

Care Identity Service (CIS)

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Self Service – Registration and Unlock Process Guide

# Self Service – Registration and Unlock Process

Important – Java 1.6.17 is not compatible for Self Service in conjunction with IE 9, 10 & 11. Please do not attempt to use Self-Service if you have this combination installed

When a NHS Smartcard is locked or a PIN forgotten, the card can be unlocked and the PIN reset, without having to visit an RA or sponsor.

The User must first be registered for Self Service unlock in the process outlined as below.

Only the person to who the card has been issued can register for the unlock process.

## Registration

Log in to your profile page on CIS via: <u>https://portal.national.ncrs.nhs.uk/portal/dt</u> (Do not use Google Chrome) and then selecting "Launch Care Identity Service" from the list of available options. Within the Care Identity application select "My Profile" from the menu options on the right-hand side.

This process should take no longer than a few minutes by following the 4 simple steps to successfully complete the registration process.

You must have an email address from a provider that is approved for use with the Spine e.g. nhs.net, nhs.uk, gov.uk or mod.uk.

It is highly advisable to add the link provided to your Favourite or Shortcut so that you are able to access the unlock service at any time after registration:

1 Passcode	2 Security Questions	3 Email	Registration Code
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• On your profile page in CIS, click the Register Button within the Self Service section

	You are not negatived to use the Service backly.
•	The Smartcard passcode must be entered to

- The smallcard passcode must be entered to ensure that the card being registered belongs to you
- You will be prompted to set 4 security questions, from a choice of 20 within the drop down lis

Question 1: Please select a question

Answer

Self Service

- You will be prompted to confirm your email address. Initially this will be populated with the email in your contact details; although you can overwrite this if you wish to use a different email.
- A Registration Code will be emailed to you. Please check your Junk folder in case the email is flagged as Junk. This code is only valid for 15 minutes.
- Once you have received the code enter it within the self-service section 4, this will complete the registration process

#### Self Service Registration

Passcode
 Posscode
 Posscode
 Posscode
 A registration code has been sent to **nitin.teti@nhs.net**. Once you have received the code please enter it below to complete the registration process.
 If this email address is incorrect or you do not receive a registration code you can return to the previous screen using the Back buttom and try again.

• Your profile will then be refreshed, within CIS you will see the following message if your registration is successful

Success: Self Service Registration is complete.

### Link to Smartcard Service Centre

https://uim.national.ncrs.nhs.uk/selfservicewebapp/unlo ckCardStart

## **Smartcard Unlock**

If your smartcard is locked out you will now be able to unlock your own card after registering by following the steps below:

- Place the locked card in/on to an approved card reader
- Click on the Favourite/Shortcut link or enter URL https://uim.national.ncrs.nhs.uk/selfservicewebapp/u nlockCardStart and the following screen should appear, click the start button as prompted (Do not use Google Chrome)

Smartcard Unlock
Here you can unlook your thmancard and set a new passcode. You need to have registered for the Breatcard Unlock Darvice to be able to do this.
Complete these 3 simple ships to unlock your Smartoard.
1. Answer security questions you set during registration.
2. Enter the Unlock Code that we will send you via registered email.
3. Reset your Smattand passoode.
These steps should take no larger than 5-minutes to camplete. Please make sure you have access to your email account.
To start the process, insert your Smartcard into the Smartcard reader and press the Start button below.

 To confirm your identity, you will be asked to answer 2-4 security questions. You should not attempt to unlock a card that is not yours this could result in disciplinary action. \*After 3 failed attempts here, you will not be able to proceed and you will have to contact you RA for help with unlocking your Smartcard

- You will be notified of your smartcard unlock code via your registered email; this will only be valid for 15 minutes. NB: This is not your new PIN it is only temporary.
- Enter this code in the next prompt:

#### Smartcard Unlock Code

Smartcard Unlock Code

A Smartcard Unlock Code has been sent to your registered email address. Once you have received the code please enter it below a				
to a screen where you will be able to set a new passcode for your Smartcard.				

 On using your Unlock code within the Smartcard Service Centre, you will then be able to reset your Smartcard Passcode

Reset Smartcard Passcode	
Please enter and confirm the new passcode for your Smarcard then press the confirm button.	
The passcode can be between 4 and 8 characters in length and can contain any number, letter or special character that is available on the keyboard.	
New Passcole	
Confirm Passcode	
	Co
	Reset Smartcard Passcode Passes etric and contin the new passcole for your Smarcard their press the continn buttor. The passcode can be between 4 and 8 characters in length and can content way number, wher or special character that is evaluate on the supposed. New Passcode Center Passcode

 Your Smartcard will now be unlocked and ready for use, you will see the following screen as confirmation;

Smartcard Unlocked

Your Smartcard has been successfully unlocked

Please reinsert your Smartcard to log in as normal using your new passcode

 You will now be able to log in using your unlocked Smartcard

Log in with Smartcard		
By entering your passcode you confirm your acceptance of the Service <u>terms and conditions</u> .	e NHS Care Identity	
	Cancel OK	