Access System (UAT) - Home

- Home
- Maintenance
- Audit Reports
- Config Reports
- Change Password
- Documents

Home

Request New Access

| Existing Access | Renew Access | Awaiting Authorisation | Awaiting Submission | Awaiting Tra... |

no data found

3.

Choose your Product, from the Drop-Down List and then click on the 'NEXT' button

User Access System (UAT) - Home

Home

Request New Access

| Existing Access | Renew Access |

no data found

Select Product

Product *

- select the product you want to access -
- select the product you want to access -
ACaDMe
ACaDMe Comparative
Accident & Emergency
Accident & Emergency Comparative
Antimicrobial Management Integrated Database for Scotland (AMIDS)
CDW Access Audit Datamart
CHAD - District Nursing
CHAD - District Nursing(Dashboard)
Detect Cancer Early
Discovery
Discovery Audit Reporting
EiC Care Assurance and Improvement Resource
GP out of hours
HSMR Pre-Release Reports
Health and Social Care - Tableau
Hospital Medicines Utilisation Database for Scotland (HMUD)
Invoice Analyser
Maternity (SMR02)

Version : 1.0.0 Set Screen Reader Mode On

4.

Complete the details on the 'Access Request' page, remembering to add a date.

Once done, click on the 'CREATE' button

User Access System (UAT) - Request Access to Accident & Emergency

About   ANDREHill

Access Request

Access Level *
Health Board

Health Board *
NHS Lothian

User type *
POWER

Confidential *
Confidential

Reason for Access *
Planning role non-clinical

Training
Optional

Training Required *
○ No ○ Yes

Training Discussed *
○ No ○ Yes

Line Manager Details

Line Managers Forename *   John
Line Managers Surname *   Smith
Line Managers Email *   JohnSmith@nhs.net
Confirm Email *   JohnSmith@nhs.net
Managers Full Telephone Number *   0131 275 7050
Extension
Date Request Discussed *   19-Mar-2018

Cancel   Create

5.

If the page has been completed correctly, you will be reminded to submit your request.

Click on the 'OK' button.

Please remember that you need to submit your request(s) before access can be considered.
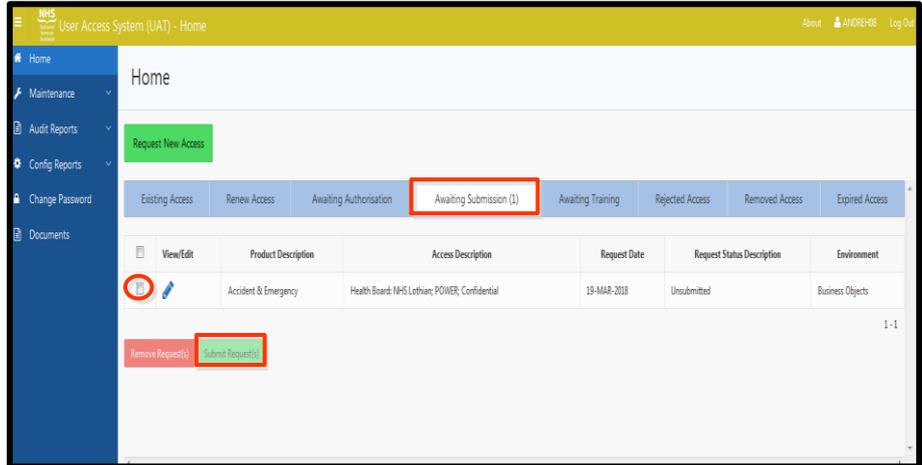
OK
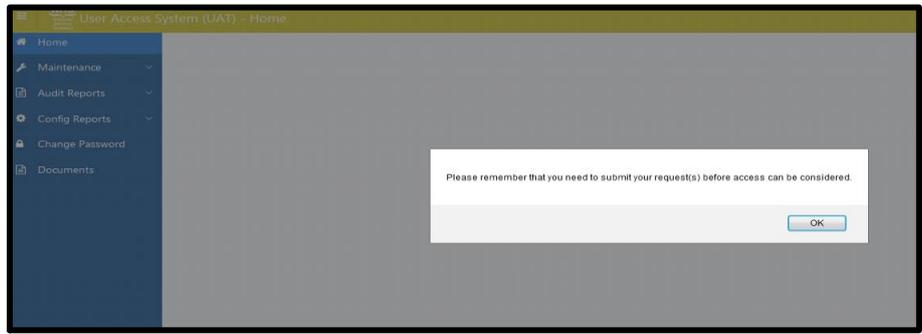
6.

You will now be returned to the 'Home' page, where you will see your request in the 'Awaiting Submission' tab.

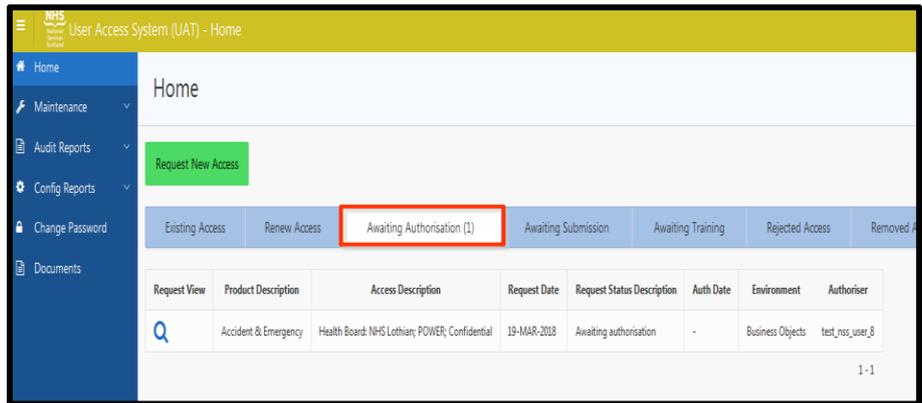Place a tick in the tick box (indicated) and click on the 'SUBMIT REQUEST' button.

User Access System (UAT) - Home

Home

Request New Access

| Existing Access | Renew Access | Awaiting Authorisation | Awaiting Submission (1) | Awaiting Training | Rejected Access | Removed Access | Expired Access |

	View/Edit	Product Description	Access Description	Request Date	Request Status Description	Environment
☐	✏	Accident & Emergency	Health Board: NHS Lothian; POWER; Confidential	19-MAR-2018	Unsubmitted	Business Objects

1-1

Remove Request(s)   Submit Request(s)

7.

After being asked to confirm your submission, you will be returned to the 'Home' screen again, where you will see your application, now located in the 'AWAITING AUTHORISATION' tab.

This indicates that your request has been sent to your authoriser, for consideration.

Please note that your authoriser, in most cases, may not be your line manager

User Access System (UAT) - Home

Home

Request New Access

| Existing Access | Renew Access | Awaiting Authorisation (1) | Awaiting Submission | Awaiting Training | Rejected Access | Removed A |

Request View	Product Description	Access Description	Request Date	Request Status Description	Auth Date	Environment	Authoriser
🔍	Accident & Emergency	Health Board: NHS Lothian; POWER; Confidential	19-MAR-2018	Awaiting authorisation	-	Business Objects	test_nss_user_8

1-1

If you are in any doubt about this process, please call the PRODUCT SUPPORT TEAM on **0131 275 7050**