

End User Guide 1a: Registering for an Account, (Read & Write Access to your Service(s) within EMSPlus)

1: Register with EMSPlus

Complete the following steps:

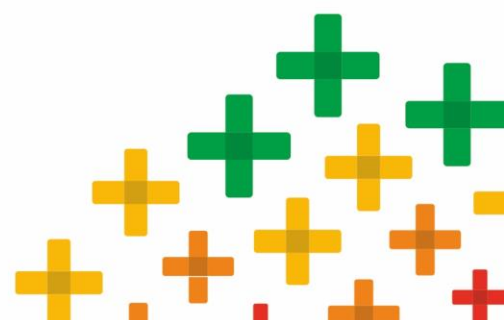
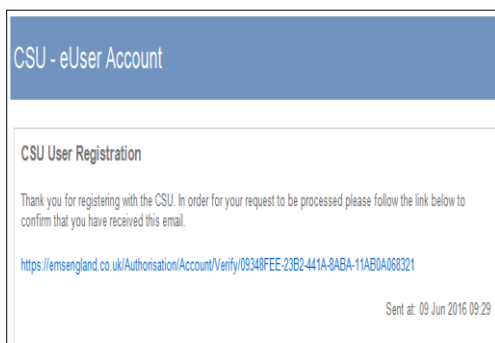
Step	Action	Note:
1.	<p>Open Google Chrome or Internet Explorer and enter the following web address https://emsplus.nhs.uk/ into the browser</p> <p>(alternatively type EMS Plus into the Google Search Engine to find)</p>	<p>The Welcome to EMS screen is now displayed</p> <p>Remember to save the web address to your favourites</p> <p>Register for EMS⁺</p> <p>Enter your details to register</p> <p>User Name <input type="text"/></p> <p>Email <input type="text"/></p> <p>Password <input type="text"/></p> <p>Confirm password <input type="text"/></p> <p><small>Password must be at least 6 characters long and contain numeric and upper case characters</small></p> <p><input type="button" value="Register"/></p>
2.	<p>Click on the Register as new user link from the Login section</p>	<p>The Account Registration screen is now displayed</p> <p>CSU eUser Account Registration</p> <p>Enter your details to register</p> <p>User Name <input type="text"/></p> <p>Email <input type="text"/></p> <p>Password <input type="text"/></p> <p>Confirm password <input type="text"/></p> <p>Required Application(s) <input checked="" type="checkbox"/> Escalation Management System <input type="checkbox"/> Demand and Capacity</p> <p><input type="button" value="Register"/></p>
3.	<p>Complete all the fields, (User Name, Email, Password) & Select the tick box</p>	<p>Your password must be at least 6 characters long. Your Username can be up to 25 characters long.</p>

Step	Action	Note:
	for the Escalation Management System	
5.	Click the Register button	<p>You will now see a message, (below) indicating that an email has been sent to your inbox for you to verify your account</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Congratulations</p> <hr style="border: 2px solid #0056b3;"/> <p>Registration Successful</p> <p>You have successfully registered for access to the Escalation Management system.</p> <p>A verification email has been sent to _____@nhs.net containing details on how to activate your user account.</p> </div>

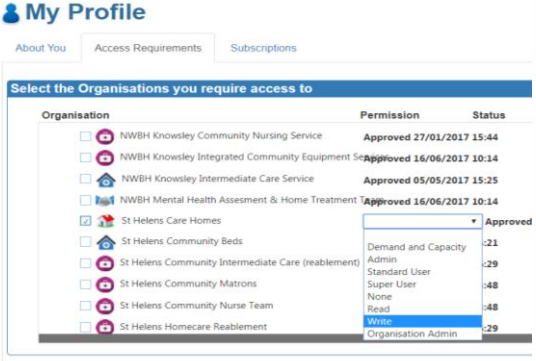

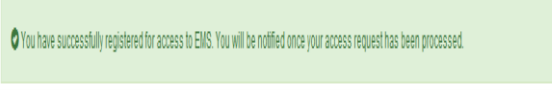
2. Verify your EMSPlus Account & request read/write user access rights

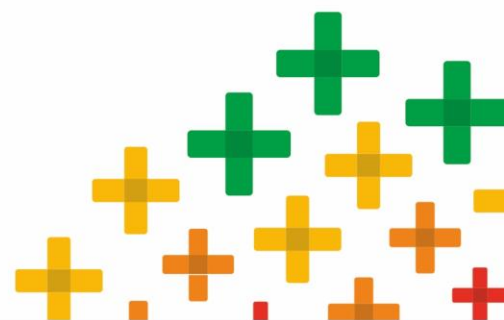
Complete the following steps:

Step	Action	Note:
1	Click on the link in the message received to verify your account	<p>Please do this within 24 hours of Registering, or the link will be invalid.</p> <p>This link can only be used once to verify your account, don't save it to your favourites – please save the following url https://emsplus.nhs.uk/</p>



Step	Action	Note:
2	Click on the Escalation Management System link in the User Verification box	
3	Now enter the User Name and Password you registered with into the Welcome to EMS Login Screen	See example at Register with EMSPlus , Step 1 above
4	Complete the Register for access to EMS screen with some additional information in relation to your job role	This takes you to the Access Requirements Screen below
5	Select the Access Requirements Tab, then deselect the All Globe at the top of the list, then scroll down and select the tick box next to the services(s) you need access to and then select whether you	Read Permission gives you immediate access to see this organisations Escalation Level or Bed availability grid on EMSPlus, (No approval required)

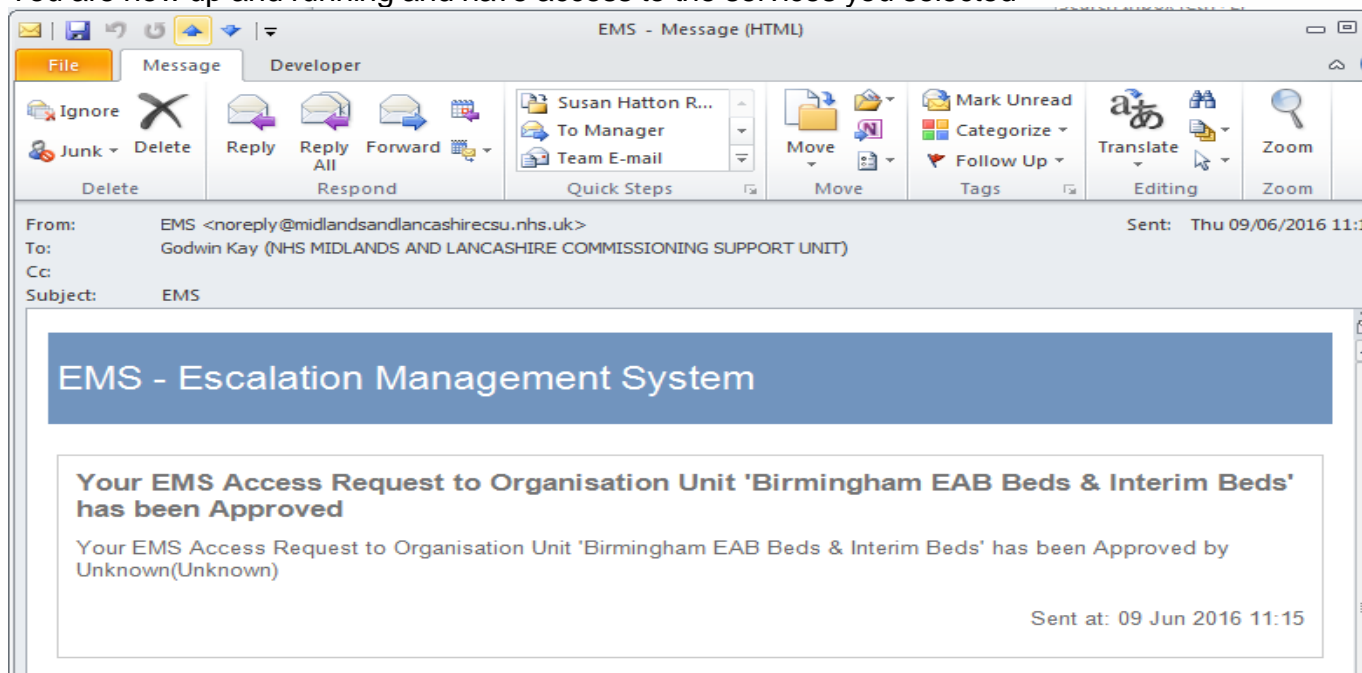
Step	Action	Note:							
	<p>need read or write access to that service</p> 	<p> Write Permission gives you access to update and see this organisations Escalation level or Bed availability grid on EMSPlus (System Administrator Approval required)</p> <p>To get the most out of EMSPlus, it is worth having read access to others services in your Region, so it would be a good idea to select the Merseyside Globe for example as Read access and then Write access to the services you are required to update within this region.</p> <p>This will give you a local picture of what might impact your service in times of pressure, or where you might be able to assist others under extreme pressure.</p>							
6	<p>Select Register and you will receive this message</p> 	<table border="1"> <thead> <tr> <th data-bbox="790 974 1121 1041">If:</th> <th data-bbox="1133 974 1505 1041">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="790 1046 1121 1261">You've selected Read Permission</td> <td data-bbox="1133 1046 1505 1261">you will be able to use the EMSPlus service immediately and you will be re-directed to the Home Page</td> </tr> <tr> <td data-bbox="790 1265 1121 1480">You've selected Write Permission</td> <td data-bbox="1133 1265 1505 1480">access will need to be approved by a System Administrator, which can take up to 24 hours</td> </tr> </tbody> </table>	If:	Then:	You've selected Read Permission	you will be able to use the EMSPlus service immediately and you will be re-directed to the Home Page	You've selected Write Permission	access will need to be approved by a System Administrator, which can take up to 24 hours	
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You will receive the following message in your inbox once permission has been approved

You are now up and running and have access to the services you selected



To be fully configured on EMS - you will also need to visit our Help page at <https://emsplus.nhs.uk/Home/Help> for further guidance on:

- How to update your Escalation Levels
- Managing your profile, (which includes access to an email alert service you can subscribe to)
- Action Card Guidance

Please log on to <https://emsplus.nhs.uk/> when you need to use the system and **remember to save the web address to your favourites**

If you require support or have an enquiry please email mlcsu.rcmntnorth@nhs.net

