



## Online OpenAthens Registration

NICE have redeveloped their online registration form and self-administration site. The registration form has been designed to be intuitive and to guide users through the registration process, it is not anticipated that new users registering for the NHS OpenAthens service will require assistance or guides over and above those provided on the registration site.

# Online OpenAthens Registration

The screenshot shows the registration form for an OpenAthens account on the NICE website. The form is titled "Register for an OpenAthens account" and includes a "Login" link for existing users. The registration process involves several steps: entering a name, providing a professional email address, selecting an organization from a list, providing a full work address and telephone number, and specifying a department and job title. There are also checkboxes for accepting terms and conditions and for allowing NICE to contact the user for surveys and research. A "Register" button is located at the bottom of the form.

**NICE** National Institute for Health and Care Excellence

OpenAthens

## Register for an OpenAthens account

Already have an account? [Login](#)

Please note that you need to activate your account before you can use it. Please read the information on the page you'll see after you have submitted this form, and check your inbox for your activation email.

[Help me to complete this form](#) [More Information](#)

Please enter your name

First name  Last name

Please enter your professional / work email address

e.g. you@your-organisation.org.uk

Please enter your organisation

e.g. My Organisation

Full work address

Work telephone number

Please enter the name of your department, ward, GP practice or clinic

Position / job title

e.g. My position

Job role

- Please select -

Position duration  Permanent  Temporary

I have read and accept the [terms and conditions](#) and [privacy notice](#)

I agree to be contacted occasionally by NICE for surveys and research to improve NICE products

[Register](#)

If we do not recognise your email address or the location of where you are registering from, you will not automatically be eligible to access online resources. An OpenAthens administrator will assess your details and decide whether you meet the eligibility criteria. You should if possible:

- Enter a work email address
- Register from your place of work

If you cannot find the name of your organisation you should try one from the following list and include your region or area of England.

- GPs and practice staff
- CCG staff
- Public health organisations
- Non-NHS healthcare provider organisations
- Social care provider organisations
- Commissioning organisations, or
- Other commissioning organisations
- Other eligible staff

Eg. GPs and practice staff in Avon

**Data Protection**  
Your details will be held by Eduserv to provide you with information on the resources available and will be accessible by your OpenAthens administrator(s). You may be contacted by your local NHS library about local services, training and support.

# 1.

This is the registration form homepage. All the data capture steps are now on the same page.

If we do not recognise your email address or the location of where you are registering from, you will not automatically be eligible to access online resources. An OpenAthens administrator will assess your details and decide whether you meet the eligibility criteria. You should if possible:

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Eg. GPs and practice staff in Avon

## 2.

Users are presented with a message up front that they should use a work email address and register from their place of work to ensure their registration is automatically approved, otherwise their registration will require approval by an OpenAthens administration.

Please enter your organisation

Full  2gether NHS Foundation Trust

Work  5 Boroughs Partnership NHS Foundation Trust

Place  Cambridge University Hospitals NHS Foundation Trust

Post  Aintree University Hospitals NHS Foundation Trust

Job  Alder Hey Children's NHS Foundation Trust

Post  Ashford and St Peter's Hospitals NHS Trust

Job  Ashford and St. Peter's Hospitals NHS Foundation Trust

Post  Avon & Wiltshire Mental Health Partnership NHS Trust

Job  Avon and Wiltshire Mental Health Partnership NHS Trust

Post  Barnet and Chase Farm Hospitals NHS Trust

You may find it helpful to include your region or county to find your organisation

You may find it helpful to include your region or county to find your organisation

Practice

Search to

If you cannot find the name of your organisation you should try one from the following list and include your region or area of England.

- GPs and practice staff
- CCG staff
- Public health organisations
- Non-NHS healthcare provider organisations
- Social care provider organisations
- Commissioning organisations, or
- Other commissioning organisations
- Other eligible staff

Eg. GPs and practice staff in Avon

### 3.

Users are given instructions in how to use the type ahead function, and prompted at the bottom of the type ahead list to refine their search if they don't find what they are looking for (the maximum number of type ahead suggestions is 10).

Job role

Position duration  Permanent  Temporary

Contract expiry date

## 4.

In the event a user selects a temporary position a new box will be displayed to capture their contract expiry date. Student accounts will automatically be set to expire after 6 months.

Please enter your professional / work email address

Please enter your organisation

We do not know about your organisation, please select where it is based.

County where your organisation is based

Full work address

Work telephone number

If we do not recognise your email address or the location of where you are registering from, you will not automatically be eligible to access online resources. An OpenAthens administrator will assess your details and decide whether you meet the eligibility criteria. You should if possible:

- Enter a work email address
- Register from your place of work

If you cannot find the name of your organisation you should try one from the following list and include your region or area of England.

- GPs and practice staff
- CCG staff
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- Social care provider organisations
- Commissioning organisations, or
- Other commissioning organisations
- Other eligible staff

Eg. GPs and practice staff in Avon

# 5.

Should a user complete the registration form and the organisation they input is not recognised, they will be returned to the organisation box where an explanatory text is displayed asking them to select the county their organisation is based in (this field was not previously displayed)

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OpenAthens

Register for an OpenAthens account Already have an account? [Login](#)

Please note that you need to activate your account before you can use it. Please read the information on the page you'll see after you have submitted this form, and check your inbox for your activation email.

[Help me to complete this form](#) [More Information](#)

There was an issue with 7 fields

Please enter your name

First name  Last name

This field is required.

Please enter your professional / work email address

Please enter your organisation

This field is required.

Full work address

Work telephone number

This field is required.

Please enter the name of your department, ward, GP practice or clinic

This field is required.

Position / job title

This field is required.

Job role

Position duration  Permanent  Temporary

Contract expiry date

This field is required.

I have read and accept the [terms and conditions](#) and [privacy notice](#)

I agree to be contacted occasionally by NICE for surveys and research to improve NICE products

If we do not recognise your email address or the location of where you are registering from, you will not automatically be eligible to access online resources. An OpenAthens administrator will assess your details and decide whether you meet the eligibility criteria. You should if possible:

- Enter a work email address
- Register from your place of work

If you cannot find the name of your organisation you should try one from the following list and include your region or area of England.

- GPs and practice staff
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- Public health organisations
- Non-NHS healthcare provider organisations
- Social care provider organisations
- Commissioning organisations, or
- Other commissioning organisations
- Other eligible staff

Eg. GPs and practice staff in Avon

Data Protection

Your details will be held by Eduserv to provide you with information on the resources available and will be accessible by your OpenAthens

## 6.

If the user attempts to submit a registration and they have not completed all the fields then they will be presented with a message indicating how many issues need addressing and any boxes that require data will be highlighted in red.

## Online OpenAthens Registration

- I have read and accept the [terms and conditions](#) and [privacy notice](#)
- I agree to be contacted occasionally by NICE for surveys and research to improve NICE products

Register

### Data Protection

Your details will be held by Eduserv to provide you with information on the resources available and will be accessible by your OpenAthens administrator(s). You may be contacted by your local NHS library about local services, training and support.

# 7.

Users must accept the terms and conditions.



## Register for an OpenAthens account

Thank you.

You are eligible to access our online resources.

Your account has been created and we have sent you an activation email. Please click on the link in the email to activate your account and choose your password. You will not be able to use your account until you do this.

- If you can't find your activation email in your inbox, please check your junk mail folder.
- If you haven't received it within the next hour, contact your local OpenAthens administrator.

### Account Details Summary

**Username:** nhsfsts001  
**Account Expiry Date:** 29/09/2017  
**Eligibility Expiry Date:** 01/07/2017  
**Account Holder:** fsdf sfs  
**Position:** ssg  
**Position Status:** Permanent  
**Job End Date:** 01/07/2017  
**Department or ward:** gsdg  
**Email address:** test@nice.org  
**Telephone:** 01422222222  
**Professional group:** Consultants  
**Trust/organisation:** National Institute for Health & Care Excellence (NICE)  
**Postal address:** test

### Your OpenAthens Administrator

**Name:** Sarah Glover  
**Organisation name:** National Institute for  
Health & Care Excellence  
**Email address:** sarah.glover@nice.org.uk

# 8.

After submitting the form, users are taken to this page which tells them what to do next, summarises their account details, and provides the name of their administrator. Ineligible users will see a slightly different message shown next:

## Register for an OpenAthens account

Unfortunately the details you've provided do not prove that you are eligible to access our online resources, your application will be reviewed by an OpenAthens administrator who will contact you.

An account **without** access rights has been created for you, and you have been sent an activation email. Please click on the link in the email to activate your account and choose your password. You will not be able to use your account until you do this.

- If you can't find your activation email in your inbox, **please check your junk mail folder**.
- If you haven't received it within the next hour, **contact your local OpenAthens administrator**.
- If you think that you are eligible, **log in to your account after you have activated it and renew your access rights in your OpenAthens account hub**.

You will need to either register from a different location (such as your place of work if you are not there now) or enter a different email address to prove that you meet the eligibility criteria.

## Account Details Summary

**Username:** nhsttester002  
**Account Expiry Date:** 06/10/2017  
**Access Rights Status:** Awaiting administration approval  
**Account Holder:** test tester  
**Position:** test  
**Position Status:** Permanent  
**Job End Date:** 08/07/2017  
**Department or ward:** test  
**Email address:** test\_20150708aims@mailinator.com

## Your OpenAthens Administrator

**Name:** Sarah Massey  
**Organisation name:** Yorkshire and The Humber  
**Email address:** s.j.massey@shef.ac.uk

# 9.

If the details entered do not meet the eligibility criteria then the user will be shown this screen.

**NICE** National Institute for Health and Care Excellence

OpenAthens

My OpenAthens account

My resources

Change password

Change email address

Change organisation

Sign out

### Change password

New password

Confirm new password

**Change** Cancel

**Password complexity requirements**  
Passwords are case sensitive, between 8 and 20 characters long, and contain a mix of letters and non-letters. They cannot be the same as your username, contain ascending or descending series of characters or common patterns.

# 10.

When they click the link in the activation email, users are taken back to the form to enter their chosen password and activate their account.