

Creating an Ophthalmic PCSE Online Username

To create a new PCSE Online user within your Ophthalmic organisation, the user manager will need to:

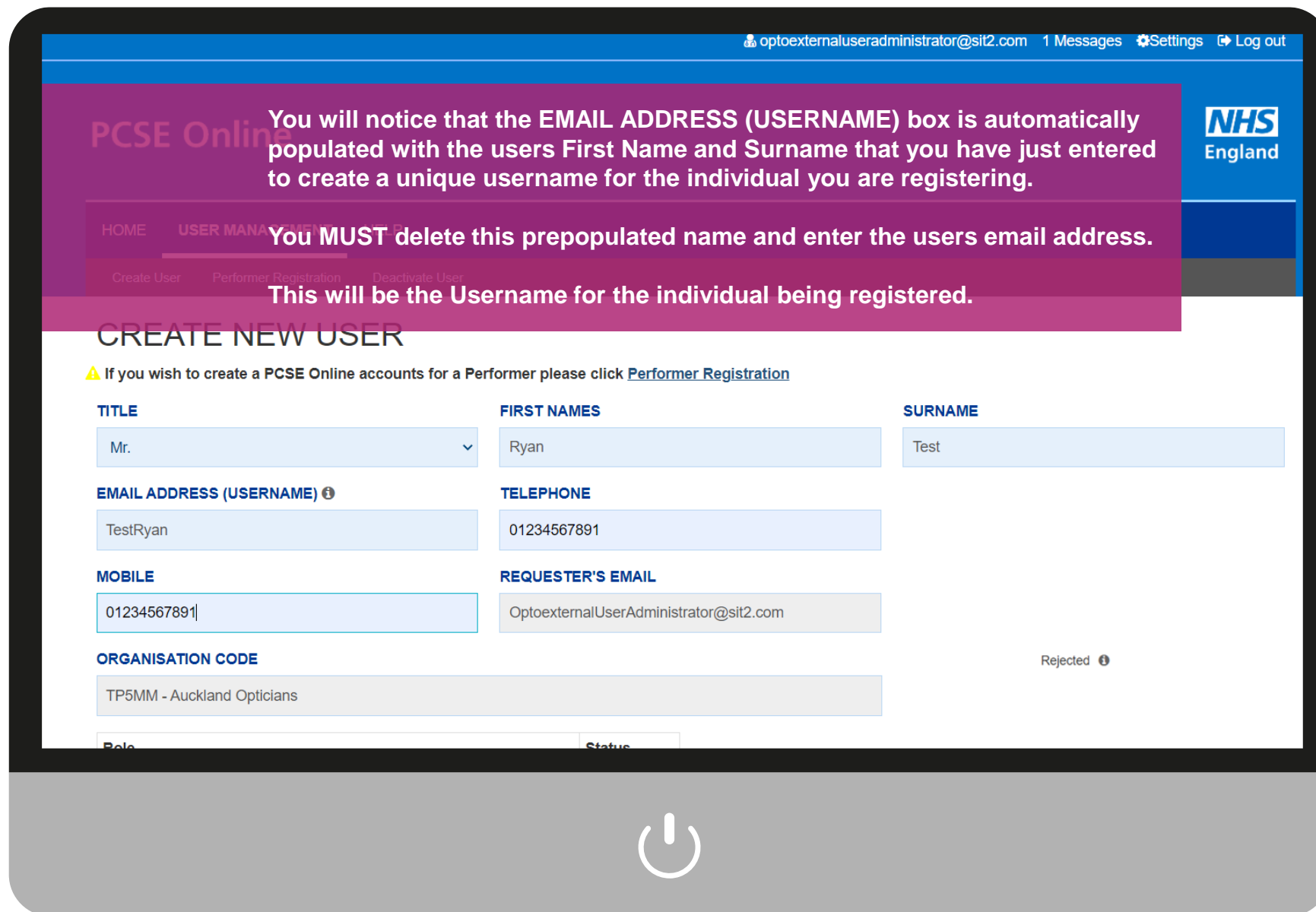
- **Log in to PCSE Online**
- **Click User Management**
- **Click Create new user**

A prompt will appear asking if the new user has either a GXC number. If the user you are registering will not be an ophthalmic performer, click **No**.

On the Create New User page, you will need to enter the users:

Title
First Names and surname
Telephone and mobile contact number

At the bottom of this page, you will need to select the permissions that you would like to give to the new user. To find the right permissions, click [here](#) to view our **User Management** guide.



The screenshot shows the 'CREATE NEW USER' page in the PCSE Online system. The page has a blue header with the NHS England logo and navigation links like 'HOME', 'USER MANAGEMENT', 'Create User', 'Performer Registration', and 'Deactivate User'. A purple overlay at the top contains the text: 'You will notice that the EMAIL ADDRESS (USERNAME) box is automatically populated with the users First Name and Surname that you have just entered to create a unique username for the individual you are registering. You MUST delete this prepopulated name and enter the users email address. This will be the Username for the individual being registered.'

The form fields are as follows:

- TITLE:** Mr. (dropdown menu)
- FIRST NAMES:** Ryan
- SURNAME:** Test
- EMAIL ADDRESS (USERNAME):** TestRyan
- TELEPHONE:** 01234567891
- MOBILE:** 01234567891
- REQUESTER'S EMAIL:** OptoexternalUserAdministrator@sit2.com
- ORGANISATION CODE:** TP5MM - Auckland Opticians

At the bottom right of the form, there is a 'Rejected' status indicator with an information icon. Below the form, there are labels for 'Role' and 'Status'.