



How to register an organisation / sent an invitation to join the DCC (QRG)

Create Date	Organisation	Region	ICO Code	ODS Code	Status	
13-Oct-2017	MH - testing invite email for DCC mailbox	NCL			Accepted	View Add ISA Add DPC
12-Oct-2017	TestOrg-1	SEL		rj1	Pending	View
06-Oct-2017	GUY'S AND ST THOMAS' NHS FOUNDATION TRUST	SEL		rj1	Pending	View
05-Oct-2017	KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST	SEL		rjz	Pending	View
02-Oct-2017	Read Only Org - Delyth	SWL			Accepted	View Add ISA Add DPC

1. To register a new organisation on to the DCC, select the 'Organisations' tab from the navigation tab
2. Select the **Register New Organisation** ([+ Register New Organisation](#)) button

Organisation Codes

If you have an Information Commissioner's Office (ICO) Registration Number or an Organisation Data Service (ODS) code, please enter them below and some fields will be automatically populated.

ICO Reg #

ODS Code

OK

3. The Organisation Profile form is loaded in the background with a pop-up dialog box in the foreground requesting ICO Registration Number and ODS code for the new organisation
4. If you have the information at hand then enter them in the dialog box, otherwise, select the **OK** () button to continue



5

Organisation Profile Details

Organisation Name	<input type="text"/>	Organisation Region	<input type="text" value="Please Select..."/>
Organisation Type	<input type="text" value="Please Select..."/>	Provide direct care?	<input type="text" value="Please Select..."/>
ICO Registration Number	<input type="text" value="Unknown ICO Registration Number"/>	ODS Code	<input type="text" value="No IG Toolkit found for this ODS."/>
ICO Expiry Date	<input type="text" value="dd/mm/yyyy"/>	Improvement Plan in Place	<input type="checkbox"/>

5. Under 'Organisation Profile Details' section in the registration page, complete the mandatory fields highlighted in pink; **Organisation Name**, **Organisation Type**, **Organisation Region** and whether the organisation **Provide direct care** from the drop-down menus. The ICO registration number and the ODS code are also mandatory

Note: If 'Local Authority' is selected from the **Organisation Type** field, you will need to complete an additional field of **Role Category** for each contact in the 'Add new Contact' form

Organisation Contacts

+ Add New Contact 6

Name	Role	Email	Phone	Mobile	Create a login?

6. Under 'Organisation Contacts' section, click on the **Add New Contact** (**+ Add New Contact**) button to add responsible users in your organisation

7

Contact

First Name	<input type="text" value="John"/>	User Account Options There are 3 levels of access available - please choose one: <input checked="" type="radio"/> Organisation User (Full access to your organisation) <input type="radio"/> Active User (ISA registry and management) <input type="radio"/> Read only user
Last Name	<input type="text" value="Doe"/>	
Role	<input type="text" value="Caldicott Guardian"/>	
Role Other	<input type="text"/>	
Email	<input type="text" value="john.doe@nhs.net"/>	
Phone	<input type="text" value="123456789"/>	
Mobile	<input type="text"/>	
	<input checked="" type="checkbox"/> Login account required	

8

9

7. A 'Contact' form is displayed. Populate the required fields accordingly

Note: At least one **Caldicott Guardian** contact must be assigned to the organisation



- Place a tick on the 'Login account required' check box to assign a user account for the contact

Note: At least one user account must be allocated for the organisation with OSU login privilege

- Select the **Update** (Update) button to continue

- Under the 'Organisation Tagging' section, click inside the 'Services provided' box; once you start filling this box in, the preloaded services should pop-up, please select the available services that your organisation provides
- Click inside the 'Boroughs serviced' box, again start writing the boroughs that your organisation provides services to and select the appropriate borough. To select everything on the list, click 'All London Boroughs' tag at the top

Note: A search query for an individual borough will bring up your organisation in the search result as you have indicated that you provide services to 'All Boroughs'.

- If a service you provide isn't listed, please use the 'Additional Services' text box to enter free-text which is up to 40 characters

- Under 'Accreditations' section, click the **Add New Accreditation** (Add New Accreditation) button, an 'Accreditation' window is displayed

- Select the **Accreditation Type** from the drop-down pick list, populate the fields accordingly then select the **Update** (Update) button



Note: Some accreditation Types will require additional information from you.

15. Under 'Related Documents' section, click the **Upload New** ([Upload New](#)) link. A 'Provide details' window is displayed

16. In the 'Provide details' dialog box that opens up, populate the fields accordingly

Note: Maximum file size that can be uploaded is 20MB.

17. Click the **Choose File...** ([Choose File...](#)) button and attach a file

18. Select the **Save and stay** ([Save and stay](#)) or the **Save and return** ([Save and return](#)) button to commit the changes

Create Date	Organisation	Region	ICO Code	ODS Code	Status	
11-Dec-2017	ABC Mental Health Trust	NCL			Invited	View
13-Oct-2017	MH...testing invite_email for DCC mailbox	NCL			Accepted	View Add ISA Add DCC

19. An invitation email will be sent to the organisation and the Organisation status will be set to 'Invited' meaning an invitation has been sent