



Quick Reference Guide – My Details

Viewing My Details

The My Details page is an area where you can change your password, set your self-service password reset or change your landing page.

- You can find **My Details** under **Common** drop down list on the left hand menu.

The screenshot shows the 'My Details' page with the following sections:

- Username:** chrisj_carep. Links for 'Change Password' and 'Change Security Question' are visible.
- Inactivity Logout:** After maximum time allowed (30 minutes).
- Start Screen:** A dropdown menu.
- Roles I perform:** Care Professional.
- Groups I belong to:** Users, CICB - LA - Bristol, Document Admin Read, Forms Users, IDM Viewer, Opted Out Patient Viewing, Pathways Users, Portal Dashboards BETA.
- Buttons:** Update Preferences, Discard Changes.
- Users:** E-mail: chris.jackson5@nhs.net
- Additional User Information:** Organisation, Service/Team, Job Title.
- Clinical Code:** Clinician Code: C4594305, Practice Code: L81004.
- OHP Relationship Type:** subscribers: Subscribed.
- Record Search:** A search bar.

- Under **Username** you will see **Change Password**, select this to change your password.

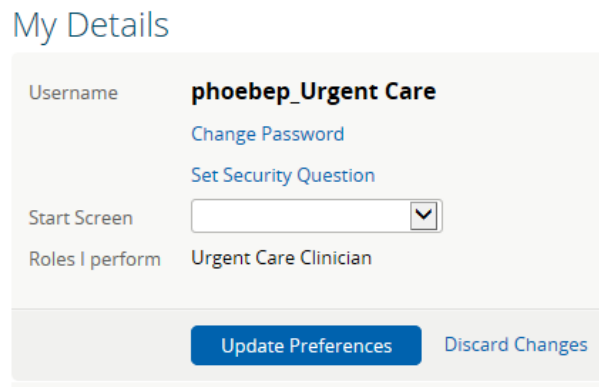
The 'Change Password' form contains the following fields and instructions:

- Old Password *** [Input field]
- New Password *** [Input field]
- Must be at least 6 characters and not be the same as your user ID.*
- Confirm Password *** [Input field]
- Buttons:** Change Password, Cancel

Setting your Security Question

You can set a Security Question within Connecting Care which allows you to reset your password in the future if you have forgotten it.

- Select **Set Security Question** which is under Change Password



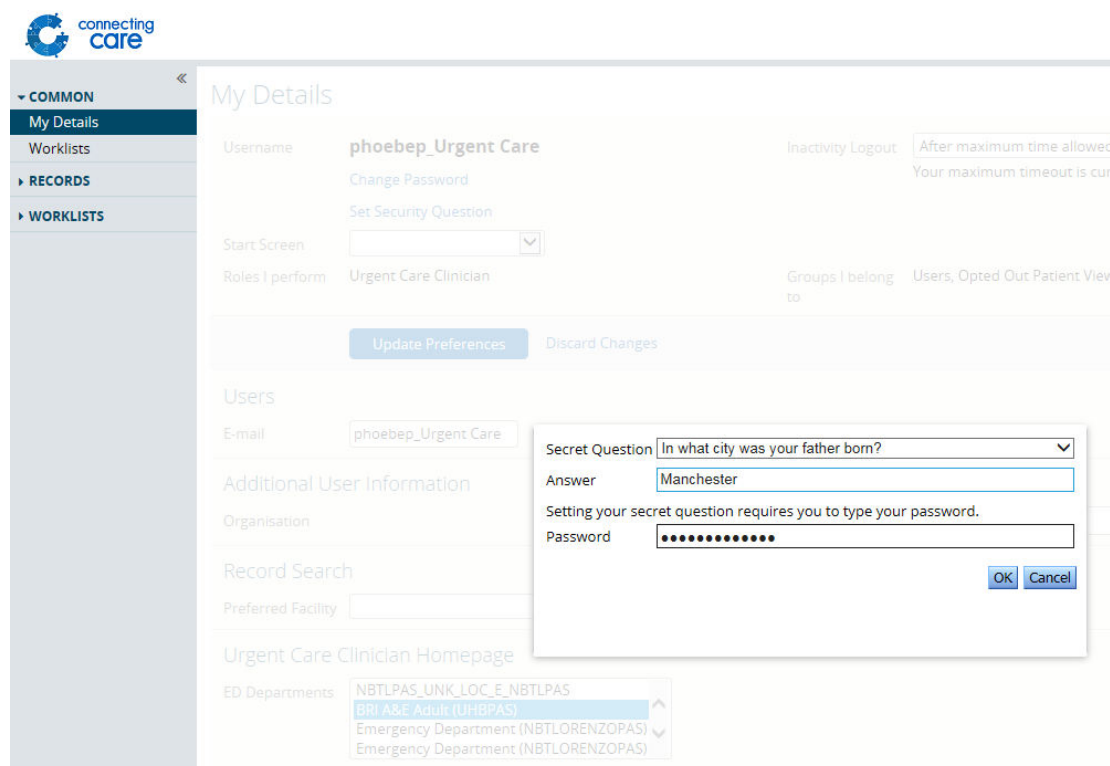
My Details

Username **phoebep_Urgent Care**
[Change Password](#)
[Set Security Question](#)

Start Screen
Roles I perform Urgent Care Clinician

[Update Preferences](#) [Discard Changes](#)

- A pop up box will then allow you to set a Secret Question and answer, **you will need to re-enter your password at this stage.**



connecting care

COMMON
My Details
Worklists
RECORDS
WORKLISTS

My Details

Username **phoebep_Urgent Care** Inactivity Logout After maximum time allowed
Your maximum timeout is cur
[Change Password](#)
[Set Security Question](#)

Start Screen
Roles I perform Urgent Care Clinician Groups I belong to Users, Opted Out Patient View to

[Update Preferences](#) [Discard Changes](#)

Users
E-mail phoebep_Urgent Care

Additional User Information
Organisation

Record Search
Preferred Facility

Urgent Care Clinician Homepage
ED Departments NBTLPAS_UNK_LOC_E_NBTLPAS
BRI A&E Adult (UHBPAS)
Emergency Department (NBTLORENZOPAS)
Emergency Department (NBTLORENZOPAS)

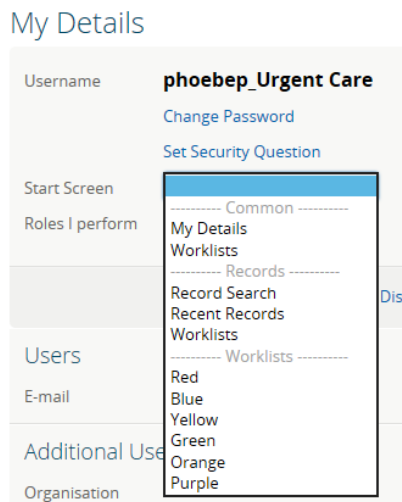
Secret Question In what city was your father born?
Answer Manchester
Setting your secret question requires you to type your password.
Password ●●●●●●●●
[OK](#) [Cancel](#)

- When you have entered these details you will then need to select OK, and then **Update Preferences.**

Selecting your Start Screen

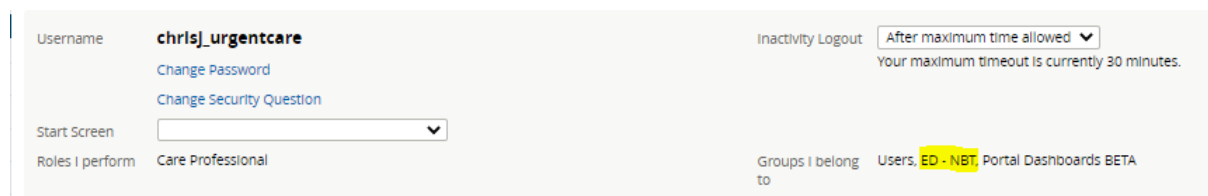
The default of your **Start Screen** or homepage will depend on what role you have in the portal.

You can change your homepage by clicking on the drop down list next to **Start Screen** and selecting an item from the list. Select **Update Preferences** to save your selection.



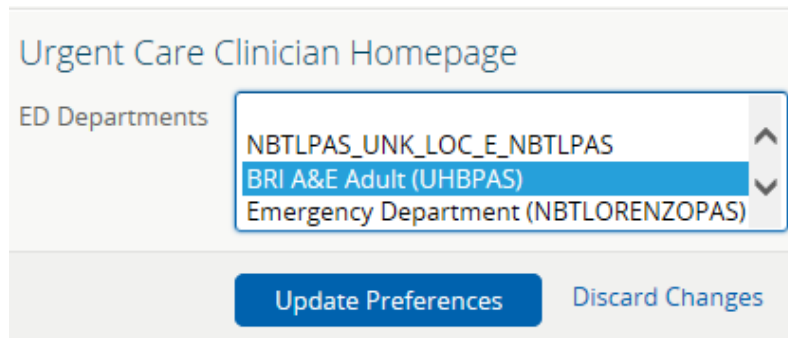
Selecting your ED list

If you are a care professional that regularly works in an Emergency Department, you will have a group assigned to you that records which acute that you work in.



The groups are ED – NBT, ED – UHB and ED-Weston. If you need these groups changing please contact the back office team.

It is also possible to refine these lists by ED ward. It is likely that your home page has already been configured to show the correct ED Department List. If you are not seeing the correct department list you can change the departments shown within the **Urgent Care Clinician Homepage** section of **My Details**.

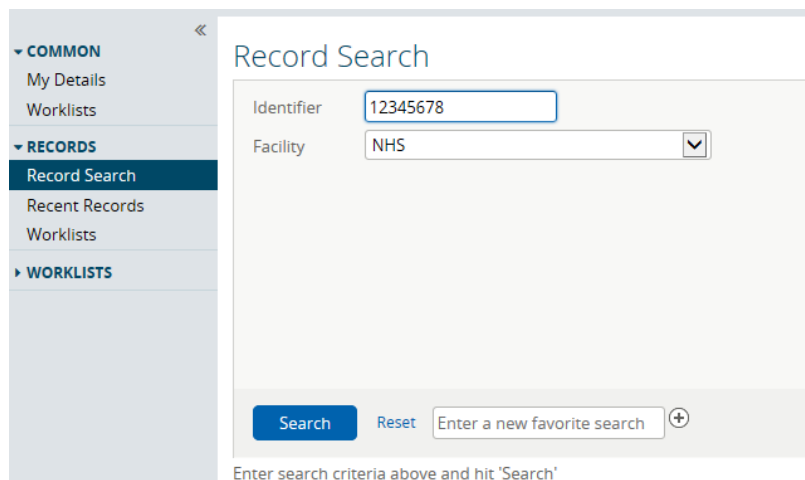


Remember to select **Update Preferences** to save your changes.

NOTE: If you need to select more than one list you will need to press ctrl and click each department you want to see, once you have chosen all of them you will need to select 'Update Preferences'

Selecting your Preferred Facility

When you search for a person in the record search section, the default 'Facility' will be NHS number.



You can change the **default 'Facility'** by clicking on the **Preferred Facility** dropdown list in the **Record Search** section.

For more information & support contact your local IT Helpdesk