

**Guidelines for reporters using the  
Intestinal Failure Registry**



**BAPEN**  
Putting patients at the  
centre of good nutritional

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### Registering a new user

Before using the IF system you will need to register your email address in the system.

Click on the **Register** option on the home page to create a new entry:

Please complete these details to create your account

name
email address
password
confirm password

**CREATE**

Already registered? [Sign In](#)

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Name: **enter your full name e.g. Helen Anderson**

Email address: enter your full email address e.g.  
[helen.anderson@ulh.nhs.uk](mailto:helen.anderson@ulh.nhs.uk)

Password: enter a password for this user

Confirm Password: re-enter the password, which must match with the  
previous entry

Note: the password must be at least 6 characters

Your email address will be registered against the relevant NHS Trust.

If the Trust cannot be identified then the following screen will be displayed:

[helen.anderson@ulh.nhs.uk](mailto:helen.anderson@ulh.nhs.uk)

Helen Anderson

*Your email address is not associated with any  
NHS Trust. Please click the link below to contact  
support and let them know the Trust you wish to  
be associated with.*

[helpdesk@streets-heaven.com](mailto:helpdesk@streets-heaven.com)

LOGOUT

You will need to email the helpdesk and request that your email is associated  
with the relevant Trust.

## Guidelines for reporters using the Intestinal Failure Registry



### Registering a new patient

There are 2 ways of registering a new patient on the Intestinal Failure Registry.

From the **HOME** screen you can click on **PATIENTS** in the top left of the screen and you will get the following 2 options:



**FIND PATIENTS** – This will allow you to search for the patient record first. If you are satisfied that the patient has not already been created then you will be able to register a new patient.

**CREATE PATIENTS** – This will allow you to create a new patient record without checking to see if it has previously been created. However, the system will not allow a duplicate NHS number to be registered.