

Dear Care and Support Provider,

Care and Support Providers Daily Update Thursday 23rd April 2020.

Please note that there is also the Sefton website with a dedicated area for Care Providers, that will be regularly updated with information for the public domain.

<https://www.sefton.gov.uk/social-care/adults/adult-social-care-providers.aspx>.

Testing slots still available at Haydock

As you are aware, we have had three days of testing locally at Southport this week, which key workers have been able to access. As yet, we are awaiting to see if there will be any further testing at a local site. In the meantime, there are still slots available at Haydock if staff are able to get there. To attend the drive through at Haydock then please submit your details to sefton.covid19@nhs.net

NHS Mail Fasttrack Account set-up

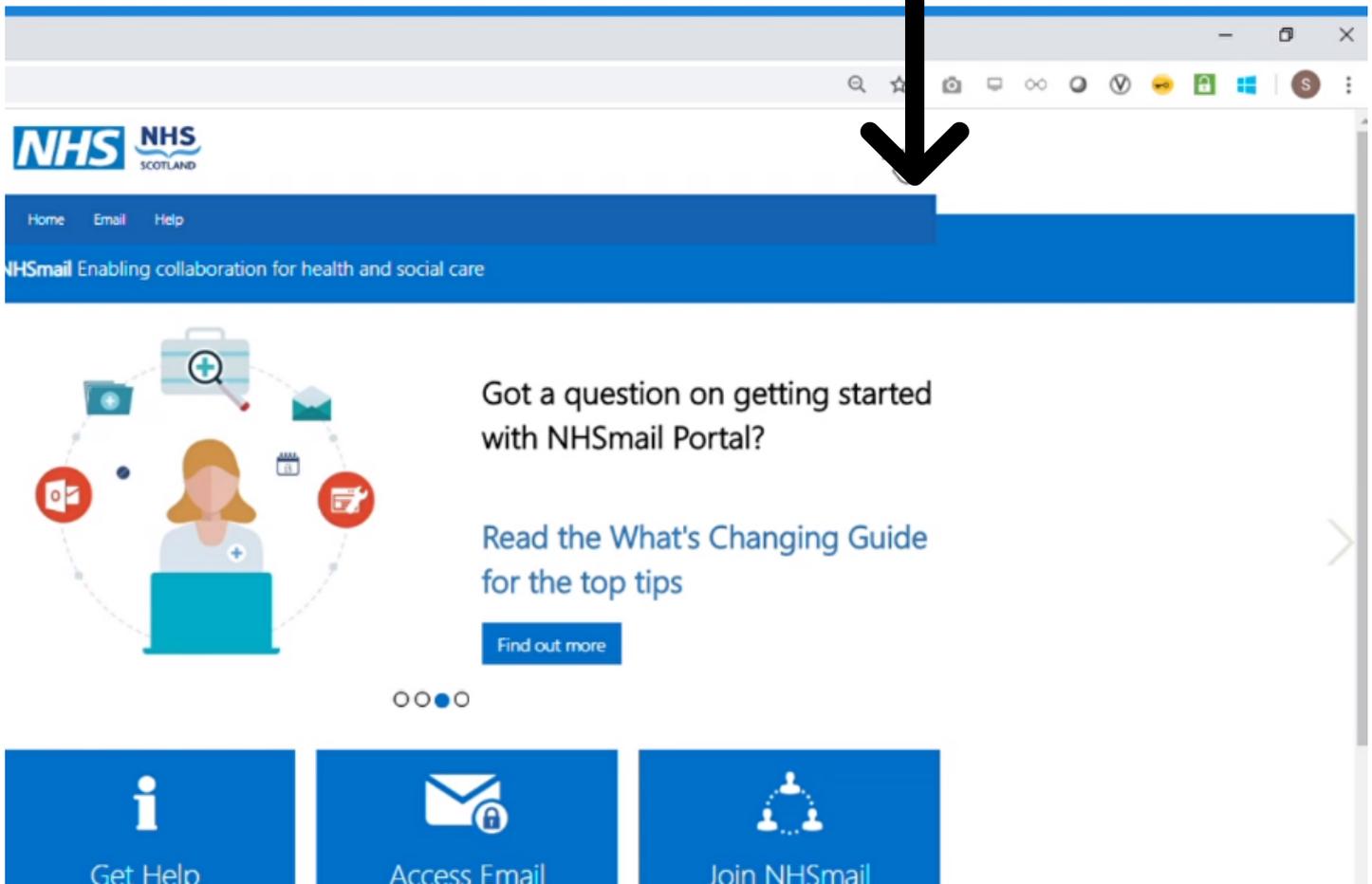
Yesterday, we reminded you about registering with NHS Mail. If you are having problems accessing your NHS Net account, please follow the guidance below.

NHS Mail Fastrack Account Setup



Enter 'portal.nhs.net' into your internet browser

Click login at the top right of the screen





Sign in with your NHSmail account

Input field containing: sam.test5@nhs.net
Input field labeled: Password

Sign in

This is a private computer

[Unlock Account or Forgotten Password? Click here.](#)

Enter your new 'nhs.net' email address that was sent to your personal email/ found on the NHS mail directory

Enter the password sent through to the mobile phone number you provided on the Fastrack form.

Sign in with your NHSmail account

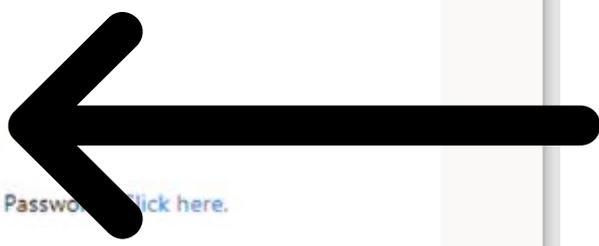
Input field containing: sam.test5@nhs.net
Input field containing:

Sign in

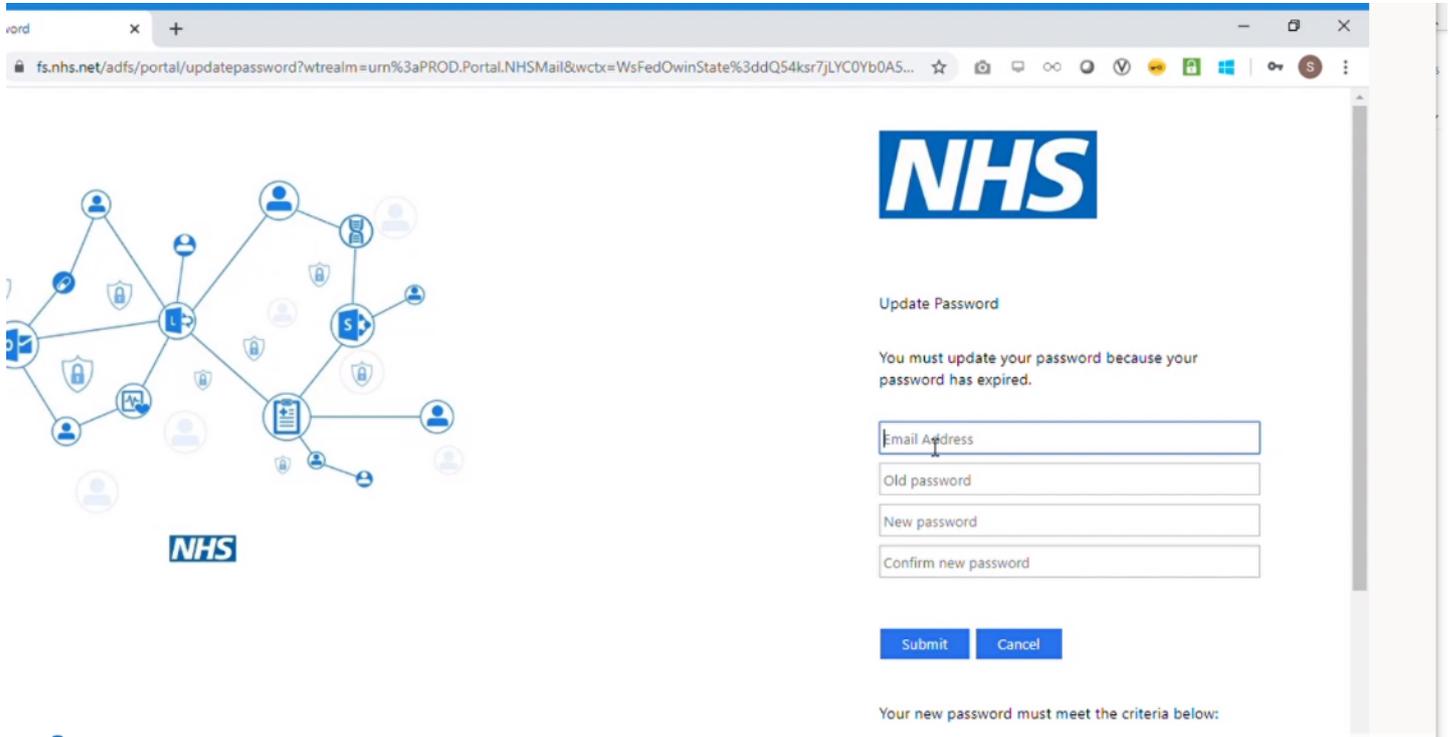
This is a private computer

[Unlock Account or Forgotten Password? Click here.](#)

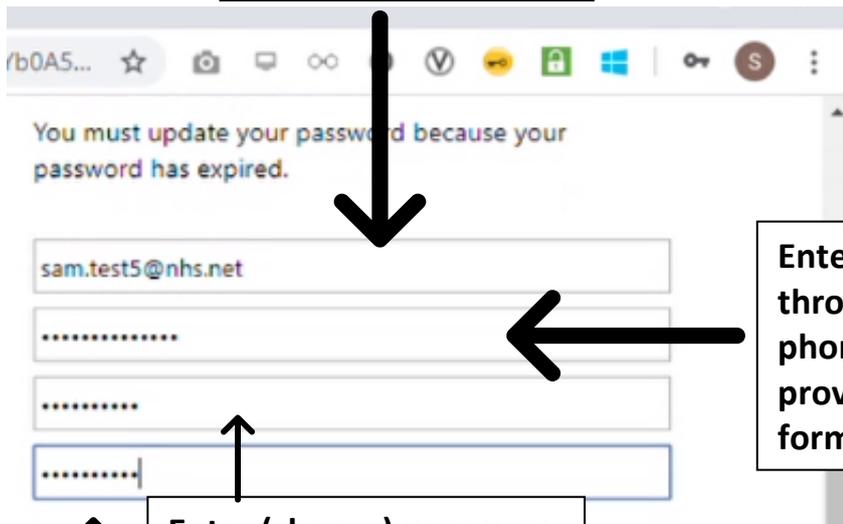
If you do not tick 'this is a private computer' then you will be unable to download any attachments through NHS Mail.



Once you have signed in you will be presented with the screen below (guidance at bottom the page). Hit 'submit' when you have completed.



Enter your nhs.net email address.



Enter the password sent through to the mobile phone number you provided on the Fastrack form.

Enter (choose) your new password twice- and make sure they match. This will last for 1 Year.

1.) Check You meet the password requirement specified.

2.) It can't be a BREACHED PASSWORD so you may need to try another.



Form fields for password creation:

- Username: sam.test5@nhs.net
- Current password: [Redacted]
- New password: [Redacted]
- Confirm password: [Redacted]

Submit Cancel

Your new password must meet the criteria below:

- Minimum length – 10 characters **without** requiring a mix of character types
- Must not match previous 4 passwords
- Not detected as a common password, for example Password123, Winter2018
- Not detected as a breached password (a password used for an account that has previously been compromised)

Your new password can be used for up to 365 days.

portals.nhs.uk/home/acceptablepolicy

NHSmail Enabling collaboration for health and social care

Acceptable Use Policy

1. Introduction
2. General information about NHSmail
3. Your responsibilities when using the NHSmail
 - 3.1 General responsibilities when using NHSmail
 - 3.2 Responsibilities when using the NHSmail email service
 - 3.3 Responsibilities when using the NHS Directory service
 - 3.4 Responsibilities when using your calendar
 - 3.5 Information governance issues
4. Using NHSmail services to exchange sensitive information
5. Using the NHSmail Office 365 (O365) Hybrid Service

1. Introduction

This document explains how the NHSmail service should be used. It is your responsibility to ensure you understand and comply with this policy. It ensures that:

- You understand your responsibilities and what constitutes abuse of the service.
- Computers and personal data are not put at risk.
- You understand how NHSmail complies with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) by reading this information.

As an NHSmail account holder, you should expect to receive ad-hoc communications about NHSmail

- from NHS Digital if you are based in England
- from National Services Scotland if you are based in Scotland

Planning your use of changes or updates to the service to ensure they do not impact your use

This will bring up the Acceptable Use Policy. Scroll down through it. Click the 'accept' button (see below) at the bottom of the page.

- 5.1.10 When moving roles between health and care organisations, it is your responsibility to ensure any data stored in the O365 Hybrid relating to your current/previous role is archived appropriately and/or deleted. It must not be transferred to your new employing organisation without consent of the organisation you're leaving. Guidance is available in the Leavers and Joiners Guide. The Local Administrator (LA) has the right to empty the users OneDrive at any time without the consent of the user.
- 5.2 Office 365 Collaboration Tools Acceptable Use Guidelines
 - 5.2.1 Common standards of behaviour apply to the NHSmail O365 Hybrid tools including, but not limited to, Yammer, Teams and SharePoint.
 - 5.2.2 The Yammer network is open to all individuals whose organisations have procured O365 licences within the NHSmail tenant and can be used as an open space for collaboration. Closed group creation is recommended for users so access to content and collaboration can be managed appropriately by a group owner.
 - 5.2.3 Yammer and Teams are not document or content libraries. Formal records should be created for anything you want to keep.
 - 5.2.4 Confidential information should only be shared as allowed by your organisation. You must not post content/information belonging to other people without permission from them to do so.
 - 5.2.5 You must not post or make available any message that is grossly offensive, indecent, obscene or of a menacing nature. Spamming, unrelated, or inappropriate content is not acceptable. Further specific guidance is available from the Crown Prosecution Service (CPS).
 - 5.2.6 The NHSmail O365 Hybrid Service reserves the right to remove any Yammer group it deems inappropriate or offensive.
 - 5.2.7 SharePoint sites must be restricted to those individuals whom require access. You must notify your LA to remove permissions when an individual no longer requires access.
 - 5.2.8 It is your responsibility to check who has access to your SharePoint sites, Teams groups, is a member of your Yammer network or access to your OneDrive. NHSmail Portal does not have an automated procedure to remove permission for individuals who have left your organisation.
 - 5.2.9 All communications using Office 365 tools must be used in line with the same guidance defined for the use of email and Skype for Business.

Hit the 'Accept' button Now you can send emails.



NHSmail Enabling collaboration for health and social care

> Profile

Profile

Shared Mailbox

My Profile Security Questions Self-Service

This information is displayed in the directory to other users of the email system.

TEST, Sam (ACCENTURE - LSP01)

Telephone

Mobile

Hide mobile number from address book

Tick this box to hide your mobile number from the NHS Mail directory.

Entering a mobile number is recommended so it is easier to recover your account

In this section it will ask you to set 3 Security questions (see below) They must be 6 Characters long. ONE WORD answers are strongly recommended Otherwise you need to remember which character is a 'space'

- each or the que
- They must be 6
- They can't be t
- Answers may n
- Character leng

Security Question 1

Question* Favourite Colour ✓

Answer* Orange ✓

Security Question 2

Question* Childhood Street ✓

Answer* Merit Bank ✓

Security Question 3

Question* Secondary School ✓

Answer* Leffwich ✓

Once you have hit 'Save' at the bottom, you are all setup and ready to sign in through either outlook web browser or the Outlook application.