



Portal Account Changes...Please Read

Background

Since we re-launched the NES Portal in August 2010, we have grown quickly and the time has come to re-design the way users' accounts are stored on the system to allow it to grow even more.

We deploy changes to NES Portal on Tuesday 10th September 2013.

Thereafter, the **next time you log into our system** you will be prompted to re-confirm some account details on NES Portal. Once you have done this, you will gain access to the system and be able to go about your business.

So - what do you need to know?

Our Top 10 points to note

1. We are introducing an **organisation*** that everyone will need to link to. Currently there are a few who have this saved, but most do not. We are prompting **everyone** to set (or reset) this link. There are approx. 30 to choose from and they are grouped into 4 sections: (1) A long list of **NHS Boards**, (2) **Higher Education** establishments, (3) various **Other Public Sector** Bodies and (4) **Private Sector** organisations.
* What **organisation you choose** will drive what role you can select but crucially it **will not affect what courses you see**. However the role you choose does.
2. If you work in more than one job we continue to ask that you select your "primary organisation and role". What is important is that **for the purposes of using NES Portal** what does the system need to know?
3. We are asking you to **re-confirm your account role**. For many this will never change but for others it will. What you see in this list will be driven by what organisation you first choose and it is important to note **you role will determine what courses you see in our programme**.



4. **I cannot update my Role – It’s disabled!** This is because you have an *internal role* – typically one with administrative rights – and this can only be updated by the NES Portal team (or other selected trusted people!). Get in touch if you need to on the usual email address.
5. **Some Roles have gone!** We have taken the chance to re-configure the roles we offer and there are a small number of users who are now “homeless” and will need to select a new one. Do not be alarmed by this; there are still plenty to choose from and removing roles was only done where we saw duplication.
6. Once you have re-confirmed your account role we will save the date and prompt you again **annually** on that anniversary date.
7. If you need to change any of this information we introduce new functionality in the **Account Settings** area of the system for you to do it **at any time**.
8. When I first signed up it was because I was engaged as a **Speaker** on a course. I do **not** work in the NHS. *If this is the case then you are looking to choose one of the Organisations from our **Other Public Sector** or **Private Sector** lists and then the role of **External Speaker**. You will get access to the **Speaker Area** where details of all events you have been engaged on will appear.*
9. I work in the NHS but I am **also a Speaker** – do I not need my account to reflect both of these aspects? *In the past that was true – it is not required anymore. Reset your account role to your primary NHS role. You will get access to the **Speaker Area** by default where details of all events you have been engaged on will appear.*
10. **Finally** – if you are struggling & would rather just get in touch and get us to update your account then email us with:
 - Your Primary Organisation from the list
 - Your Job Role in as much detail as you can (inc. where you work) from the list
 - Any Registration Number you have (GDC, GMC, GOC, GPhC etc.)