

Registration Authority

Standard Operating Procedure

Care Identity Service (CIS)

How to View “Am I a Sponsor?”

How to View “Who is a Sponsor?”

For Sponsors (B1300) and Any Smartcard User



Purpose of this Document

This document defines the process to be followed by an approved Sponsor (B1300) or any other smartcard user in order to find out if they are a Sponsor at a particular organisation. It also describes how any smartcard user can view who is a Sponsor at any organisation.

Information

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Review

Review Date
On an annual basis where possible and to incorporate system supplier upgrades
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1 About this Document

1.1 Purpose

This document defines the process to be followed by an approved Sponsor (B1300) or any other smartcard user in order to find out if they **are** a Sponsor at a particular organisation. It also describes how any smartcard user can view who is a Sponsor at any organisation.

1.2 Target Audience

Approved Sponsors who provide support to end users. Also any other smartcard user wishing to find out who their Sponsor is.

1.3 Responsibility

The Sponsor and/or other smartcard user must remain fully aware, understand and be conversant with the content of this document as a pre-requisite to view position information in the Care Identity Service (CIS) application.

1.4 Key Requirements

The approved Sponsor and/or other smartcard user must have a working smartcard with at least one active access control position.

2 View Sponsor Information in CIS

2.1 Scope

This process applies when using the Care Identity Service application to view Sponsor information.

2.2 General Description

This document defines the process to be followed by an approved Sponsor (B1300) or any other smartcard user in order to find out if they **are** a Sponsor at a particular organisation. It also describes how any smartcard user can view who is a Sponsor at any organisation.

2.3 Key Requirements

Care Identity Service (CIS) requirements: Machines must conform to the Spine Warranted Environment. Please see specification information here <https://digital.nhs.uk/spine>

PLEASE NOTE: The organisation IT Service/System Supplier is responsible for ensuring the above requirements are met. The Registration Authority is NOT responsible for this.



3 PROCESS STEPS – View Sponsor Information

3.1 How to View “Am I a Sponsor for this Organisation?”

Insert smartcard into the usual smartcard reader. A prompt will appear requesting the passcode/PIN to be entered.

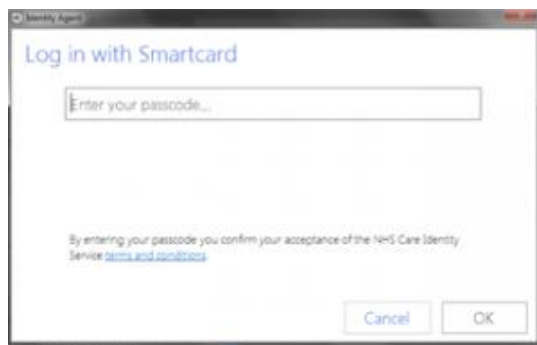


Fig 1 – Log on to NHS Spine Portal – enter passcode

Enter passcode/PIN and press Enter. If the Sponsor/user has more than one role/organisation, click the session role required for the organisation in question.

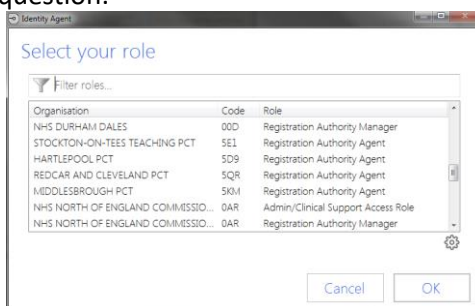


Fig 2 – Log on to NHS Spine Portal – select session role

Note: Fig 2 will not appear if the Sponsor/user has only one role. The following message will display upon successful authentication.

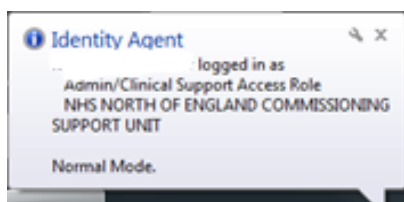


Fig 3 – “You are logged on as...”

Go to the **NHS Spine Portal** by either double clicking on the appropriate desktop icon or start the Web Browser (Internet Explorer etc) and enter the following exact address into the Address Bar (NOT a search box) and press Enter.

<https://portal.national.ncrs.nhs.uk/>

The **NHS Spine Portal** will load. If prompted with any security warnings, they must be accepted.

If the NHS Spine Portal fails to load, contact the organisation IT Service Desk/System Supplier.

National Health Service Spine Portal



NHS Applications

You have access to the following applications. Select the one you would like to launch by clicking on the link.

Note that all applications are launched in a child window.

Fig 4 –NHS Spine Portal – Available applications menu

Click “[Launch Care Identity Service](#)”

If prompted with any security warnings, they must be accepted. The **Care Identity Service Dashboard** will load. **If the Care Identity Service application fails to load, contact the organisation IT Service Desk/System Supplier.**

Fig 5 – Care Identity Service (CIS) Dashboard “landing page”

At the top right of the Dashboard it will display the logged on user’s **name** along with the Role Profile and Organisation Code. Click on the **Role Profile and Organisation Code**.

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[+ Organisation Details](#)

[- More information](#)

UUID	Type	Name	Telephone	Mobile
550 0148 3893	Approve RA Requests	One NECS	---	---

Fig 6 – Care Identity Service – Organisation Information

The **Organisation Details** page will load. Scroll to the bottom of the page to the **More Information** section. Ensure the **Sponsor Details** tab is selected. Here it will list all of the **Sponsors** for the organisation.

3.2 How to View “Who is a Sponsor for Any Organisation?”

To view who is a Sponsor for any other organisation, follow the process as described above in **3.1 How to View “Am I a Sponsor for the Organisation?”** to view the **Care Identity Service Dashboard**.



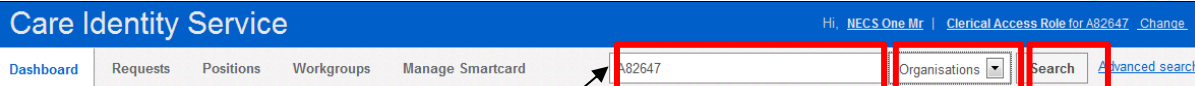


Fig 7 – Care Identity Service – Dashboard Search

From the **Dashboard**, type the organisation **ODS Code** (preferred) or organisation name in the search field.

Select **Organisations** in the drop down menu and click **Search**.

⚠ A GP Practice ODS code is usually of the format “A8xxxx” or “Yxxxxx” etc. A Pharmacy ODS code is usually of the format “Fxxxx” and sometimes referred to as the “PPA code” or “F code”. Using organisation name may return multiple results.

Search

A82647 Organisations Search

Advanced search

Include closed organisations in search

Filter:

Organisation code	Organisation name	Organisation type	Status
A82647	WINDY NOOK SURGERY	PR	Open

Showing: 1 to 1 of 1

Fig 8 – Care Identity Service – Organisation Search Results

From the **Search Results** page click the **organisation name hyperlink**.

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[+ Organisation Details](#)

[- More information](#)

Sponsor Details RA Details RA Parent Organisations RA Child Organisations

Below are details of the Sponsors for this Organisation.

Filter:

UUID	Type	Name	Telephone	Mobile
550 0148 3893	Approve RA Requests	One NECS	---	---

Showing: 1 to 1 of 1

Fig 9 – Care Identity Service – Organisation Information 2

The **Organisation Details** page will load. Scroll to the bottom of the page to the **More Information** section. Ensure the **Sponsor Details** tab is selected. Here it will list all of the **Sponsors** for the organisation.

END



4 Roles and Responsibilities

4.1 Sponsor

- Unlock smartcard when required
- Perform assisted renewal of End User smartcard certificates if required
- Raise requests for new user smartcard registration/changes in core identity (name change etc)
- Approve End User access control position assignment including ending position assignment
- Ensure End Users are aware and adhere to the RA Terms and Conditions
- Be familiar with this and other relevant RA processes

