

How to create an account on CI Digital portal

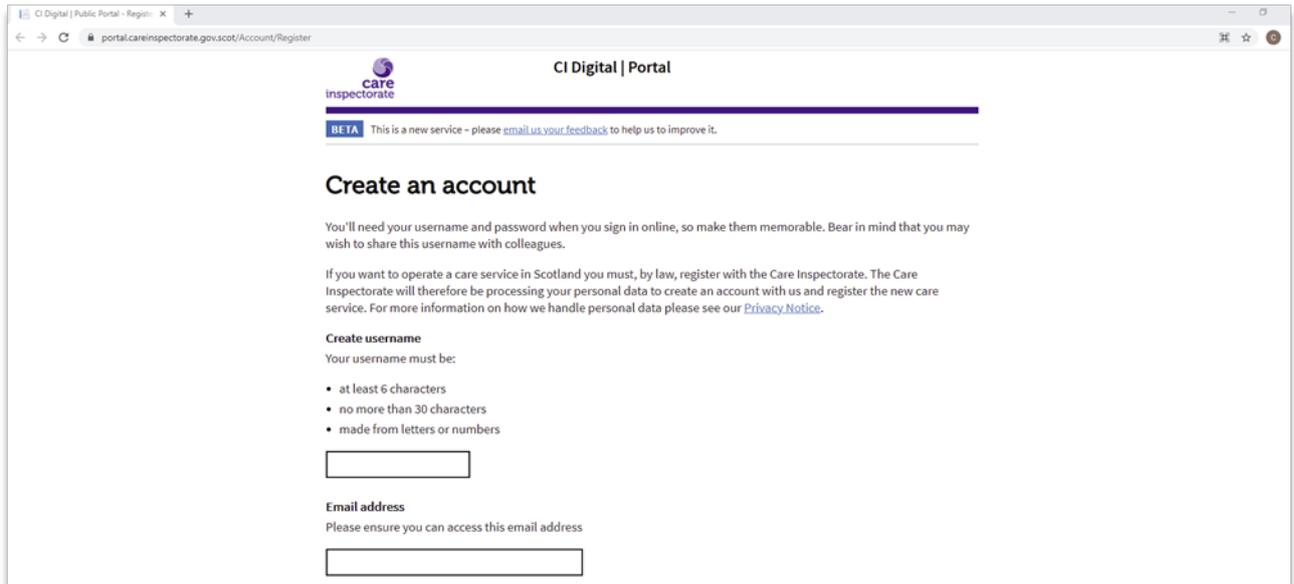
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How to create an account

The following information will show you how to create an online account on CI Digital. Further information about the portal can be found on our website [here](#).

Step 1.

Go to <https://portal.careinspectorate.gov.scot/Account/Register>



The screenshot shows a web browser window with the URL portal.careinspectorate.gov.scot/Account/Register. The page header includes the 'care inspectorate' logo and the text 'CI Digital | Portal'. A blue banner below the header reads 'BETA This is a new service - please [email us your feedback](#) to help us to improve it.' The main heading is 'Create an account'. Below this, there is explanatory text: 'You'll need your username and password when you sign in online, so make them memorable. Bear in mind that you may wish to share this username with colleagues.' and 'If you want to operate a care service in Scotland you must, by law, register with the Care Inspectorate. The Care Inspectorate will therefore be processing your personal data to create an account with us and register the new care service. For more information on how we handle personal data please see our [Privacy Notice](#).' The form contains two sections: 'Create username' with the instruction 'Your username must be:' followed by a bulleted list: 'at least 6 characters', 'no more than 30 characters', and 'made from letters or numbers'. Below the list is an empty text input box. The second section is 'Email address' with the instruction 'Please ensure you can access this email address' and an empty text input box below it.

Step 2.

In the boxes provided enter:

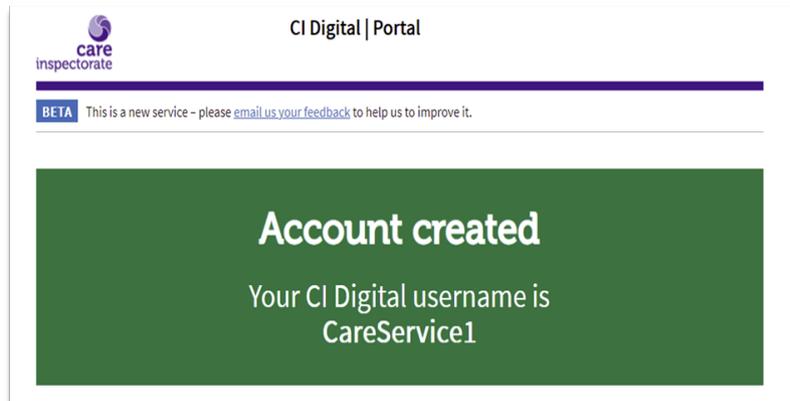
- a username
- an email address
- a password

Complete the form and click the 'Create account' button.

Step 3

You will see a confirmation message that the account has been created and that a verification email has been sent to the email address provided.

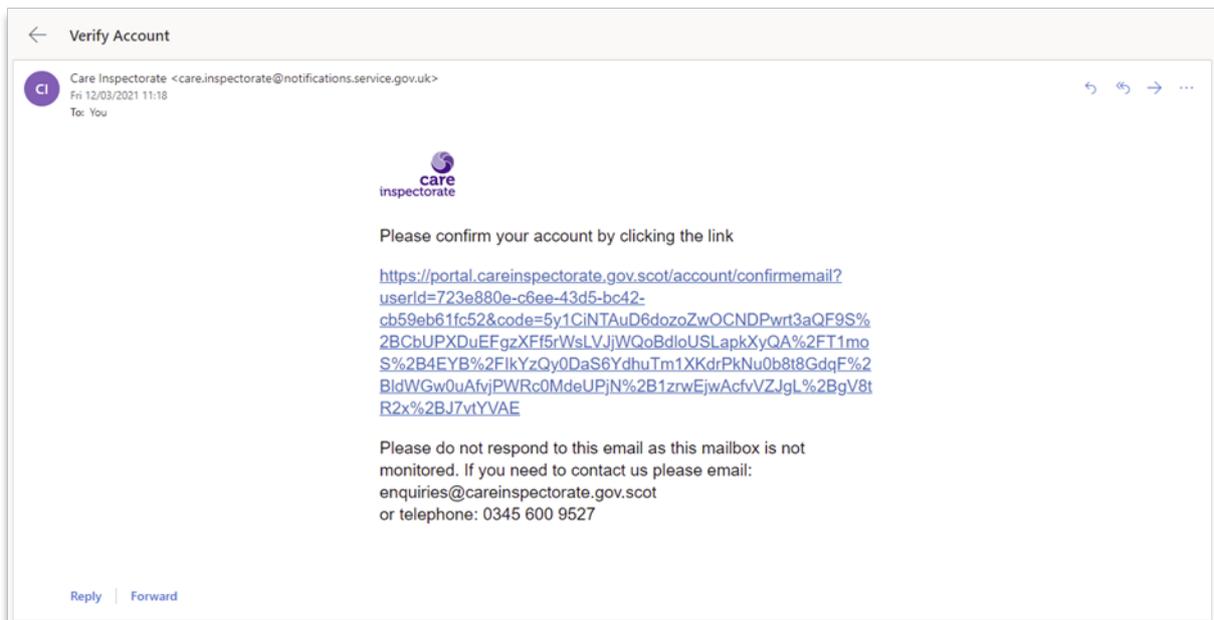
Before you can use the account you need to confirm your email address by clicking the link provided in the email. We recommend you keep the confirmation screen open until you have verified your account. It may take a few



minutes for the email to arrive in your inbox. The subject of the email is 'Verify Account'. If you cannot see it, check your spam or junk folder. You can also request another email from the confirmation screen. If you continue to experience problems setting up an account please get in touch with our [contact centre](#).

Step 4

Once you receive the email, click on the link provided to verify the address.



You will be then see a confirmation page.



BETA This is a new service – please [email us your feedback](#) to help us to improve it.

Email address updated

Thank you for confirming your email. Please [Click here to Log in](#)

Step 5

Click the link to login to your account or visit <https://portal.careinspectorate.gov.scot/account/login>.

You will be asked to provide your username and password. This is the username and password you used to create the account.

If at any point, you forget the login details, you can use the 'I have forgotten my password' and 'I have forgotten my username' links which will then send an reminder email to the registered email address.

Step 6

Once logged in to the account, you can apply to register a new service or manage in-progress registration applications.

Existing providers and registered services

If you are an existing provider or service, you can add your registered services to your portal account. They will appear under the 'Registered Services' heading once you have linked your service to your portal account. Please see our guidance 'Grant portal access guide' for information on how to do complete this action.

BETA This is a new service – please [email us your feedback](#) to help us to improve it.

Portal Home

CareService1

Registration

[Register a new care service and manage my applications](#)

Registered Services

Service name	Type	Service number	Address
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You have no current services.

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Other languages and formats

This publication is available in other formats and other languages on request.

Tha am foillseachadh seo ri fhaighinn ann an cruthannan is cànan eile ma nithear iarrras.

অনুরোধসাপেক্ষে এই প্রকাশনাটি অন্য ফরম্যাট এবং অন্যান্য ভাষায় পাওয়া যায়।

یہ اشاعت درخواست کرنے پر دیگر شکلوں اور دیگر زبانوں میں فراہم کی جاسکتی ہے۔

ਬੇਨਤੀ 'ਤੇ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਹੋਰ ਰੂਪਾਂ ਅਤੇ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ।

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