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
Name: enter your full name e.g. Helen Anderson
Email address: enter your full email address e.g.
              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

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-heaver.com

LOGOUT

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