

## Applying for Access to a Product

1.

Go to:

<https://useraccess.nhsns.scot.nhs.uk/>

If you have already registered with the User Access System, log on, using your Username and Password.

2.

Look for, and click on, the green 'Request New Access' button.

3.

Choose your Product, from the Drop-Down List and then click on the 'NEXT' button

4.

Complete the details on the 'Access Request' page, remembering to add a date.

Once done, click on the 'CREATE' button

5.

If the page has been completed correctly, you will be reminded to submit your request.

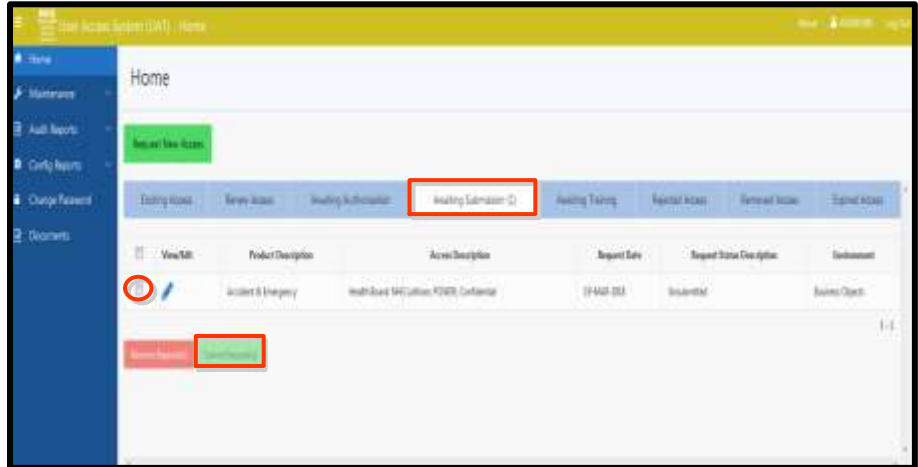
Click on the 'OK' button.



6.

You will now be returned to the 'Home' page, where you will see your request in the 'Awaiting Submission' tab.

Place a tick in the tick box (indicated) and click on the 'SUBMIT REQUEST' button.

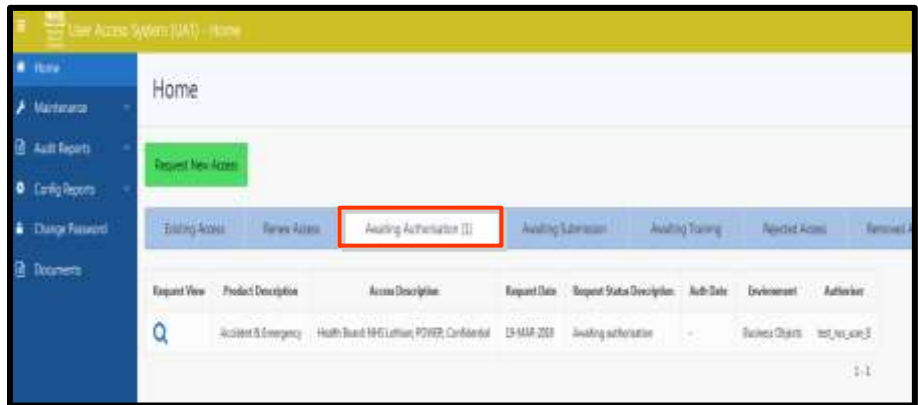


7.

After being asked to confirm your submission, you will be returned to the 'Home' screen again, where you will see your application, now located in the 'AWAITING AUTHORISATION' tab.

This indicates that your request has been sent to your authoriser, for consideration.

Please note that your authoriser, in most cases, may not be your line manager



If you are in any doubt about this process, please call the PRODUCT SUPPORT TEAM on 0131 275 7050