



Digital portal: Adding a user with service access

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care inspectorate CI Digital | Portal

Portal home [Your account](#) [Log off](#)

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

Blossom Care Home

Beech Tree Care (SP2000000000)

Care service type: Care home service
Registration number: CS2000123456
Status: ACTIVE
Registration date: 24 February 2000
Manager: Claire Smith
Address: The Old Stables
Anytown
DD1 4NY

Actions
[Apply to register a new service](#)
[Download registration certificate](#)
[Amend contact details](#)
[Amend manager or service details](#)
[Apply to vary my conditions](#)
[Apply to become inactive](#)
[Apply to cancel the registration](#)

Service details **User access** Applications

Click on the **User access** tab.

Service details **User access** Applications

Add user
[Help with access types](#)

Username	Email address	Access	
Manager1	care.manager@example.co.uk	Service	Remove user
JillCoopz	jill.cooper@example.co.uk	Service	Remove user
Provider1	provider1@example.com	Provider	
ABC_Care10	derek.mcintosh@example.co.uk	Provider	
MandyPeters12	mandy.hillsborough@example.co.uk	Provider	

On this screen you can see which users have service or provider access.

We display service users at the top so they can be identified quickly.

A user with service access cannot remove a provider user.

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Username	Email address	Access	
Manager1	care.manager@example.co.uk	Service	Remove user
JillCoopz	jill.cooper@example.co.uk	Service	Remove user
Provider1	provider1@example.com	Provider	
ABC_Care10	derek.mcintosh@example.co.uk	Provider	
MandyPeters12	mandy.hillsborough@example.co.uk	Provider	

Click this button to add a new user.

Note: The user will need to create their own portal account before they can be added.

The screenshot shows the 'Add user with service access' form in the CI Digital | Portal. The page header includes the 'care inspectorate' logo and the title 'CI Digital | Portal'. A navigation bar contains 'Portal home', 'Your account', and 'Log off'. A 'BETA' notice states: 'This is a new service - please email us your feedback to help us improve it.' The main heading is 'Add user with service access' for 'Blossom Care Home' (CS2000123456). Under 'User details', a prompt asks for the username and email address. The 'Enter their username' field contains 'CareService2' and the 'Enter their email address' field contains 'joebloggs@example.com'. At the bottom, there are 'Add user' and 'Cancel' buttons. A green callout box points to the 'Add user' button with the text: 'Click the **Add User** button.'

The screenshot shows the confirmation message after adding a user. The page header and navigation bar are identical to the previous screenshot. The main heading is 'Blossom Care Home' (CS20001123456). A large green box contains the text: 'CareService2 has been given access to Blossom Care Home'. Below this, a message states: 'CareService2 can now amend service details, request to vary, cancel or make the service inactive. You can remove their access at anytime from the user access tab on the service.' Under the 'Actions' section, there is a 'Manage users' button. A green callout box points to the 'Manage users' button with the text: 'Click the **Manage Users** link to return to the list of users.'

Service details | User access | Applications

Add user

[Help with access types](#)

Username	Email address	Access	
CareService2	joebloggs@example.com	Service	Remove user
Manager1	care.manager@example.co.uk	Service	Remove user
JillCoopz	jill.cooper@example.co.uk	Service	Remove user
Provider1	provider1@example.com	Provider	
ABC_Care10	derek.mcintosh@example.co.uk	Provider	
MandyPeters12	mandy.hillsborough@example.co.uk	Provider	

The new user is listed.

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