

# Step-by-Step Guide

## How to register for the NCDA

Initial registration for the NCDA only takes a few minutes

The first person to register should be a GP with a GMC number

Visit <https://nww.canceraudit.phe.nhs.uk> (only accessible from NHS networked PCs)

Click the 'Sign Up' button

Select 'NCDA' from the list of audits to register for

Complete the registration form with the required details:

- Your full name
- Your nhs.net email address (to enable us to send you your login details – only secure for nhs.net and wales.nhs.uk email addresses)
- Your mobile number (for the authentication code you will need when you first log in)
- Your GMC number
- Your practice code and address

Complete the consent form:

- Confirm PHE can hold your details and use them to create an NCDA account for you (*consent required*)
- Confirm if PHE can share your details with Cancer Research UK for the purposes of monitoring NCDA participation (*consent recommended*)
- Confirm if Cancer Research UK can hold your details and contact you about the NCDA (*consent recommended*)

When finished, click the 'Sign Up' button and you will see a confirmation page to confirm you registered

Log into the nhs.net email account you registered with

There will be an email asking you to verify your email address: click on the link in the email, which will take you to a verification page asking you to re-confirm your GMC number

Enter your GMC number and click 'Confirm'

You will see a confirmation page and receive an email to confirm your nhs.net email was verified

Staff at PHE will now undertake further verification steps and set up an account for you

You will receive an email to confirm your account has been set up

You will receive a separate email with your password

### **Trouble shooting:**

- If the link doesn't work:
  - Ensure you are on an N3 connected PC, as the link only works within the secure NHS network
  - Check your internet browser version, as the link will only work with Internet Explorer version 8 (IE8) or above (or equivalent other browsers); you can normally do this by accessing the 'Help' menu or the gear or dotted line icon (top right) from inside your browser and selecting "About Internet Explorer/Google Chrome/Firefox"
  - Check you have opened your internet browser through your clinical system (EMIS, Vision, SystemOne etc.)
  - If none of the above appear to be the problem, contact your local IT support team to ask them if the local Firewall is preventing access to the NCDA site (<https://nww.canceraudit.phe.nhs.uk>) as some local Firewall setting within NHS Trusts may require the link to be made a 'trusted link' before it will work
- If you do not receive email confirmation to verify your nhs.net email address:
  - It may take up to a day for the email confirmation to arrive
  - Check your spam or junk folder
  - Try registering again if the email hasn't arrived after 24 hours (there may have been a typo preventing the email from going through)
  - Ensure you have used an nhs.net email address (or a wales.nhs.uk email address) and not any other email address, as the system won't allow other domains due to data security requirements
  - If you have been locked out of your nhs.net email address, e.g. if you do not normally use it, you can consider:
    - Visiting <https://web.nhs.net/> and request for your account to be unlocked (you may need support from your local IT team for this)
    - Using the practice email address for registration (usually [PracticeName]@nhs.net)
- If you do not receive emails to confirm your user name and password:
  - It may take up to 48 hours for our staff to fully verify you and create your account; note that our staff do not usually work on weekends and any requests received in the evening or on weekends will be processed from the next working day
  - Check your spam and junk folder
  - Email the team if you haven't received anything after three working days

**If you have any problems that cannot be resolved with the above solutions, please email: [PHE.ClinicalAudit@nhs.net](mailto:PHE.ClinicalAudit@nhs.net) and one of the team will be in touch to help**