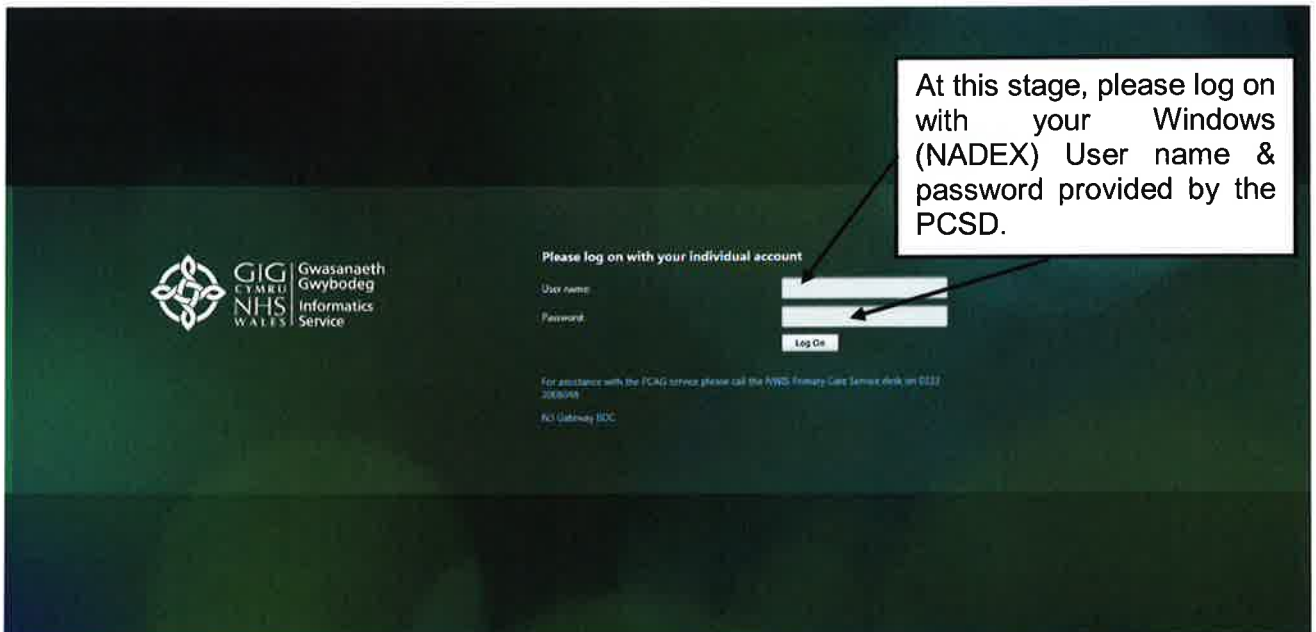


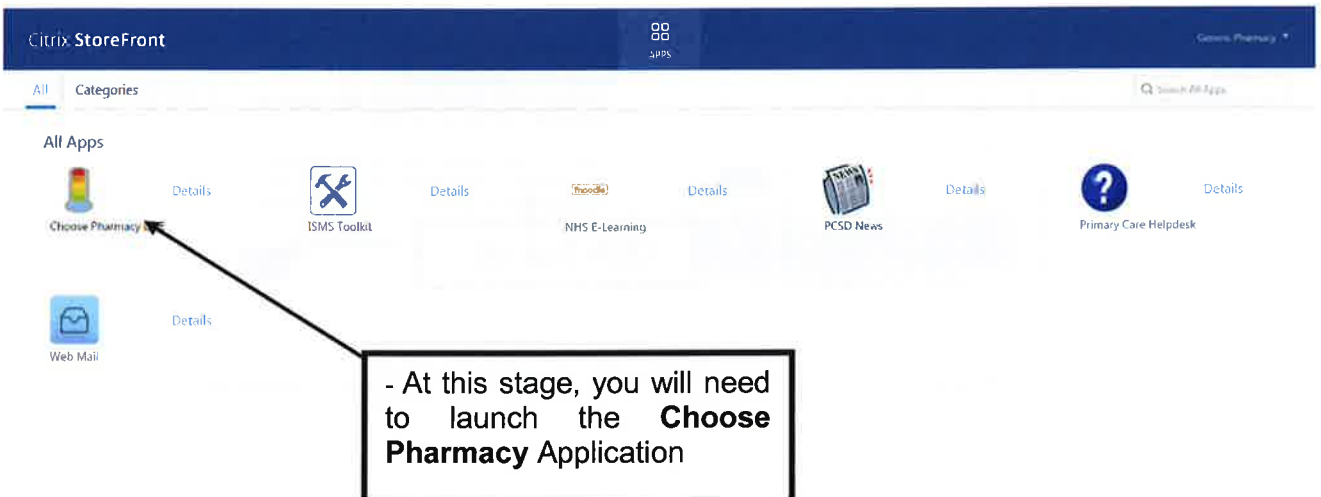
1.5 SIGNING UP

- Choose Pharmacy can be accessed from the following link:

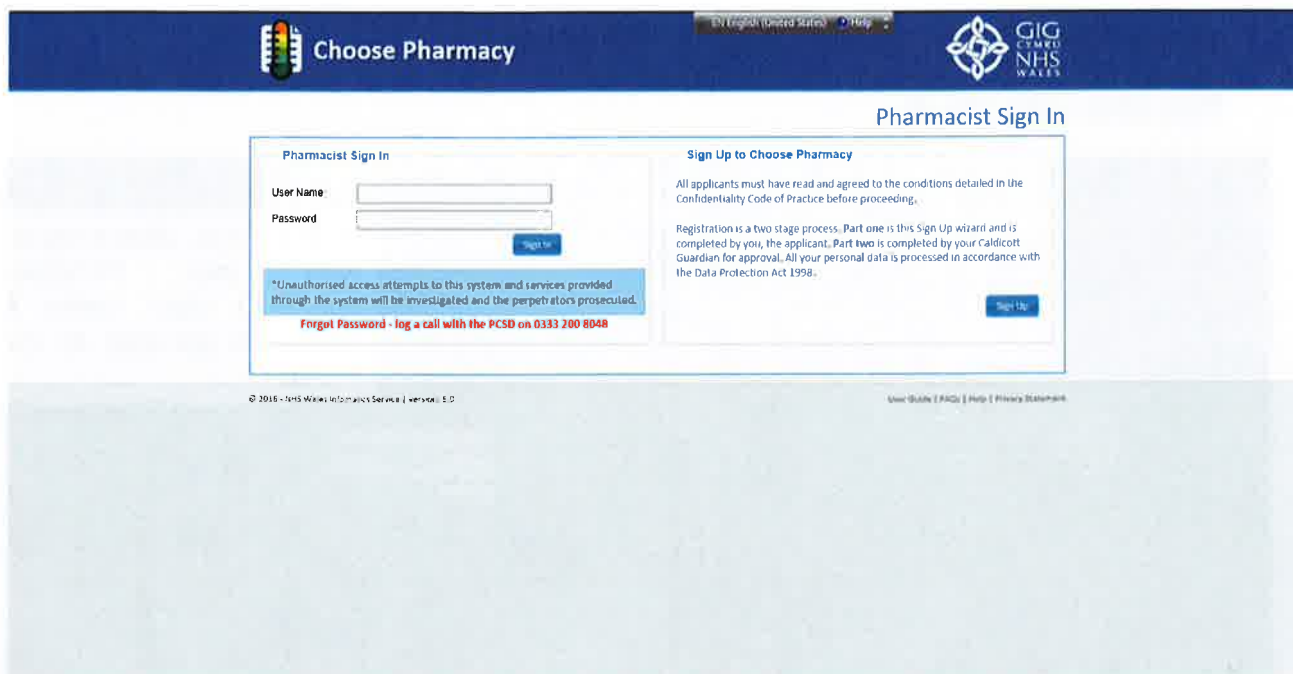
<https://cpg.wales.nhs.uk>



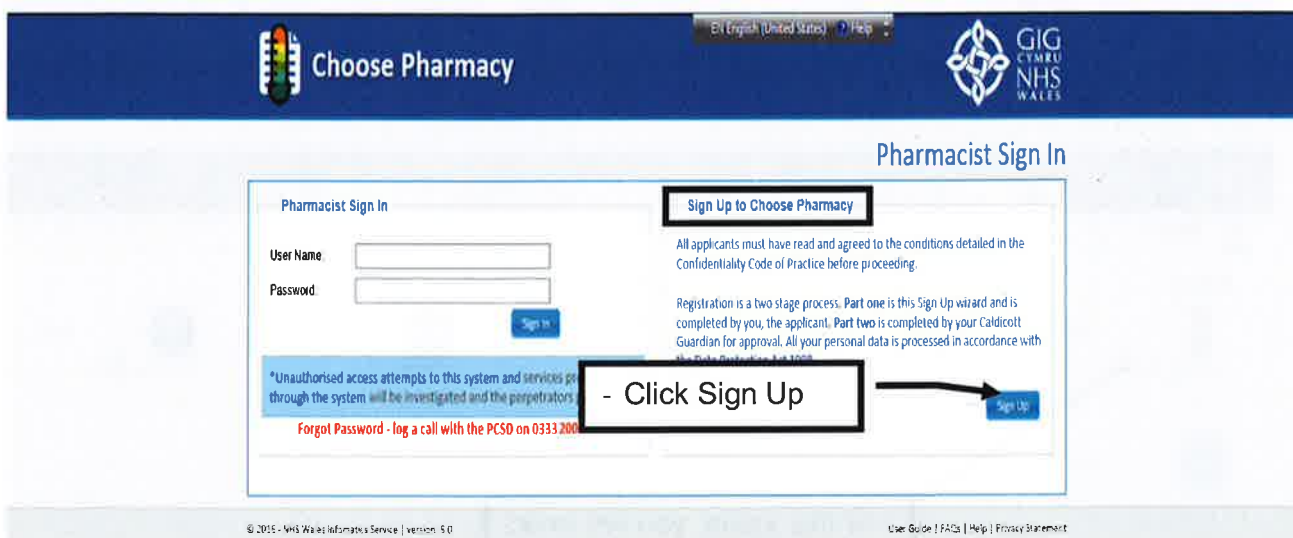
- Once you have logged on using your Windows (NADEX) Login, you will be presented with the below screen:



⊕ Once launched you will be presented with the below log on screen:



⊕ On the 'Pharmacist Sign In' page click 'Sign Up'



⊕ **Please note:** Before logging onto Choose Pharmacy users must read the Confidentiality Code of Practice

Pharmacist Sign Up

Sign Up to Choose Pharmacy

Sign Up to Choose Pharmacy

All applicants must have read and agreed to the conditions detailed in the [Confidentiality Code of Practice](#) before proceeding.

Registration is a two stage process. **Part one** is this Sign Up wizard and is completed by you, the applicant. **Part two** is completed by your Caldicott Guardian for approval. All your personal data is processed in accordance with the Data Protection Act 1998.

To speed up the registration process, you may use to initially log into Windows. You may still

Windows Login: LI000301

If we can match your credentials on the system

I, the applicant, confirm that I have read and agree to the terms and conditions stated in the Confidentiality Code of Practice.

[Continue](#)

- The Confidentiality Code of Practice document can be accessed by clicking the link which opens in a new window

- Type in your Windows Login (NADEX)

- Tick to confirm you have read and agree to the Confidentiality Code of Practice

- Click Continue

Confidentiality Code of Practice

Confidentiality: Code of Practice for Health and Social Care in Wales

Pharmacist Sign Up

Sign Up to Choose Pharmacy

Sign Up to Choose Pharmacy

*Please give reasons stating why you wish to use the Choose Pharmacy Application:-

I am a locum attached to Cwm Taf

Please select a Workgroup:
(selecting a workgroup will display a description to the right)

Pharmacist

Pharmacist
Standard user, able to register a patient and conduct a consultation within Choose Pharmacy.

Mandatory fields are marked with a*

[Back](#) [Continue](#)

- Complete the field to confirm why access is required

- Select **Pharmacist** from the dropdown menu

- Click **Continue**

AVAILABLE WORKGROUPS:

Pharmacist	Standard user, able to register and conduct consultations within Choose Pharmacy
Service Delegate	Can approve users (within their Health Board) and assign users to workgroups. This role is not available to community pharmacists

1.6 CREATING A PASSWORD

- When you enter your Windows Login (NADEX) in the 'Pharmacist Sign Up' screen your details will be pre-populated.

The screenshot shows the 'Pharmacist Sign Up' form with the following fields and callouts:

- Choose Pharmacy** header with NHS Wales logo.
- Pharmacist Sign Up** sub-header.
- Sign Up to Choose Pharmacy** title.
- Windows ID:** [Pre-populated with 'NADEX']
- * Email:** timmy.test@wales.nhs.uk
- * Confirm Email:** timmy.test@wales.nhs.uk
- * First Name:** Timmy
- * Surname:** Test
- Middle Initials:** [Empty]
- * Telephone No.:** 02920200000
- * Job Title:** Head Pharmacist
- * Department:** CAV Pharmacy
- * Organisation:** Cardiff & Vale University Health Board (7A4) [Selected in dropdown]
- * Password:** [Masked with asterisks]
- * Confirm Password:** [Masked with asterisks]
- Callouts:**
 - If not pre-populated, complete all mandatory fields
 - Select your organisation from the drop down menu
 - Click Sign Up
 - Choose a strong password
- Buttons:** Back, Sign Up
- Footer:** FAQs | Help | Privacy Statement

- When the user clicks sign up they will be presented with the following screen:

The screenshot shows the confirmation screen with the following content:

- Choose Pharmacy** header with NHS Wales logo.
- Pharmacist Sign Up** sub-header.
- Sign Up to Choose Pharmacy** title.
- Thank you.**
- Your registration request has been received. You will shortly receive an email with details of your account. If you do not receive a reply within 5 working days please contact Team.**
- Please click [here](#) to login.**
- Footer:** © 2015 - NHS Wales Informatics Service | version: 2.0 | User Guide | FAQs | Help | Privacy Statement

- An automated email will be sent to the registered NHS email address confirming the registration request:

Confirmation of registration request

noreply.ac3registrations@wales.nhs.uk

Sent: Mon 29/04/2013 12:13

To: Tracey Owen (NWIS - Learning & Professional Development)

Thank you for your registration request. Your request must now be approved and assigned a workgroup. If you do not hear from us within 5 working days please contact your appropriate Caldicott Delegated Authority.

This email box is not monitored. Please do not reply.

Please direct any queries regarding WDS to the National WDS Back Office Team.

Queries regarding WPRS should be directed to the Data Acquisition Team at NWIS.

For all other queries please contact the appropriate System Administrator.

a765c310-6c3e-4801-b3d7-61f7debbd5ac43088
RegistrationConfirmation
SendMailInfo
mailmarshal.cymru.nhs.uk

- At this point, the registration request has been sent to the relevant Health Board service delegate to review and approve.
- Requestors will receive a response within 5 working days. If a response is not received within 5 working days please contact the relevant Health Board service delegate:

Cardiff and Vale University Health Board: Karen.May2@wales.nhs.uk

Cwm Taf University Health Board: Emma.Williams34@wales.nhs.uk

Betsi Cadwaladr University Health Board: Sera.Roberts@wales.nhs.uk

- The following email is sent when account registration has been approved by a Health Board service delegate.

Important information regarding your registration request

noreply.ac3registrations@wales.nhs.uk

Sent: Mon 29/04/2013 12:38

To: Tracey Owen (NWIS - Learning & Professional Development)

Your account status has been marked as approved. If approval is in response to a recent registration you shall be assigned an appropriate workgroup shortly. If you do not hear from us within the next 5 working days please contact your appropriate Caldicott Delegated Authority.

This email box is not monitored. Please do not reply.

Please direct any queries regarding WDS to the National WDS Back Office Team.

Queries regarding WPRS should be directed to the Data Acquisition Team at NWIS.

For all other queries please contact the appropriate System Administrator.

a765c310-6c3e-4801-b3d7-61f7debbd5ac43089
RegistrationApproval
SendMailInfo
mailmarshal.cymru.nhs.uk

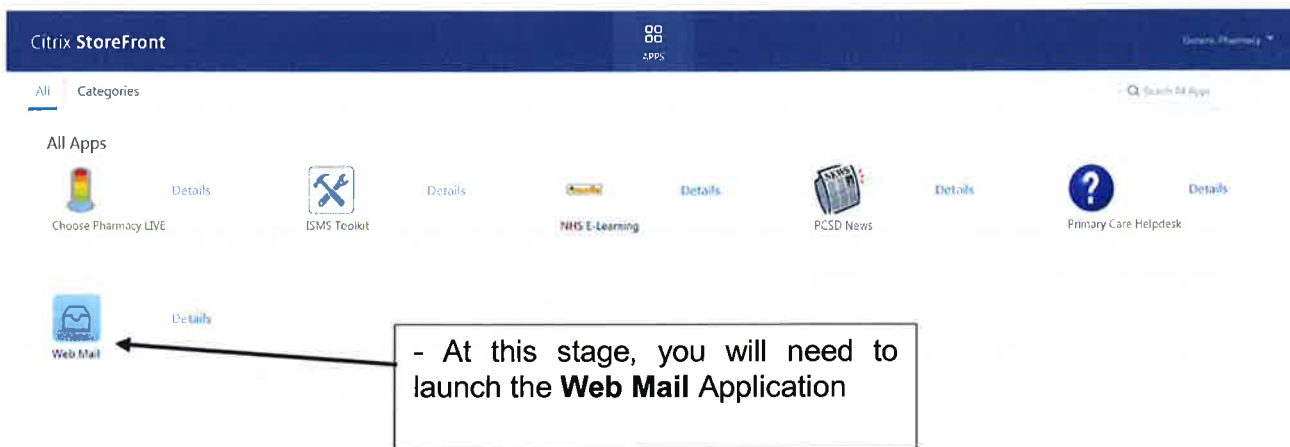
- To view these email messages, please log into your NHS Web Mail account.

1.7 NHS WEBMAIL

The link to access your Web Mail account is:

<https://cpg.wales.nhs.uk>

Upon logging into the above web page with your NADEX username & password (same screen as above signing up process) – you will be presented with the following log-in screen.



- ✦ Once the registration process has been completed and approval obtained, please log onto the Choose Pharmacy application.