Health & Social Care Information Centre

hscic

Guidance Leaflet

CIS USR 0.1
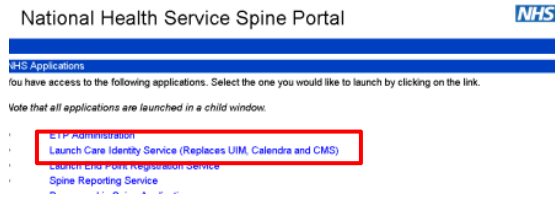## Updating 'My Profile'

➤ **All card holders**

Updating 'My Profile'
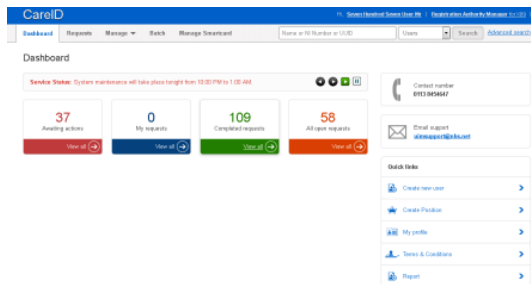
All Smartcard Holders

All users issued with a Smartcard have the ability to update certain aspects of their record on the CIS database as well as change their PASSCODE and, when necessary, renew their own Smartcard certificates

(Certificates last two years and can be self-renewed within 90 days leading to the expiry date – after this time please contact your local Registration Authority).

>> Launch Care Identity Service >> from the NHS Spine Portal https://portal.national.ncrs.nhs.uk/

This will lead to the Care Identity Services – Dashboard screen: (This view can be different depending upon your access rights.)
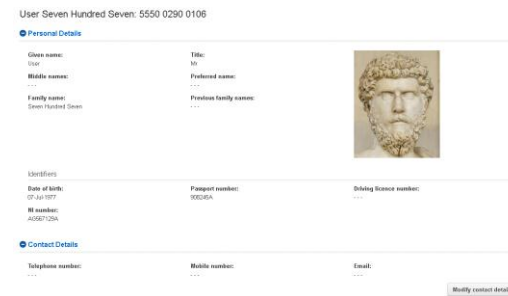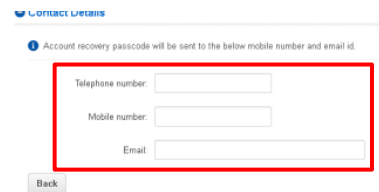

>> SELECT My profile >> from the Quick Links on the lower right of the screen:

Your details will be displayed; if the photographic is no longer a true likeness or there are errors in the information you cannot modify, please contact your local Registration Authority team.

If your contact details are not displayed or are now incorrect please update them:

>> SELECT Modify Contact details >>

>> SELECT Update Contact >>

Manage your own PASSCODE / CERTIFICATES:

>> SCROLL DOWN >>

>> SELECT Service >>

Here you can change your own PASSCODE and if the option is available Renew Your own Certificates.

Enter your current PASSCODE and the preferred new one – TWICE.

>> SELECT >> 'Back', 'Close' or 'Confirm' as appropriate:

Note: The Renew Certificate button will only be available near to their expiry; a reminder prompt should be received with 30 days left.

USR 0.1 – UPDATING 'MY PROFILE'
CIS - Feb 2015