

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

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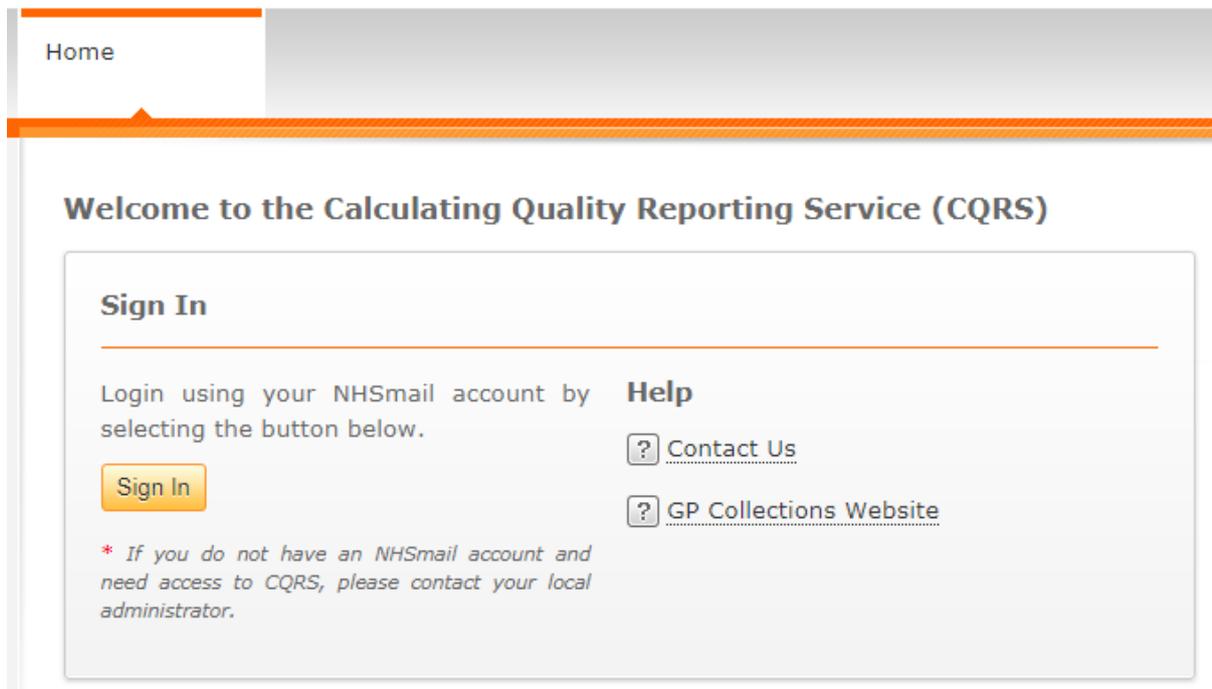
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Introduction

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.



The screenshot shows the NHS sign-in page. At the top is the NHS logo. Below it, the text reads "Sign in with your NHSmail account". A red error message states: "Incorrect user ID or password. Type the correct user ID and password, and try again." Below the error message are two input fields: one for the user ID (containing "nhs.net") and one for the password. A blue "Sign in" button is located below the password field. At the bottom, there is a checkbox for "This is a private computer" and a link for "Unlock Account or Forgotten Password? Click here."

- 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:

The screenshot shows the NHS Calculating Quality Reporting Service error page. At the top left is the NHS logo and the text "Calculating Quality Reporting Service". Below this is a navigation bar with a "Home" link. The main content area has a heading "Authentication Error" and the following text: "We seem to be having trouble authenticating your account. Please try again. If you continue to receive this error, please contact the CQRS Help Desk."

CQRS help desk contact details

Email: support@cqrs.co.uk

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