

How to complete the NHSmail GP Locum Registration Portal

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Introduction

This guide explains how to complete the NHSmail GP Locum registration portal so that your NHSmail account can be created, and how to activate your account once it is available.

Data Security Awareness training

Data Security Awareness training must have been completed within the last 12 months. This must be acknowledged when completing the NHSmail GP Locum registration portal.

You can access free e-learning from most local Clinical Commissioning Groups (CCGs) or complete the e-Learning for Healthcare (e-LfH) - [Data Security Awareness – Level 1](#) course.

To register onto the e-LfH Hub and to access the course, you can use Organisation Data Services (ODS) code – X33 – this code is for GP Locums only.

Note: To register for the e-LfH Hub, you must have one of the email addresses below or an Open Athens Account:

nhs.uk|nhs.net|doctors.org.uk|doctors.net|hscni.net|

If you don't have one of these accounts, please contact support@e-lfh.org.uk.

How to complete GP Locum registration

Invitation

You will be invited to complete the GP Locum registration portal via an email to your registered email address, as held on the NHS England [National Performers List](#).

Please see example invitation email below:

Dear

Invitation to join NHSmail

As a GP Locum, we believe you do not currently have an NHSmail email account. If you already have an NHSmail account please continue to use it and delete this email - you do not need to create a new account via this process.

We would like to invite you to register for an account using the GP Locum portal registration tool.

To complete registration, please visit the [NHSmail Self-Service Registration Portal](#) by the end of **06/07/2019**, providing the information listed below.

- Confirmation that you have completed your Data Security Awareness training in the last 12 months
- GMC reference number
- Individual NHSmail one-time passcode:
- Your mobile phone number, for us to send you a password for activating your account

Once registration is complete, we will create your account and send a further email with instructions on how to activate your account. For more information and guidance on the registration process and associated requirements, please see the [portal registration guide](#).

If you require further assistance, please email the GP Locum [support team](#) or call the NHSmail helpdesk on 0333 200 1133 which is available 24 hours a day 7 days a week.

This mailbox is not monitored so please do not respond to this email.

Best wishes,
The NHSmail team

Registration overview and initial questions

1. Once you have received your invitation email, follow the link to the NHSmail Self-Service Registration Portal. You will be presented with the GP Locum Registration page as shown below:

The screenshot shows the 'GP Locum Registration' page. At the top, there is a header with a menu icon and the title 'GP Locum Registration'. Below this is a section titled 'Registration overview' with a light blue background. The text in this section explains that the form is for requesting an NHSmail account, that answers will be used to create the account, and that health and care professionals can only have one account. It also provides a link to move an existing account and a link to the GP Locum Portal Registration Guide. Below the overview is a section titled 'Please answer the questions below:'. There are three questions, each with 'Yes' and 'No' radio buttons. The first question is 'Do you have an NHSmail account?' with 'No' selected. The second question is 'Have you completed your Data Security Awareness training in the last 12 months?' with 'Yes' selected. The third question is 'Is your name displayed correctly below?' with 'Yes' selected. Below the questions is a section titled 'Your details' with a question mark icon. Underneath, there is a label 'Name :' followed by the text 'Mili User1'.

2. On the 'GP Locum Registration' screen, read the 'Registration overview' message carefully before proceeding.
3. As part of the registration process you must answer the questions, confirming that:
 - you do not already have an NHSmail account – (if you do, please see our GP Locum Frequently Asked Questions [document](#) for more information on what to do)
 - you have completed your Data Security Awareness training in the last 12 months
 - your name is displayed correctly in the 'your details' section.

Additional information

4. On the next screen (shown below) you will be asked to provide:

- General Medical Council (GMC) Reference Number.
- One-Time Passcode (OTP) – this was contained in the invitation email which was sent to you.

Note: OTPs will expire **30** calendar days after being issued. The OTP will be a randomly generated 6-digit unique code.

- Your mobile phone number, for account set-up information to be sent to. This number is also required for the self-service password reset function, so should be a number that is available to you once the registration process is complete.

5. Click on the “Confirm and finish” button.

The screenshot shows a web form titled "Registration overview". It contains a light blue information box with text explaining the purpose of the form and providing links for help and more information. Below this is a green bar with a thank you message. The main form area has three input fields: "GMC Reference Number", "One-Time Passcode" (with a help icon and an asterisk), and "Mobile Phone Number" (with a help icon and an asterisk). At the bottom, there is a yellow bar with a confirmation message and a "Confirm and finish" button.

Registration overview

This form is to allow you to request an NHSmail account.
The answers that you provide will be used to create your NHSmail account.
Health and care professionals can only have one NHSmail account. Therefore, if you already have an NHSmail account please continue to use it and do not create a new one via this process.
Help to move your existing account to the GP Locum part of the NHSmail service is available at locumadmin@nhs.net
More information on completing the GP Locum Registration process including the Data Security Training can be found in the [GP Locum Portal Registration Guide](#).

Thank you. Please provide the information requested below:

GMC Reference Number

One-Time Passcode ⓘ *

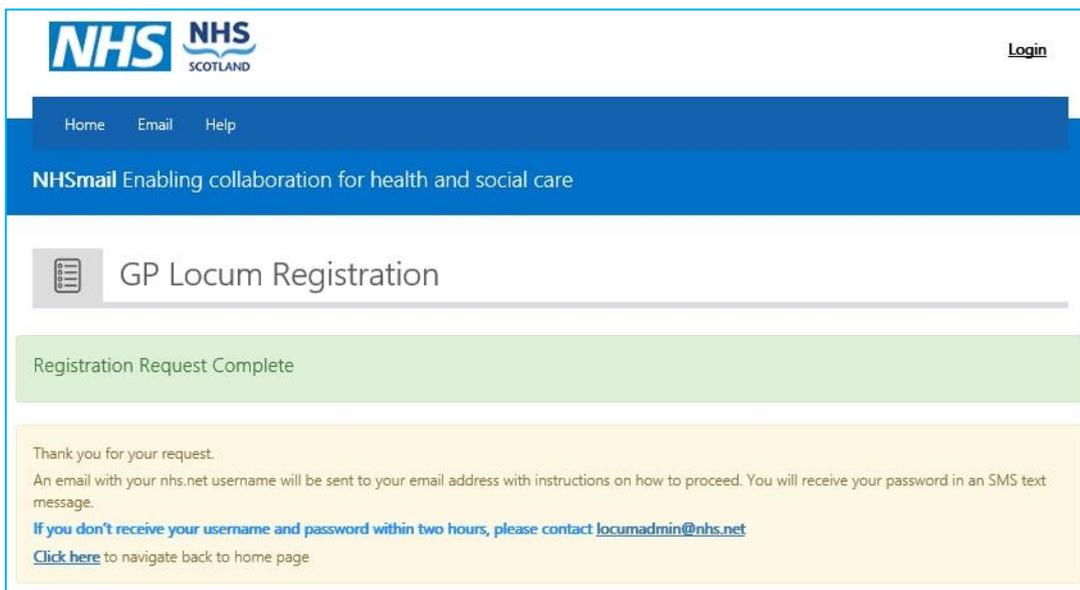
Mobile Phone Number ⓘ *

Please check and confirm that all the information above is correct

Confirm and finish

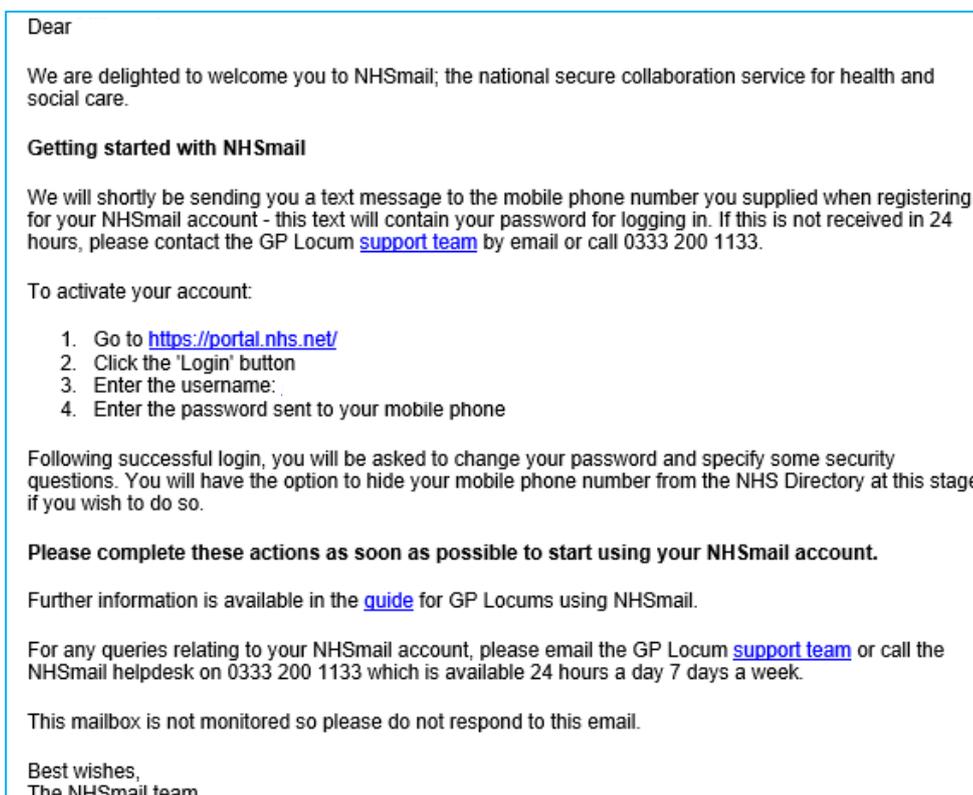
Registration completion

6. You will be presented with the 'Registration Request Complete' screen as shown below.



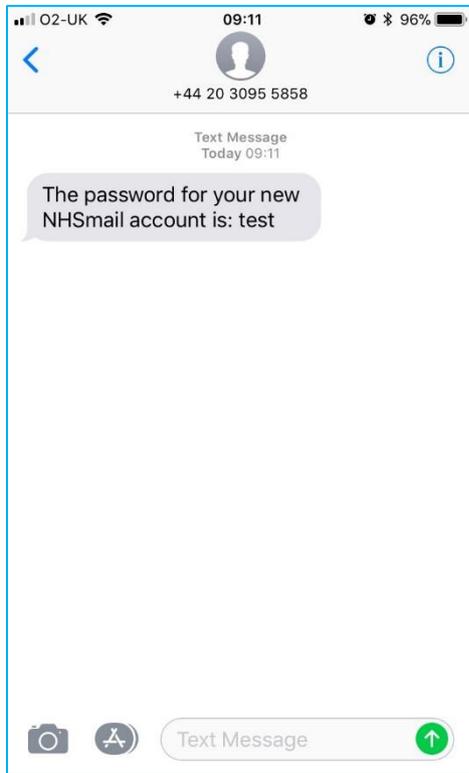
7. Once the registration request has been submitted, a welcome email will be sent to the email address supplied containing your new nhs.net username. The email will also provide instructions on how to activate and use the new NHSmail account.

Please see example welcome email below:



8. You will also receive an SMS message to your mobile phone number (which you supplied via the registration portal) with your temporary password. If you don't receive a text message within two hours of registering (check your Junk folder), please email the [GP Locum support team](#).

Example SMS message containing your NHSmail account password:



Support and guidance

Further information is available on the NHSmail [support site](#).

Some useful documents include:

- Using [Outlook Web App](#) – email (www.nhs.net)
- [How to change your password](#)
- [Updating your mobile phone number in the NHS Directory](#)

Specific guidance is available for GP Locums in the GP Locums using NHSmail [Guide](#).

GP Locum NHSmail users can contact the GP Locum support team via locumadmin@nhs.net or call the NHSmail helpdesk on 0333 200 1133 – the NHSmail helpdesk is available 24 hours a day 7 days a week.

Note: If your account is associated with a practice, you can contact your Local Administrator.