Renewing Access to a Product

Log in to the User Access System

https://useraccess.nhsnss.scot.nhs.uk/

NHS
National
Services
Scotland

User Access System
Log In

1.

In the 'HOME' page, look for the 'RENEW ACCESS' tab.
If you have a Product that requires renewal, it will be found here.
A number within brackets, (in this case (1)), indicates how many Products require renewal.
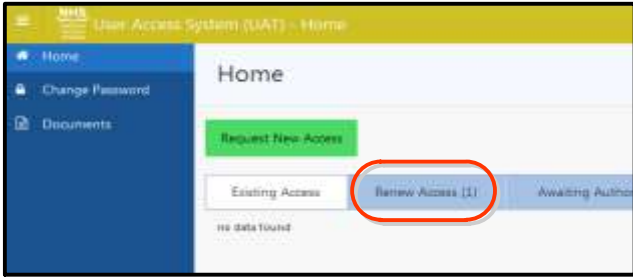
2.

When you click on the 'RENEW ACCESS' tab, it will take you to this page, where you can see, which Products require action.
To do this, look for and click on, the 'Clock' icon.

3.

You will be taken to this page, which contains all of settings for your current access.

Check all of the details, to ensure that they are still relevant.

Data Mart Products will allow you to make changes, before you submit the renewal request.

Tableau Products do not allow changes to be made and require you to remove your access and reapply, requesting whatever level of access you require.
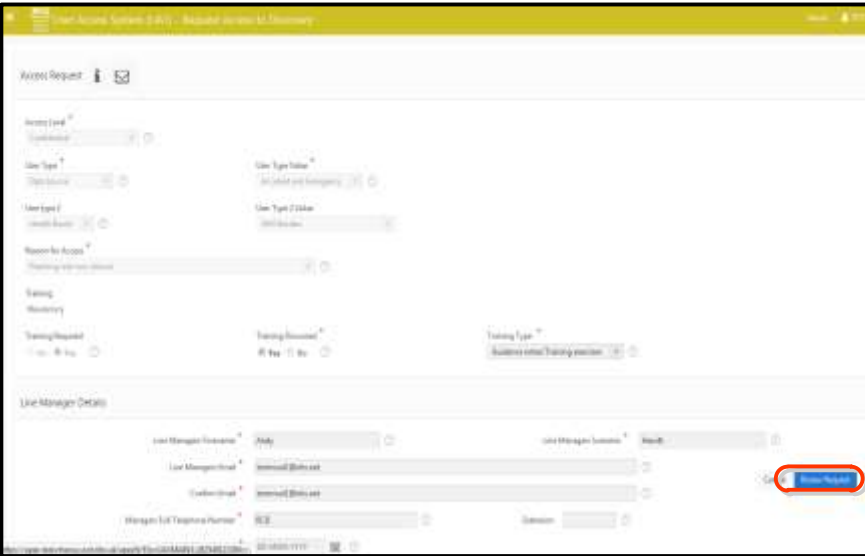
4.

When you have clicked on the 'RENEW REQUEST' button, you will be taken back to the home screen.

Your request can now be found in the 'AWAITING AUTHORISATION' tab.

If you require any assistance with this procedure, please call the :

Product Support Team

0131 275 7050