

# Calculating Quality Reporting Service (CQRS) single sign on user guide

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## Introduction

This document describes the new single sign on log in process for CQRS. It is aimed at end users of the CQRS system.

### Single sign on process

1) CQRS Users should click on the "Sign In" button shown below to start the NHSmail sign in process to CQRS.

| Calculating Quality<br>Reporting Service   | 7                                      |  |
|--|--|--|
| ie   |  |  |
| elcome to the Calculating Quality Reporting Service (CQRS)                               |  |  |
| Sign In  |  |  |
| Sign In<br>Login using your NHSmail account by<br>selecting the button below.<br>Sign In | Help Contact Us GP Collections Website |  |

2) The CQRS User will then be redirected to the NHSmail login page where they should enter their NHSmail email address and password and click the "Sign in" button.

|      | NHS                               |
|------|-----------------------------------|
|      | Sign in with your NHSmail account |
|      | Email Address                     |
|      | Password                          |
| INH5 | Sign in                           |

- 3) If the user has a CQRS account, the user will then be presented with their CQRS message centre and can then use CQRS as normal.
- 4) If the user does not have an NHSmail account, the sign in process to NHSmail will fail and the user must then request an NHSmail account through the usual NHS process.



|       | NHS  |
|-------|--|
|       | in with your NHSmail account   |
| passy | rect user ID or password. Type the correct user ID and<br>word, and try again. |
| _     | word   |
| Pass  | 11 (17) (18)   |
|       | ign in   |
| S     |  |

5) If the user signs in to NHSmail successfully but does not have a CQRS account with that email address associated with it, the user will see the following error message:



# **CQRS** help desk contact details

#### Email: support@cqrs.co.uk

Phone: 0800 4402777 (8am-6pm Mon-Fri exc Bank Holidays)