The new Leeds Care Record eLearning and account management platform

Authoriser Guide

How to log in to the eLearning portal

To access the eLearning portal once you have activated your account please click on the link below or enter it into your web browser:
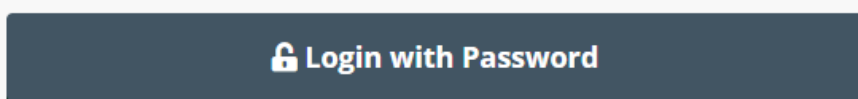
https://test-training-leedscarerecord.this.nhs.uk/

Click on Login   Login

You will then be prompted to log in with your NHSmail credentials (@nhs.net email addresses only):

☒ **Login with NHSmail**

Or log in with a standalone password (for organisations that use alternative email addresses):

🔓 **Login with Password**

How to complete the eLearning modules

After logging in you will be presented with the eLearning dashboard.
In order to gain access to Leeds Care Record ALL training modules must be completed.
If you have previously completed the eLearning you will not be required to complete this again however the modules can be retaken at any time to refresh yourself.

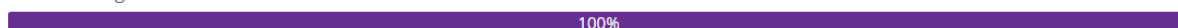For each module you will need to select Start module.

Start module
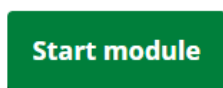
Play through each video then select Complete lesson.

Complete lesson
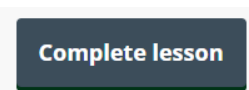
This will then update the module to 100% completed.

Module Progress:

100%

Members can pause the module and come back to it later.

Once all modules have been completed, members can download certificate as PDF as proof of compliance.

How to request new user accounts

As an account authoriser you can request a new Leeds Care Record account for a member of staff at your organisation.

Click on Manage Sites

Manage Sites ▾ Account ▾

Example Site
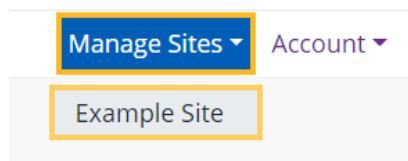
The drop down list will show which teams/organisations you are an account authoriser for.
If you are an authoriser for more than one team/organisation they will all appear in the list so you can view staff members at each site.

Once you have selected the site you wish to request a new user for select Create Invite

Create Invite
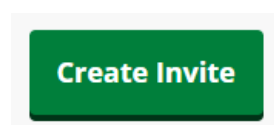
Fill in the forename, surname, email address, contact number, job title and job category for the new user and click Invite.

The user will then receive an email requesting them to accept or reject this invite to access the Leeds Care Record.

If the user rejects this invite you will receive an email to state the invite has been rejected with a reason why. This staff member will then appear in the list under all historic invitations.

If the user accepts this invite they will be asked to confirm their account details that you submitted are correct.
They will then be required to complete the Leeds Care Record eLearning. All modules must be completed before log in details can be sent out.

Site Management

As an account authoriser you can manage the staff members at your site(s).
Click on Manage Sites then the site you want to manage:

Manage Sites ▾ Account ▾

Example Site
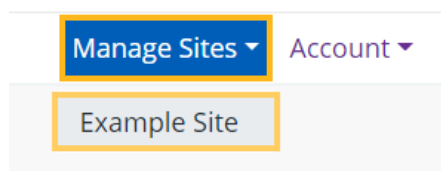
Current Staff Members

You will see a list of the staff at your organisation with their email address and job title. You can also see the progress of their eLearning:

Progress

8 / 8

Edit This will allow you to amend the staff members email address, contact number, job title and job category. Amending the email address will amend it on the portal but will also send a request to admin staff for it to be amended on Leeds Care Record.

Deactivate This will send a request to admin staff for the staff members Leeds Care Record account to be deactivated. E.g. sick leave, maternity leave

Remove This will send a request to admin staff for the staff members Leeds Care Record account to be deactivated as they have now left the site.

All staff members including historical accounts

To view all staff members associated with the site including deactivated and removed staff members click on "all historic memberships".

View **all historic memberships** including deactivated and deleted members.

Activate This will send a request to admin staff for the staff members Leeds Care Record account to be reactivated.

Who else is an account authoriser at my site?

You can see who else is an account authoriser for your site as next to their name in the staff members list there will be this symbol:

Invitations open and historical

You can see a list of all current pending invitations for your site. These are the staff members you have invited to the join the site via email and still need to accept the invitation.

Click on "all historic invitations" to show you all invitations that have been sent and the response of accepted or rejected. Expired invites that have exceeded the 30 day limit will also appear on here.
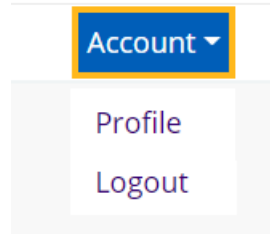
How to update your profile details

Having registered on the Leeds Care Record eLearning platform you may wish to amend some of your details.

Click on account   Account ▼

Then profile

Account ▼

Profile

Logout

Click on the details you wish to alter. You can amend your forename, surname and your job information at the site you work at.

Need help?

If you require any assistance with being a Leeds Care Record account authoriser, gaining a new user account, completing the eLearning modules please contact the Leeds Care Record team at leeds.carerecord@nhs.net or navigate to the FAQ page on the eLearning portal.