

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

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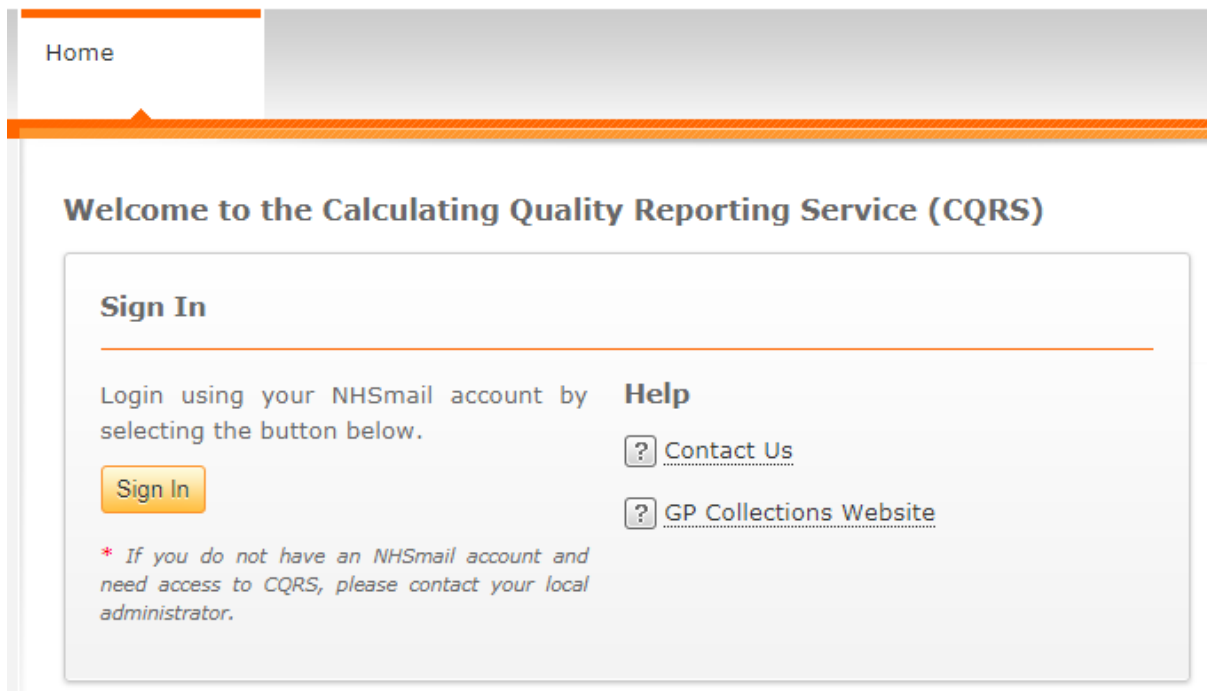
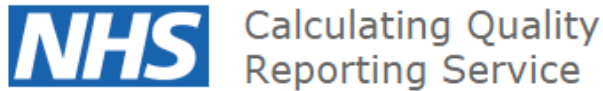
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Introduction

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

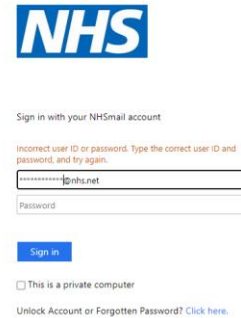
- 1) CQRS Users should click on the “Sign In” button shown below to start the NHSmail sign in process to CQRS.



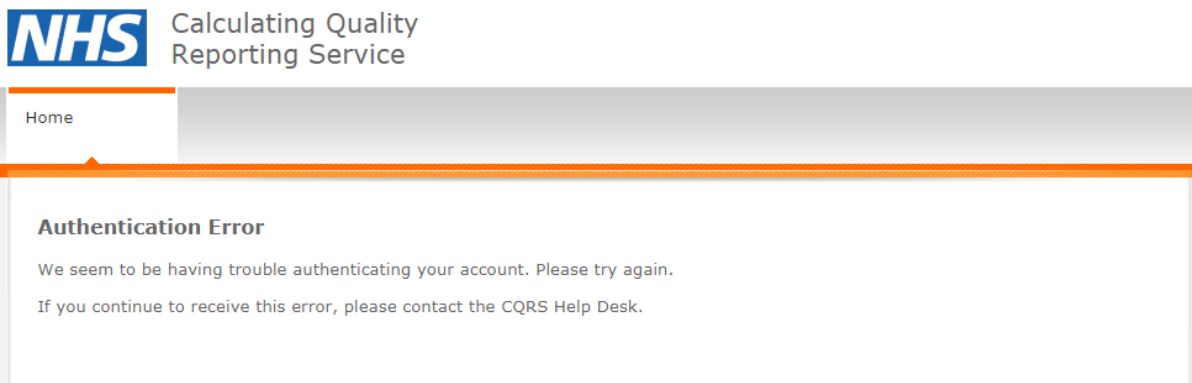
- 2) The CQRS User will then be redirected to the NHSmail login page where they should enter their NHSmail email address and password and click the “Sign in” button.



- 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.



- 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@cqs.co.uk

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