

NHS Tayside LDAP, Active Directory and Account Access Credentials
NHS Tayside eHealth Directorate

Prior to your commencement in NHS Tayside the eHealth team work closely with Medical Staffing to arrange the creation of IT Accounts for system access. All new employees require an LDAP and Active Directory account to gain access to the PCs and subsequent access to relevant systems.

We will use your name as it appears on Turas People to set up your account, **if you have an alternative name you would rather be known as please ensure you complete and return the form below.**

The reason we ask for this information at this time is that it avoids any future problems when creating your IT and Email accounts to ensure a smooth transition for yourself.

What does an LDAP Account allow me to do?

The LDAP Account is more commonly referred to as your Staffnet username and password. You can use this to access a number of IT Applications, dependant on your role within the organisation.

Having this account also means that you are able to register for an NHS email account.

What is an Active Directory Account?

An Active Directory Account is the username and password required by staff to login to and access a PC within NHS Tayside. This also enables you to access any relevant files or folders within specific departments.

Please complete information below and return this sheet if you prefer to be known as an alternative name to how you appear on Turas People-

First Name

Middle Names

Surname

Known as

Existing nhs email address.....

NHS TAYSIDE eHEALTH NEW EMPLOYEE ADVICE & GUIDANCE

NHSMail

If you are joining us from another NHS organisation, you may already have an nhs.net email account. **It is YOUR responsibility** to arrange to transfer this to NHS Tayside. You will need to liaise with your existing IT Department (at the time you leave) to request this account is marked as a **leaver** then contact our IT Service Desk in NHS Tayside (**01382 424444**) to have this **joined** to NHS Tayside for future management and support purposes.

It is part of our communication policy that each staff member should have an email account. If you do not have an NHS.net account, you will be encouraged to register an account on commencement with NHS Tayside. This can be done at www.nhs.net. This is the only email system access is permitted to within the organisation.

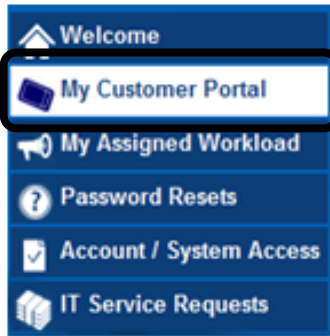
NHS Tayside Important User Information

Prior to your commencement in NHS Tayside the eHealth team work closely with our colleagues in Human Resources to ensure you have basic IT Account access. **You are required to contact our IT Service Desk within the 7 days prior to your commencement or on the day of commencement on 01382 424444 to enable these accounts and be provided with your secure logon credentials.** The initial access has been detailed below for your information:

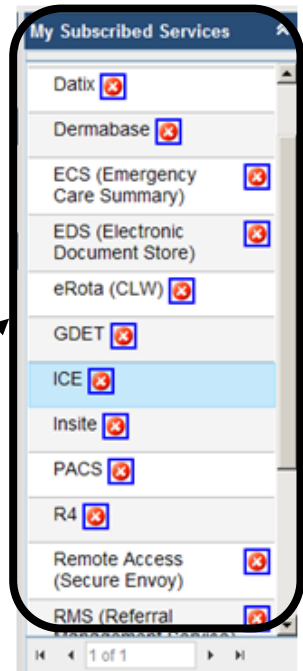
- Active Directory Account for PC access
- LDAP Account for directory entry and to enable further system access (dependant on application)
- Clinical Portal Access (for clinical staff only)

PLEASE NOTE: On calling the IT Service Desk you will be asked for a Request number and whether you have read the Induction Pack – this information should be given to you by your line manager.

You will most likely find when you commence your post your department will have further specific systems they will want you to have access to. The service may have arranged for this already and you can check what system access you have already by going to your personal portal on the IT Service Desk as shown overleaf.



1. Click on IT Service Desk
2. Click on My Customer Portal
3. You can view My Subscribed Services at the right of the



It is your responsibility to ensure you have access to relevant systems once in post. If they are not listed in your Customer Portal, as displayed above, you will need to apply through the IT Service Desk Customer Portal.

1. Click on IT Service Desk

2. Click on Account/System Access

3. Click on the relevant system name to commence application

System Access Management

The System Access Management Team, based within Maryfield House, administer and maintain the Local (LDAP) and National Directory information.

This team also provide access to many clinical and business applications used within NHS Tayside.

The LDAP Application form can be found below. Here you will also find other useful forms including the Delete LDAP, which must be completed when staff leave NHS Tayside.

PLEASE NOTE: Before users complete and submit all registration forms they must ensure their LDAP information is up to date and accurate, this includes details of working from multiple locations. Discrepancies may cause a delay in system access and cause the application to be cancelled. For help on updating your LDAP information please see the following training document.

| Clinical Systems | Clinical Admin Systems | Business Systems |
|---|---|--|
| <ul style="list-style-type: none"> ACHI Access ARX - Pharmacy Access Ascribe - Pharmacy Access Cardio-Pulmonary Results Service Access Clinical Portal - Additional Permissions Clinical Stroke (Stroke Mgmt) Access Controlled Drugs Access CRIS Access Dermabase Access ECS Access EDD Access EDISON Access ICE Access Insite Access Centre Access | <ul style="list-style-type: none"> eCVC (Cortix) ELMS2 Access EMS (Endoscopy Management System) eRota (Anaesthetics) Access GDET Access SCI-Gateway Access Smoking Cessation Access TDEP Access TOPAS Access Unified Patient Tracker Access | <ul style="list-style-type: none"> 3rd Party Access Form LDAP Account Registration Business Objects (BOX) Access Datix Electronic Document Store (EDS) Access Files & Folders (Shared Drives) Access HealthRoster Access IModus (Emergency Planning) Access QlikView Access Remote Access Service SSTS Access |



IMPORTANT INFORMATION

Immunisations – please read

Immunisation against certain infectious diseases is important if you are entering a role that requires you to have clinical contact with patients; working in a biomedical laboratory, or a pathology setting.

Immunisation can help prevent infection and potentially serious ill health (many 'childhood' illnesses can be more severe if contracted in adulthood), as well as help reduce the risk that you might spread a potentially serious infection to patients, or your own family.

If you are a non-immune contact of a patient/employee with an infectious disease you might be required to refrain from work with a resultant knock-on impact on your colleagues/friends that remain.

While you are working in Tayside we strongly advise you to ensure you are up-to-date with appropriate vaccinations and our Occupational Health nurses will be able to guide you depending on where you work and what you may have already been immunised against.

Whilst a risk of infection exists in all clinical settings, some areas can pose a significantly greater concern in terms of working alongside vulnerable patients.

We recommend that as a minimum **ALL** employees, including training grade doctors on placement in Tayside, who have clinical contact with patients ensure that they are immune to, or arrange to have vaccination against the following:

Hepatitis B: a blood borne virus

Mumps/measles and rubella: whilst relevant to all areas, we strongly advise this for working in paediatric, or maternity units where mumps and measles may be easily spread and can cause serious ill health to vulnerable children/babies

Chicken-pox: all clinical areas, but strongly advised for the above areas as well as ITU/infectious disease wards

BCG (for TB): labs where TB specimens might be handled; respiratory wards; infectious disease unit; renal units; GUM and mortuary

If you have already had one or more of these immunisations please give Occupational Health a copy of your certificate(s). If you are uncertain please speak to one of our nurses.

Remember to note down your vaccinations/immunity and keep that list handy. If you are a contact of a patient or colleague with one of the infectious diseases mentioned above it will be important for you and your manager to know your immune status to help safeguard your health and that of your patients.