# **User Management for PCSE Online**

## **Ophthalmic User Management Guide**







#### **Primary Care Support England**



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#### 1. User Administrator Overview

#### Assigning roles to PCSE Online users in your practice

The contract holder is responsible for nominating up to four User Administrators. Once the User Administrators have been set up they will receive an email from PCSE advising them of next steps.

#### What are the responsibilities of User Administrator(s)?

- position
- deactivating users who leave their organisation
- editing users access within their practice to ensure users have the appropriate role(s) for their position.

#### **Ophthalmic User Administrator Roles**

The table below provides details of the User Administrator Roles that can be assigned:

PCSE Online Role	Role Description
PL Organisation User	Ophthalmic Performer
Administration	PCSE Online user acco
OPTO Organisation User	Ophthalmic User Admi
Administration	accounts for Ophthalm

#### **Ophthalmic Performers**

The User Administrator must set up PCSE Online user accounts for Performers within their practice by following the steps below.



setting up colleagues within their practice with the appropriate role(s) for their

List User Administrator - responsible for providing ounts for Performers within their practice.

inistrator - responsible for providing PCSE Online user nic Payments users within their practice.

### 2. How to Create a Portal User as a Performer

## Step by step guide to creating a PCSE Online user account for a Performer

1. User Administrator logs into PCSE Online. Enter email address and password.

PCSE Online			<b>NHS</b> England
Home About Services Organisa	ations News Help Contac	ct Us Register <del>-</del> Login	
	Sign in FMAIL ADDRESS UATExtsuperuser@uat.com PASSWORD  Sign in Forgotten your login details? [ F REGISTER AS A Please Select	Help	
PRIMARY CARE SUPPORT	Organisation	Services	Legal
Primary Care Support England provides	General Practitioners	Records	_ Privacy Policy
administrative and support services for	Opticians	Cervical screening	Accessibility
and is part of Capita plc.	Pharmacies	CP Payments	
		Market entry	
		Ophthalmic payments	
		Performer list	



	NHS England
equire from the navigation bar above or from th	ne summary

	Auatextsuperuser@uat.com	0 Messages	Settings	€+ Log out
				NHS England
				Lingianu
	_		_	
Email	• All	· ·	Apply	Clear

From the User Management menu, choose the **Performer Registration** option.

HOME	PERFORMERS LIST	RECORDS AND SUPPLIES	USER MANAGEMENT	HELP
Create Us	se Performer Registration	Disable User		

You will see the screen below where you must provide the Professional Body Number (GOC, number) of the Performer.

	alice.smith@pcsedev.co.uk	0 Messages	Change Organisation	Settings	E Log out
PCSE Online					NHS England
HOME PERFORMERS LIST RECORDS AND SUPPLIES	USER MANAGEMENT HELP				
Create User Performer Registration Disable User					
Performer Registration PROFESSIONAL BODY NUMBER Professional Body Number					
NHS England 2016   Terms & Conditions   Privacy   Accessibility   Cookies					
Version: 1.5.0.1   31 Oct, 2017					

Specify the Professional Body Number and press the 'Enter' key.

If the Performer is already a Portal User, you will be shown the first name and surname of the Performer.

Performer Registration	
PROFESSIONAL BODY NUMBER	
roj002	
A user record for this performer exists. Click here to view	
FIRST NAME	SURNAME
Robert	Jones

You can click on the 'Click here to view' link to see the full details of the Performer's Portal User. The screen that opens when you click on the link is same as the one for 'Update Portal User'.

1. Performer is not already a Portal User If the Performer is not already a Portal User, you will need to confirm the Performer's email address and telephone numbers and click the 'Update' button.

Performer Registration	ו	
PROFESSIONAL BODY NUMBER		
ainw323		
FIRSTNAME		SURNAME
Alex		Newman
EMAIL ADDRESS		RE-ENTER EMAIL ADDRESS
alex.newman@pcsenewshop.co.uk		alex.newman@pcsenewshop.co.uk
TELEPHONE NUMBER		MOBILE
Telephone Number		Mobile
Cancel		Update
ORGANISATION CODE		
Dummy Ophthalmic Practice ELS		
Role	Status	
PL Practice Manager		
Performer		
Cancel		Create
		or during this process, places contact the

ainw323	ODY NUMBER		
FIRSTNAME			SURNAME
Alex			Newman
EMAIL ADDRESS			RE-ENTER EMAIL ADDRESS
alex.newman@pcs	enewshop.co.uk		alex.newman@pcsenewshop.co.uk
TELEPHONE NUME	BER		MOBILE
Telephone Number			Mobile
Cancel			Update
	DDE c Practice ELS		
Dummy Opnihalmi			
Role		Status	
Role PL Practice Manag	er	Status	
Role PL Practice Manag Performer	er	Status	
Role PL Practice Manag Performer Cancel	er	Status	Croate
Role PL Practice Manag Performer Cancel	er	Status	Create



2. Performer verifies User Account Once the user account has been created, the Performer will receive an email with a link for them to verify the account and set up a password.

3. Performer is already a Portal User

If the Performer is already a Portal User, you will be shown the first name and sumame of the Performer.

PROFESSIONAL BODY NUMBER	
roj002	
A user record for this performer exists. Click here to view	
FIRST NAME	SURNAME
Robert	Jones

You can click on the 'Click here to view' link to see the full details of the Performer's Portal User Account.

4. Professional Body Number is invalid If the Professional Body Number specified is invalid, you will see an error message 'Performer not found'.

Performer Registration
PROFESSIONAL BODY NUMBER
AAXX
Performer not found.



If the Professional Body is not found, please contact the Customer Support Centre via https://pcse.england.nhs.uk/contact-us/ or phone 0333 014 2884.

### 3. User Administrator Roles

#### **Ophthalmic User Roles**

The table below provides details of the User Roles that can be assigned.

PCSE Online Role	Role Description	Typical Practice Role(s)
Contractor Signatory	This role is for a GOS contractor or a nominated contractor signatory who needs to be able to enter patient details to create a GOS claim, complete the contractor/supplier section of a claim and sign the contractor/ supplier declarations.	Contractor or nominated contractor signatory who is authorised to submit GOS claims on the contractor's behalf.
GOS Performer	This role is for ophthalmic performers who need to be able to enter patient details to create a GOS daim, complete the performer section of a claim and sign the performer declaration.	Optometrist (or Ophthalmic Medical Practitioner) who is on the NHS England Ophthalmic Performer List and provides NHS sight tests in the practice. You must create a PCSE Online account for a Performer by following the steps in Section x before assigning the role of GOS Performer for the Ophthalmic Payments system,
GOS Claim Manager	This role is for practice staff who need to be able to enter patient details to create a GOS daim, and view and edit all GOS daims within the practice (excluding editing the signed performer and contractor declarations).	Dispensing Optician, Dispensing Assistant, Practice Manager, Admin Staff, Receptionist.
OPH Statement View	This role is for any member of practice staff who only needs to be able to view GOS statements.	Practice Administrator (Finance).
OPH Supplier Signatory (Eng)	This role is for staff who need to be able to enter patient details to create a GOS daim, complete the supplier section of a GOS3 or GOS4 daim and sign the supplier declarations.	Practice Manager, Dispensing Optician or support staff who are involved in the dispensing and collection of glasses.
OPH Head Office	This role is for head office based staff of optical chains who need to be able to view GOS statements for practices in their chain.	Head Office Administrator (Finance)

#### **Additional roles**

Please be aware the following may appear on the list of roles for an Ophthalmic User Administrator but these should be ignored:

**CET PRT Supervisor** 

**CETPRTClaimant** 

**CETPRTReadOnly** 

**CETPRTClaimManager** 

**OPHCentralOpticalFundStatementView** 

**OPHEyecareTrustStatementView** 

#### Users with multiple roles

Please note, it is possible for a user to have more than one role e.g. an optometrist who is both a Performer and a Contractor would be assigned the Contractor Signatory and GOS Performer roles.

#### Step by step guide to creating PCSE Online Users

1. User Administrator logs into PCSE Online. Enter email address and password.







	NHS England
ler <del>v</del> Login	
<ul> <li>Register</li> </ul>	
ces	Legal
rds	Privacy Policy
lies	Cookies
cal screening	Accessibility
ayments	
halmic payments	

#### 2. Access the User Management Landing Page.



#### 3. Click on 'User Management'.

PCSE Online				<b>NHS</b> England
Create Oser <b>USER MANAGEMENT HOME</b> As a super user, you can manage users Please note, when searching. • Enter search criteria, with minimum of 4 characters • Click Apply				
Select User	Email	Ali	Apply	Clear
NHS England 2019. All rights reserved.   <u>Terms &amp; Conditions</u>   <u>Privacy</u>   <u>Accessibility</u>   <u>Cookies</u>				

CSI	Online					N Eng
HOME	USER MANAGEMENT	HELP				
Create U	ser P rformer Registration	Deactivate User				
Please r	ote, when searching. search criteria, with minimur	n of 4 characters				
Enter     Click	Apply					
Enter     Click	Apply User		Email	▼ All	• Apply	Clear

#### Assign user role(s). Enter user details and assign role(s). Then click 'Create'.

HOME USER MANAGEMENT HELP	
Create User Performer Registration Deantivate User	
CREATE NEW USER	
TITLE	FIRST NAMES
Mr.	Gary
EMAU	TELERHONE
nany aray@test.com	0111111111
dai y da d 6 corconi	
MOBILE	REQUESTER'S EMAIL
0111111111	UATExtsuperuser@uat.c
ORGANISATION CODE	
England Optho Practice 1	
Role	Status
CET PRT Supevisor	8
ContractorSignatory	W
OPHStatementView	П
OPHHeadOffice	<b>U</b> .
OPHCentralOpticalFundStatementView	
OPHEyeCareTrustStatementView	D
OPH Supplier Signatory (Eng)	8
GOSClaimManager	۵
CETPRTClaimant	
CETPRIReadOnly	0
CETPRTClaimManager	
GOSPerformer	2
GOSReadOnly	0

Cancel



If you see any error messages during this process, please contact the Customer Support Centre via https://pcse.england.nhs.uk/contact-us/ or phone 0333 014 2884.

	_	
SURNAME		
Gray		
	Create	

Verify user account. Once the user account has been created and role(s) has been assigned, the user will receive an email with a link for them to verify the account and set up a password

PCSE Online	<b>NHS</b> England
Set Password	
USERNAME	
User@test.com	
PASSWORD	
Password	
CONFIRM PASSWORD	
Confirm Password	
Cancel	Save
NHS England 2019. All rights reserved.   Terms & Conditions   Privacy   Accessibility   Cookies	

### 4. User has forgotten their log in details

#### User has forgotten their password

If a user has forgotten their password, they should dick "Forgotten your login details" on the PCSE Online homepage.

PCSE Online		NHS England
Home About Services Organisati	ons News Help ContactUs Register - Login	
	Sign in	
	EMAIL ADDRESS	
	Email	
	Password	
	Sign in	
	Forgotten your login details?   Help	
	REGISTER AS A	
	Please Select   Register	

#### The User should then enter their user name and click "Reset Password".

PCSE Online	
Forgot Password	
Type your user name and click Reset Password.	
User Name -	
Cancel	set Passwor
Forgot User Name	
Please contact your local user administrator if you have forgotten your user name.	

### User has forgotten their User Name

Terms & Conditions | Privacy | Acc

If a User has forgotten their User Name then they must contact their User Administrator.



### 5. Deactivating User roles

#### Step by step guide to deactivate a PCSE Online User

If a member of staff leaves the practice the User Administrator should terminate their PCSE online user role User

1. Administrator logs into PCSE online. Enter email address and password

PCSE Online						NHS England
Home About Services Organis	ations News Help	Contact Us	Register <del>+</del>	Login		
	Sign in EMAIL ADDRESS UATExtsuperuser@ PASSWORD  Sign in Forgotten your logIn d REGISTER AS A Please Select	ual.com etalls?   Help		▼ Register		
PRIMARY CARE SUPPORT ENGLAND	Organisation Dentists		Services Records		Legal Privacy Policy	
Primary Care Support England provides administrative and support services for	General Practitioners		Supplies		Cookies	*
primary care on behalf of NHS England	Opticians Pharmacion		Cervical scre	eening	Accessibility	
			Market entry	k		
			Ophthalmic	payments		
			Performer lis	st		

COL OTHINC				Eng
HOME USER MANAGEMENT	HELP			
Hello Kirsty Mo Welcome back to the I panels below. And rem News	<b>:Manus,</b> PCSE portal. Select the se nember we're here to help.	ervice you require from	n the navigation bar a	above or from the sum
NHS England 2019 All rights reserve	d   Terms & Conditions   Privacy   Access	sibility   Cookies		
Anno 1998 - Anno 2015 - Anno 1911 Streserve	O   TEHRS & COMUNIONS   THVALY   ALCESS	Situaty   CADATES		
<b>A A A A A A A A A A</b>				
Click on <b>'User N</b>	lanagement'			
Click on <b>'User N</b>	lanagement'			
Click on <b>'User</b> M	lanagement'		🌡 uatextsuperuser@uat.	com 0 Messages ØSettings
Click on <b>'User N</b>	lanagement'		🌡 uatextsuperuser@uat.o	com 0 Messages ØSettings
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Click on <b>'User</b> M	lanagement'		🌡 uatextsuperuser@uat.	com 0 Messages ØSettings E
Click on 'User M PCSE Online	Aanagement'		al uatextsuperuser@uat.o	com 0 Messages �Settings E
Click on 'User M PCSE Online HOVE USER MANAGEMENT	Aanagement'		atextsuperuser@uat.	com 0 Messages �Settings [ E
Click on 'User M PCSE Online HONE USER MANAGEMENT Create USER PErformer Registrate			i atextsuperuser@uat.e	com 0 Messages �Settings [ E
Click on 'User M PCSE Online HOME USER MANAGEMENT Create User Performer Registrativ USER MANAGE	Aanagement'		atextsuperuser@uat.	com 0 Messages ØSettings E
Click on 'User M PCSE Online HONE USER MANAGEMENT Create User Performer Registration USER MANAGE As a super user, you can manage Please note, when searching.	Aanagement' n Help n Deactivate User MENT HOME Users		i atextsuperuser@uat.o	com 0 Messages �Settings
Click on 'User M PCSE Online HOVE USER MANAGEMENT Create User Performer Registrativ USER MANAGE As a super user, you can manage Please note, when searching. • Enter search criteria, with minin	Aanagement'		Latextsuperuser@uat.	com 0 Messages ØSettings E
Click on 'User M PCSE Online HOVE USER MANAGEMENT Create User Performer Registrativ USER MANAGEMENT As a super user, you can manage Please note, when searching. . Enter search criteria, with minin . Click Apply	Aanagement' The P Deactivate User MENT HOME Users num of 4 characters		Latextsuperuser@uat.	com 0 Messages �Settings E
Click on 'User M PCSE Online HOVE USER MANAGEMENT Create User Performer Registrativ USER MANAGEE As a super user, you can manage Please note, when searching. Enter search criteria, with minin Click Apply Select User	Aanagement' Deactivate User MENT HOME users num of 4 characters	Emil	L uatextsuperuser@uat.	com 0 Messages Settings
Click on 'User M PCSE Online HOVE USER MANAGEMENT Create User Performer Registrativ USER MANAGEMENT As a super user, you can manage Please note, when searching. - Enter search criteria, with minin - Click Apply Select User	Aanagement' Aanagement' Deactivate User MENT HOME users num of 4 characters	Email	▲ uatextsuperuser@uat.	com 0 Messages ØSettings E
Click on 'User M PCSE Online USER MANAGEMENT Create User Performer Registrate USER MANAGEMENT USER MANAGEMENT USER MANAGEMENT Deformer Registrate USER MANAGEMENT USER MANAGEMENT USER MANAGEMENT Deformer Registrate USER MANAGEMENT Deformer Registrate USER MANAGEMENT Deformer Registrate USER MANAGEMENT	Aanagement' Deactivate User Deactivate User MENT HOME Users num of 4 characters	Email	All	com 0 Messages ØSettings E
Click on 'User M PCSE Online HOVE USER MANAGEMENT Create User Performer Registratin USER MANAGEMENT As a super user, you can manage Please note, when searching. . Enter search criteria, with minin . Click Apply Select User	Aanagement' help Deactivate User MENT HOME users num of 4 characters	Email	Latextsuperuser@uat.d	com 0 Messages ØSettings

2. Access the User	Management	Landing Page

#### 4. Click 'Deactivate User'



## **PCSE** Online HOME USER MANAGEMENT HELP Create User Deactivate User Deactivate User SELECT USER Gary Gray gary.gray@test.com Cancel NHS England 2019. All rights reserved. | Terms & Conditions | Privacy | Accessibility | Cookies

#### 5. Enter User Name

	🌡 uatextsuperuser@uat.com 0 Messages 🔅 Settings 🕞 Log out
PCSE Online	<b>MHS</b> England
HOME USER MANAGEMENT HELP	
Create User Performer Registration Deadtivate User	
Deactivate User SELECT USER Gary Gray gary gray@lest com	•
	*
@ NHS England 2019. All rights reserved.   <u>Terms &amp; Conditions</u>   <u>Privacy</u>   <u>Accessibility   Cookies</u>	



### 6. Editing User roles

## Step by step guide for editing a PCSE Online user's role(s)

1. User Administrator logs into PCSE online. Enter email address and password

PCSE Online						<b>NHS</b> England
Home About Services Organis	ations News H	elp Contact Us	Register <del>+</del>	Login		
	Sign in EMAIL ADDRES UATExtsuperu PASSWORD Sign in Forgotten your lo REGISTER AS / Please Select	SS ser@uat.com rgin details?   I lelp		Register		
PRIMARY CARE SUPPORT ENGLAND Primary Care Support England provides	Organisation Dentists General Practitioner	s	Services Records		Logal Privacy Policy	
administrative and support England provides	Opticians		Cervical scree	ning	Cookles  Accessibility	
and is part of Capita plc.	Pharmacies		GP Payments			
			Market entry			
			Ophthalmic p	iyments		
			Performer list			

#### 2. Access the User Management Landing Page



ELP	
ser,	
E portal. S ber we're he	elect the service you require from the navigation bare to help.

	🌡 uatextsuperuser@uat.com	0 Messages	Settings	🗈 Log out
				NHS England
Email			make (	Clear
Lindi			, p. p. y	cicui

4. Enter User Name and check you have the correct user

PCSE Online	NHS England
HOMF USER MANAGEMENT HELP	
Create User Performer Registration Dearctivate User	
Deactivate User	
SELECT USER	
aary	
Gary Gray gary.gray@lest.com	·

5. Tick the box for the appropriate role(s) and click on the 'Create' button

RGANISATION CODE		
Dummy Ophthalmic Practice ELS		
Role	Status	
PL Practice Manager		
Performer		
Cancel		Create
		Create

#### 7. Creating User accounts for staff without email

#### Step by step guide to creating PCSE Online user accounts for practice staff who don't have an email account

For members of an optical practice team who do not have an email address they can use as their PCSE Online User Name, a practice User Administrator can create a PCSE Online account by following the steps below.

Please note Performers must have an email address and be registered for a portal account through the Performer Registration screen. See [guide].

#### 1. Create a PCSE Online Ophthalmic user with a user name that is not an email address

Ophthalmic User Administrator logs into PCSE Online 1.

PCSE Online		NHS England
Home About Servicee Organisation	s News Help Contact Us Register - Login	
	Sign in	
	User name	
	PASSWORD	
	Password	
	Sign in	
	Forgotten your login details? ] Help	
	REGISTER ∧S ∧ Please Select  V Repister	

#### 1.2 Select 'User management'



#### 1.3 Select 'Create User'

	å ualextsuperuser@uat.com 0 Messages ♦ Settings (♦ L	og out
PCSE Online		15 and
HOME USER MANAGEMENT	HELP	
 Create User Performer Registration	Deactivate User	
USER MANAGEN As a super user, you can manage us Please note, when searching. • Enter search criteria, with minimur • Click Apply	MENT HOME ers n of 4 characters	
Select User	Usemame • All • Apply Clear	

#### 1.4 Enter user's details

- Suggested format for 'User Name': firstnamesumame@practicename e.g. jackbloggs@testoptician
- Select role(s) you want to allocate to the user and click 'Create'

IILE		FIR ST NAME S
Miss	×	Test
USER NAME		TELEPHONE
testuser@test		123123123
WDBILE		REQUE STER'S EMAIL
123123123		Useradmin@national.co.uk
ORGANI SATION CODE		
Test National Roll Out		
Role		Status
CET PRT Supevisor		
ContractorSignatory		
OPHStatementView		
OPHHeadOffice		
OPHCentralOpticalFundStatementView		
OPHEyeCareTrustStatementView		
OPH Supplier Signatory (Eng)		
GOSClaimManager		•
CETPRTCisimant		
CETPRTReadOnly		
CETPRTClaimManager		
GOSPerformer		
GOSReadOnly		
PL Practice Manager		

#### ackbloggs@testoptician e user and click '**Create'**



1.5 Make a note of the **Temporary Password** that appears in the pop up and pass it to the user

C 🔺 Not secure   secure us	t.pcse.england.nha.uk/HomePortal/			• Q 🛧 🐱 🤂
en Apps Hei Suit Portai 🎢 Suit Chini Hei	PCSE Online	Internal transing post     Main Internal Partal	Constaining petere. 10 still 2 Perai 2 still 2004	Voer registered suscessfully
	HOME USER MANAGEMENT H P	ease see the temporary password below. Please make or of this temporary password. The password must be o SMT30	a note of this and indum the hanged at ned loppe.	
	CREATE NEW USE		04	
	Please Salect	Tog Spring	(Longer and Longer and Longe	
	U SER NAME	TELEPHONE		
	MOBILE	REQUESTER SEMAIL		
		Lia TExtraperuser Qual core		
	ORGANISATION CODE			
	England Optio Practice 1			
	Role	Status		
	CET PRT Supervisor			
	OPH Contractor Signatory (Eng)	u a		
	OPh1 Statement View (Eng)			
	DPH Head Office (Eng)			
	OPH Supplier Signatory (Eng)			
	OPTOProbily303Estract	e .		
	OPH GOS Claim Manager (Engl			
	OPH Training Claim Processor (Eng)			
	OPH Transing Claim Verwer (brig)			
	OPPI GOS Craw Receiver For			
	OPH GOS Claw Valuer E na			
	Cancel			1

1.6 User logs in to PCSE Online with User Name the User Administrator has allocated then and the Temporary Password

- User enters answers\* to 3 security questions

3 secure ust pose england ahsuk/HomePortal/User/Management/FirstLogon	···· 🗟 🏠	IIV 🖸
PCSE Online	<b>NHS</b> England	
Welcome to PCSE Online		
Please change your password compart passworp		
*******		
PASSWORD 0		
COMPREMI HALBSTRUCKO		
********		
PLEASE CHOOSE SECURITY QUESTION 1 PLEASE CHOOSE SECURITY	QUESTION 2	
What is a memorable place? Vihat is a memorable name	7	
artington Capita		
Answers must be at least 6 characters long.		
What is a memorable date?		
e1/16/310		
Cancel	Centrm	
	17	
IB 1945 England 2019 Alt right reasoned   <u>Terms &amp; Conditions</u>   <u>Exceptions</u>   <u>Ecosion</u>   <u>Consisten</u>		
	PCSE Online Place change your password Contrast massword Contrast m	PCE ONION   PLONE ON DESCRIPTION   PLONE ON DESCRIPTION <t< td=""></t<>

#### 1.7 Pop up message confirms user's new password has been saved

PCSE Online	Set Password Congratulations you have successfully set y	iður þá
Welcome to PCSE		
Please change your password cunnent wissword		
PASSWORD 0		
CONFIRM PASSWORD		
PLEASE CHOOSE SECURITY QUESTION 1		PL
What is a warmonable place?		1
ampon		
PLEASE CHOOSE SECURITY QUESTION 2		
What is a memorative data t		
01/16/2010		
Carrort		
- 8 5941 Explane 2019, All rights reserved, ( 3pp	w.A. Constitute I Drivers I Assessibility   Contex	3

1.8 User can now log into to PCSE Online with User Name (non email) and Password



assword and Security questions	England
Ok	
EASE CHOOSE SECURITY DREATION 2	
What is a memorable name?	
apta	
	Contrary 1

	<b>NHS</b> England
ster <del>-</del> Login	
✓ Register	

#### Password reset for user without an email

2.1 Click 'Forgotten your log in details' on the Sign in page

PCSE Online		NHS England
Home About Services Organisati	ons News Help Contact Us Register - Login	
	User name	
	PASSWORD	
	Password	
	Sign in	
	Forgotten your login details?   Help	
	REGISTER AS A Please Select  V Register	

#### 2.2 Enter User Name and dick 'Reset Password'

#### 2.3 Enter answers to the security questions and click 'Confirm'



#### 2.4 Enter New Password and click 'Confirm'

PCSE Online	<b>MHS</b> England
New Password	
PLEASE ENTER YOUR NEW PASSWORD	
PLEASE CONTIRM YOUR NEW PASSWORD	
Cancel	Confirm
e hers England 2018. All rights reserves. I Terms & Senetisers I Monet   Assessibility   Section	





<b>NHS</b> England	
Conform	

## User without an email is unable to complete Password Reset

3.1 User Administrator logs into PCSE Online and selects 'User Management'



#### 3.2 Enter User Name of user and click 'Apply'

PCSE Or	nline						Englar
HOME USER	MANAGEMENT H	LP					
Create User P	erformer Registration D	eactivale User	Bulk User Upload				
- Unck Apply				Username 🗸 🗸	All 🗸	Apply	Clear
Username	Surname	First name	Last Logon Time	Bad Password Count	Account Deactivated.	Account Expired	Action

#### 3.3 Click 'Edit User'



#### 3.4 Click 'Reset Password'







🕹 uatintsuperus	er@uat.com 0 Me	ssages	Change Organis	ation OSettings
				NHS
				England
endate user datails have				
ipoate user oetails nere.				
Username 🗸 🗸	All	÷	Apply	Clear
ad Password Count	Account Deact	ivated.	Account	Action
	No		Expired	EditUser
5	2943 K		1997.53	

SURANE Ted			
SUBALME			
SURANCE       Test			
red		SURNAME	
rgarvia de la		Test	
rganizadirga			
rgenometric as an or of the transmission of transmission o			
rgentuefort			
rganizadirga			
rgankasfor			
rearchadol and a second and a			
	rganisation		
havened		1	
	. v		
	Password	<b>7</b>	
	_		

3.5 Make a note of the **Temporary Password** that appears in the pop up and pass it to the user

i i	PCSE Online	vary Password		England	<ul> <li>Liser registered successfully.</li> </ul>
	HOME USER MANAGEMENT IN Please User of Crash liker Performer Reputation *pSIM	see the temporary password below. Please make a hote of this temporary password. The password must be changed a T:U	of this and inform the If next logon.		
	CREATE NEW USE		Ok		
	Please Select	•			
	USER NAME	TELEPHONE			
	MOBILE	REQUESTER'S EMAIL			
		UATEstacperuser@siat.com			
	ORGANISATION CODE				
	England Cutto Practice 1				
	Role	Sisters			
	CET PRT Suprimar				
	OPH Contractor Signatory (Eng)				
	OPH Statement View (Eng)				
	OPH Head Office (Eng)				
	OPH Suppler Signatory (Eng)				
	OPTOPiologOSE/aud				
	OPH GOS Claim Manager (Eng)				
	OPH Training Claim Processor (Eng)				
	OPH Training Claim Verver (Eng)				
	OPH Training Claim Manager (Eng)				
	OPH GOT Claim Processor (Eng)				
	OPH OOS Claim Viewer (Eng)				
	Cancel			Crush	

3.7 Pop up message confirms user's new password has been saved



- 3.6 User logs in to PCSE Online with their User Name and the new Temporary Password
  - User enters answers\* to 3 security questions

PCSE Online		England
Welcome to PCSE Online		
Please change your password current PASSWORD		
PASSWORD 0		
CONFIRM PASSWORD		
*******		
PLEASE CHOOSE SECURITY QUESTION 1	PLEASE CHOOSE SECURITY QUESTION 2	
What is a memorable place?	What is a memorable name?	
artington	Capito	
Answers must be at least 6 characters long		
PLEASE CHOOSE SECURITY QUESTION 3		
What is a memorable date?	-	
esmogere		
Cancel		Confirm
8 Hett England 2018 All rights reasoned.   Zama & Catablian   Estado   Accessibility	anna	

\*answers to security questions must be at least 6 characters long

assword and Security questions	
Ok	
EASE CHOOSE SECURITY QUESTION 2 Vital is a memorable name?	