USER ACCESS SYSTEM
REQUEST ACCESS – NHS BOARD STAFF

Please follow this link https://useraccess.nhsnss.scot.nhs.uk/ to open the User Access System (UAS) to enable you to request access to ISD data marts.

If you already have access to data mart/s then please use the same username and password to login to the UAS. If you are unsure of your username and password please contact NSS's IT department: Customer Support Desk via nss.csd@nhs.net or **0131 275 7777**.

Once you login to the UAS you will be taken to the 'Home' screen where a menu of options is displayed on the left-hand side of the screen. Please select "Request New Access".

- UAS identifies your Health Board or Partnership so will initially only offer options related to your organization.
- Once created and submitted UAS will direct your request to the appropriate authoriser.
- However: it is possible to request access to another Board's data - in such cases the request is submitted to the relevant authoriser - not your Board's authoriser.
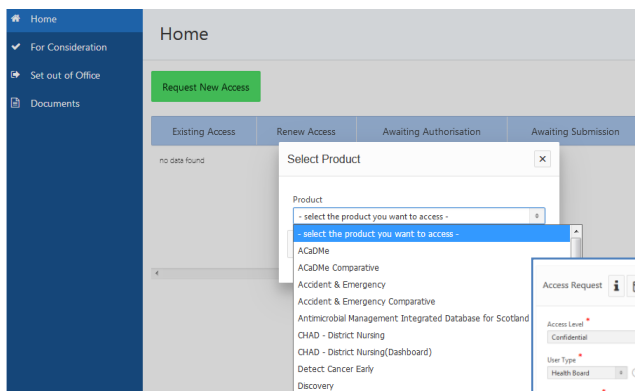
Select 'Request New Access' and the request form (pictured left), will open in a new window, please select the data mart of your choice, the remainder question will be asked according to that data marts requirements.
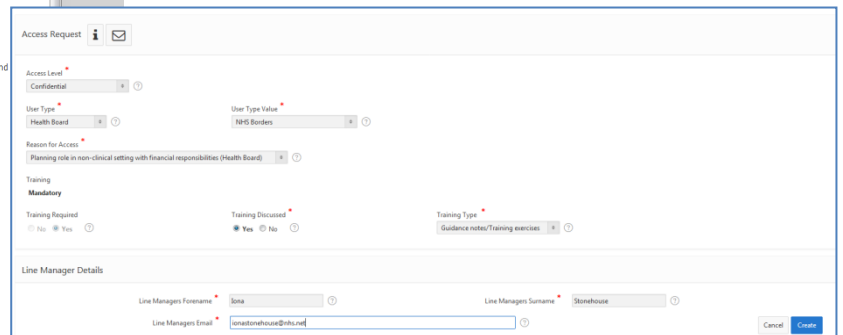
You will be asked to complete details of your line manager and confirm you have discussed the request with them.

Once the online form is complete the 'Create' button should be clicked.   The screen will change view to the Request Access Screen (pictured below) – where you can view details of the created request. NB - your request has ***not been submitted*** at this point.

- **Select** the 'tick box' (above) located at the left side of the Edit button.
- **Click** the 'Submit Requests' button and this will **confirm the request/s.**

**If you require any further help or assistance contact
the Product Support team on 0131 275 7050**