LCR TRAINING PORTAL

LEEDS CARE RECORD
Shared information. Better care for you.

A guide for Leeds Care Record team authorisers/approvers

MANAGE YOUR MEMBERS LCR ACCESS ONLINE

Working in partnership with

ppm+

No narration available on this video. For demonstration purposes only

Login: **https://training.leedscarerecord.org**

Home | Ready to go? Already got access to this portal? | Login

Leeds Care Record Training Portal

A new digital portal where you can access and complete training to gain access to Leeds Care Record.

Entry to this site is by invitation only. If you require access to this system, please contact the project team on: leeds.carerecord@nhs.net

Training completion is compulsory for everyone which can be undertaken via this portal.

Invite
Your organisation will invite you to this training site using your work email address (so check your email).

Login
Accept the invite and sign in to this portal with your NHS mail details (or created password).

Watch
Review and complete assigned e-Learning content based on your organisation and role.

Access
On completion you will receive login details to access Leeds Care Record by an administrator (by email).

1

Log into the LCR Training Portal here:
https://training.leedscarerecord.org

2

If required, you can complete your own training from the 'Home' tab.

(This is what your other members will see on their LCR Training Portal account)

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LCR TRAINING PORTAL

Home   FAQs   Manage Sites ▾   Account ▾

ONLY Leeds Care Record site Authorisers will see the 'Manage Sites' button.

Your Team Name
⑦ Need help with this section?

Manage Sites ▾

Example Site

Add new members here

Create a new invitation
Send invite to new staff member

Add a new user

Members
List of current members belonging to this site

Name	Job Title	Progress

Pending invitations
All open invitations for the site

View all historic memberships including deactivated and deleted members.

View and manage your existing members here.

Recipient	Job Title	Created

View all historic invitations including expired invites.

3

Select the site that you want to manage.
(Some may have access to more than 1 site so this section will list all of your sites where you are a nominated authoriser)

Add a new user

Forename *

firstname

Surname *

lastname

Email *

test@example.com

Contact Number *

000000000000000000

Job Title *

Job Title Here

Job Category *

Healthcare Assistant

Cancel Invite

ONLY INVITE STAFF WHO ARE COMPLIANT WITH THEIR INFORMATION GOVERNANCE TRAINING FOR YOUR ORGANISATION

Invitation Sent

New invitation sent.

OK
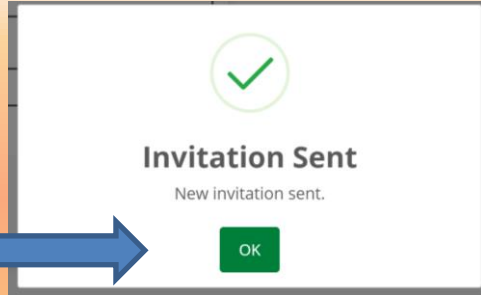
4

Complete the 'Add a new user' fields to request a new staff member to have access to Leeds Care Record – this will then send an invitation email.

Pending invitations

All open invitations for the site

Recipient	Job Title	Created			
firstname lastname test@example.com	Job Title Here Healthcare Assistant	12:27 24/06/2021 by Team Authoriser			

Invites expire after 30 days so if the staff member doesn't accept the email invitation you will have to add them as a new user again.

If the invite is still within the 30 day period but the staff member didn't receive the invitation email, you click the 'resend email' button.

You can also delete that invitation which will cancel the invite link or edit the persons details if something is incorrect.

5

Once you have sent the invite, the 'pending invites' section indicates that the person has not yet accepted their invitation. Use the available buttons if you need additional help.

What should the staff member do next? They should follow their email instructions. More available here: https://www.leedscarerecord.org/training-portal-help/

START					END

Create a new invitation
Send invite to new staff member

Add a new user

Pending invitations
All open invitations for the site

Recipient	Job Title	Created			
Demo User Test
invite@nhs.net	senior tester
Research/Medical
Scientist/Fellow	11:09
24/06/2021
by Judy Test Taylor	✏️ 🕘 ✉️ 🗑️		

View all historic invitations including expired invites.

Members
List of current members belonging to this site

Name	Job Title	Progress			
👤⚙️ firstname lastname
test@example.com
📅 10:34 21/06/2021	Testing
Consultant	0 / 8	👤✏️	🚫	👤✖️
👤⚙️ Judy Taylor Test
judy.taylor1@nhs.net
📅 15:19 21/06/2021	PSO
Pharmacy	8 / 8	👤✏️	🚫	👤✖️
Polly Sixty
test@example.com
📅 12:42 18/06/2021	Testing
Nursing	8 / 8	👤✏️	🚫	👤✖️
Abdul Demo Karim
a.karim@nhs.net
📅 11:34 21/06/2021	Testing
Doctor	0 / 8	👤✏️	🚫	👤✖️
Jasper Cooper
j.cooper1@nhs.net
📅 14:10 18/06/2021	BA
Other	8 / 8	👤✏️	🚫	👤✖️
Andrew NHS
andrew.testing@nhs.net	Testing
Management	0 / 8	👤✏️	🚫	👤✖️

Indicates that this person is a site authoriser and can also manage the members list.

👤⚙️ firstname lastname
test@example.com

Shows the persons overall training completion status.

6 Manage your team/service members using the buttons provided.

Name	Job Title	Progress	
👥⚙ firstname lastname test@example.com 📅 10:34 21/06/2021	Testing Consultant	0 / 8	👤✏ 👤🚫 👤✖

Edit that members details, including their email address if this has changed. Email address changes will then send a request to also update their Leeds Care Record account to the account management teams.
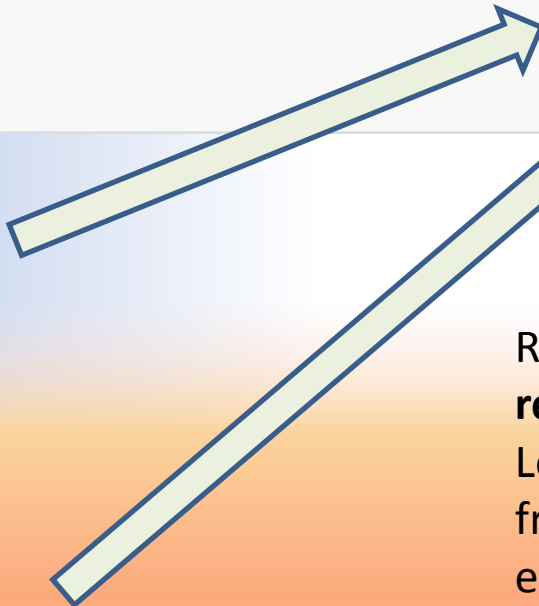
Request to **permanently remove** that persons Leeds Care Record access from your site e.g. left employment.

Request to **deactivate** the persons Leeds Care Record account e.g. Maternity leave, long term sickness etc. (Member accounts are automatically deactivated if they haven't used their Leeds Care Record account for a period of 90 days).

Any account deactivations will still allow that member to access the LCR Training Portal, just not use the Leeds Care Record system.

7

If a members account has been deactivated, you can **reactivate** them on the 'view all historical memberships' link and clicking the reactivate button.

Name	Job Title	Progress			
firstname lastname test@example.com 🗓 12:33 24/06/2021	Job Title Here Healthcare Assistant	0 / 8			

View all historic memberships including deactivated and deleted members.

| 👤 firstname lastname
firstanme.lastname@nhs.net | TESTING
Doctor | 11:21 24/06/2021 | 11:21 24/06/2021 | - | |

A request will then be made to the account management teams to **reactivate** that members Leeds Care Record access. If they have previously completed Leeds Care Record training, they will not need to redo the training again.