

Information Services Portal

Automated Registration

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# **How to Register**

If you wish to register as a user of the Information Services Portal, go to the [ISP login page](https://apps.nhsbsa.nhs.uk/infosystems/welcome) and click *Register as a new user*.

Before registering it is recommended that you read the registration guidelines for information on who can register and the levels of access available.

Enter your personal details in the spaces provided.



To select the organisation you wish to register for, click on the drop down menu.



From the drop down list choose the organisation type your desired organisation belongs to.



Once you have chosen your organisation type, search for your desired organisation. Enter the name, or partial name, of the organisation and select *Look up*.

From the search results, select your organisation.



Choose which type of user you wish to register as.

For information on which reports each user type has access to, hover the mouse over the symbol.

From the list of authorisers, choose the person that you wish to authorise your registration.

If your desired authoriser is not listed, enter their email address in the space provided.

Enter the code in the space provided. If you cannot read the code, you can either refresh the code or select the speaker icon symbol to hear the code.

After reading the Registration Guidelines and Terms & Conditions, click the box to confirm this.

Select *Submit* to submit your registration. You will receive an email confirming you have applied for access. If your access has been denied, you will receive an email explaining why it was denied and a link to resubmit your application. If your access has been approved, you will receive a confirmation email. Follow the link in the email to continue setting up your account and the following page will open;

To set up your three security questions, choose a question form the drop down box and then enter your desired answer.

Enter your desired password.

For information on security questions and choosing your password, hover your mouse over the I symbol.

Your personal details will be pre-populated, but if you wish to edit these details, select *Edit Personal Details*.

Once you have finished, select *Save Changes*. You will be sent to the home page.

## Manage Authorisations



If you are an authoriser for your organisation, you can manage the applications for you to authorise from My Account. Select *My Account* from the home page and the select the *Pending Applications* tab. The following page will appear;

The details of the application will be shown, but for more details select *Expand* and the expanded details will be revealed.

If you wish to approve the the application, select *Approve* and the following will appear;



If you wish to leave a reason for approval, leave a comment in the space provided. If you wish to attach a file to the approval, select *Attach File* and choose the desired file. Select *Approve* to approve the application. The following message will appear;

To reject the application, select *Reject* and the following will appear;



Type your reason for rejecting the application into the space provided, then select *Reject*. The following will then appear;