

Registration Authority

Standard Operating Procedure

Care Identity Service (CIS)

How to View Information About Positions

How to View Users Assigned to a Position

For Sponsors (B1300)



Purpose of this Document

This document defines the process to be followed by an approved Sponsor (B1300) in order to view information about the organisation's smartcard Access Control Positions (access rights) including the position names, descriptions, job role names and access rights (activities). It also describes how to view which users are assigned to the positions i.e. those who have access on their smartcard for the 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 in order to **view** information about the organisation's smartcard Access Control Positions (access rights) including the position names, descriptions, job role names and access rights (activities). It also describes how to view which users are assigned to the positions i.e. who has access on their smartcard for the organisation.

1.2 Target Audience

Approved Sponsors who provide support to end users.

1.3 Responsibility

The Sponsor 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 must have the activity code "B1300 - Approve RA Requests" on their smartcard for the organisation which they are seeking information about.

2 Sponsor View Position Information inc Assigned Users in CIS

2.1 Scope

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

2.2 General Description

This process document defines the process to be followed by an approved Sponsor in order to view information about the organisation's smartcard Access Control Positions (access rights) including the position names, descriptions, job role names and access rights (activities). It also describes how to view which users are assigned to the positions i.e. who has access on their smartcard for the 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 Position Information including Assigned Users

3.1 View Position Information

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

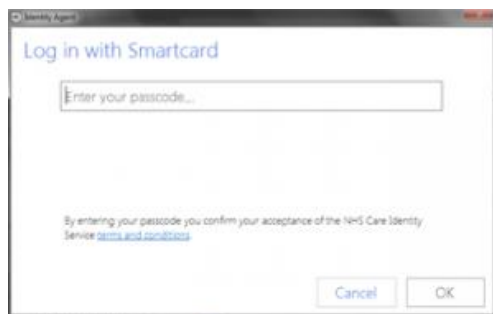


Fig 1 – Log on to NHS Spine Portal – enter passcode

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

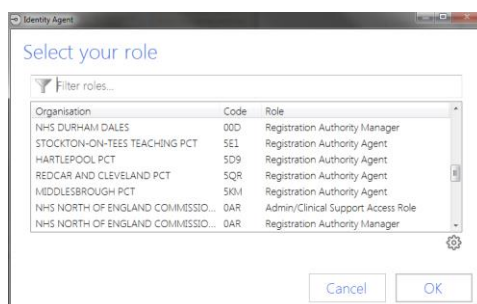


Fig 2 – Log on to NHS Spine Portal – select session role

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

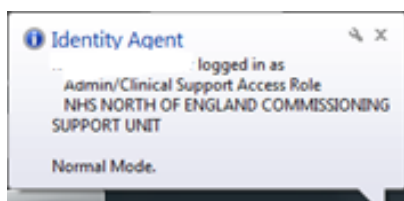


Fig 3 – “You are logged on as...”

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.

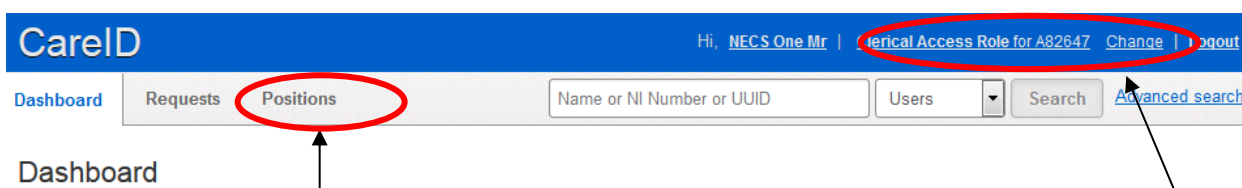


Fig 5 – Care Identity Service (CIS) Dashboard “landing page”

From the Dashboard, click **Positions**.

⚠ If **Positions** is not visible the logged on user is NOT a Sponsor in the organisation or the incorrect **role profile** has been selected when logging on, if the Sponsor has more than one role profile.

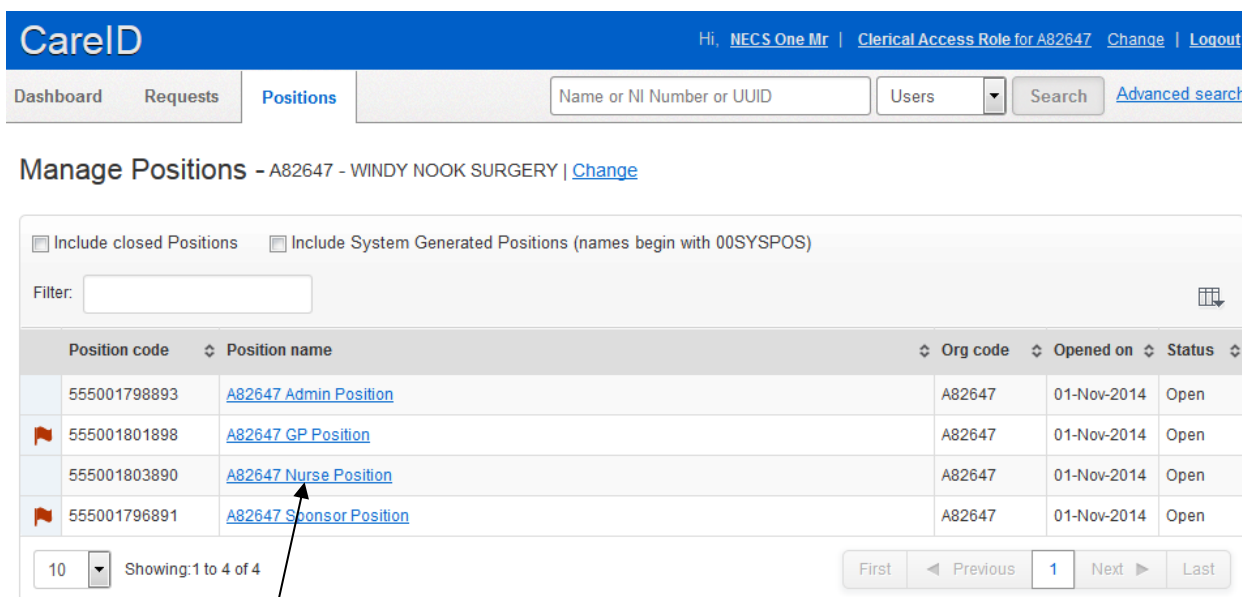


Fig 6 – Care Identity Service – Manage Positions

The **Manage Positions** page will list all of the access control positions created for the organisation.

Click on one of the [hyperlinks](#) to view more information about a position.



Position:A82647 Nurse Position

Position Details

Position code: 55001803890	Position name: A82647 Nurse Position	Position description: This section may contain more information about the position such as suitable people to apply the position to or a summary of level of access etc
Organisation name: A82647 - WINDY NOOK SURGERY	Created by: NECS Nicky Mr	Created on: 01-Nov-2014 at 16:25
Status: Open		

Access Profile Details

ID	Role	Role name	Org code	Last modified
55001802899	R8001	Nurse Access Role	A82647	01-Nov-2014

Fig 7 – Care Identity Service – Position Information

The **Position Information** page displays information such as the **Position Name and Position Description** amongst other details. Scroll to the **Access Profile Details** section. Click on the **ID hyperlink**.

Fig 8 – Care Identity Service – Access Profile Summary

The **Access Profile Summary** page will detail **Job Role Name and Code** along with the **Activities** (“B code” access rights) associated with the Position. Use the scroll bar to view further information if required.

3.2 View Users Assigned to a Position

To view users who are assigned to a Position i.e. those who have access on their smartcard for the organisation, follow the above process described in **3.1 View Position Information** to display the **Position Information** page. **Scroll down** to the bottom of the page.



[Approval Details \(5\)](#)

View history

View assigned users

Fig 9 – Care Identity Service – View history/assigned users

From here, click on the **View assigned users** button.

Users Assigned to Position - A82647 Nurse Position

UUID	Legal name	Preferred name	Start date	End date
550 0179 9894	Test Person	---	01-Nov-2014	01-Nov-2024

Showing: 1 to 1 of 1

Fig 10 – Care Identity Service – Users Assigned to Position

This page will list all the users who are assigned to the selected position including their smartcard number (UUID), name, the date the position was assigned and the date the position will end.

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

