

Step 1: Choose a Primary User

Decide who A Primary User for your organisation will be. This maybe someone at your organisation or your CCG who will register users on your behalf or already be registered. This person/persons will be responsible for ensuring the users within the GP Practice/Secondary Care Organisation are set up with access to Data Landing. This person/persons **must** have a valid nhs.net email account.

Step 2: Primary User Registers for Data Landing

A Primary User must access the Data Landing Sign Up page, using the link below, in order to begin the registration process.

<https://clinicalaudit.hscic.gov.uk/datalanding/datalandingmanager>

Enter the nhs.net email address and click 'Submit'.

Data Landing

Please enter your NHS.net email address in the box below.

We will then send you an email containing a secure link that will allow you to register those people who will be uploading data.

Email: *required

Submit 

On-screen confirmation that the email address has been submitted will be displayed.

Step 3: Confirm Registration

An automated email will then be sent to the registered nhs.net account. This email contains a secure link that the Primary User will need to follow to allow them to complete their registration for Data Landing and access the 'Data Landing Organisation Search' page.

This link will only remain valid for one hour, after which the Primary User will need to revisit the sign up page to re-start the registration process.

Step 4: Select Organisation

A Primary User must then enter the organisation code of the organisation they wish to register users against.

Data Landing Org Search

Organisation Search Details

Please enter your org code in the box below. Search results will appear automatically.

Organisation Code:

Search results will appear here

Only once the full organisation code has been entered will the search results be displayed. Click on the link for the organisation you wish to register users for. The User Registration page for the organisation will be displayed.

Step 5: Enter User Details

Select 'Add User' and enter the forename, surname email address and telephone number. Complete this for each of the users at the organisation who wish to submit data via Data Landing.

Data Landing

Submitting Users for A12345 - Practice

The following users are registered to submit data to the Clinical Audit and Registries Management Service via Data Landing.

To remove users from this list, please contact NHS Digital on 0300 303 5678 or diabetes@nhs.net. Telephone numbers can be updated by amending the relevant field.

To register new users, enter the name, email address and telephone number below and click 'Submit'.

The email address entered here is where any communications, including submission confirmations, will be sent. Please use an email account which is checked on a regular basis. Email addresses are not restricted to NHS.net.

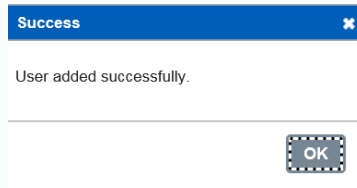
Forename	Surname	Email Address	Telephone Number	Created By	Action
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New User 

The email address does not need to be an nhs.net email address. Note that a Primary User is **only** able to register users for access to Data Landing and will not be able to submit data themselves unless they enter their own email address here. Users who submit data for multiple organisations only need to be registered against one code. Please try and complete all fields.

Step 6: Submit Registrations

Once the details are entered click on the 'Add' button and a 'User added successfully' box will be displayed.



An automated email will then be sent to all of the users who have been registered giving instructions on how to access the Data Landing Portal.

⚠ In order to submit data, each user at the organisation will need to create or already have an HSCIC Single Sign On account. The account will need to be created using the email address submitted by the Primary User on the Submitting Users page.

If the email address entered here does not match the one used to sign into the HSCIC Single Sign On account, they will not be able to submit data via the Data Landing Portal.

To create a single sign on account

- **Follow link**
<https://login.hscic.gov.uk/Register.aspx?referrer=http%3a%2f%2fclinicalaudit.hscic.gov.uk%2f&info=http%3a%2f%2fclinicalaudit.hscic.gov.uk%3a80%2fSignIn.htm&version=4>
- Complete your details, please note that your email address/user name should be the same email address used for creating your registration for the data landing portal.
- Create a password following the specific rules. The page will alert you if it does not meet the complexity rules.
- Your display name is the name you would like to appear at the top of the screen when you are logged in.
- Complete all fields
- Select 'Create my account'

Step 7: Manage Submitting Users for your organisation

The Primary User can manage submitting user details for their organisation. Please complete **Steps 1 to 4** to see a list of who is registered to submit data for your organisation. If a submitting user is already registered for data landing then they will appear in the list of Submitting Users for the practice or hospital displayed after completion of Step 4. Please see the below screenshot. You can update the details of the submitting users for your organisation by clicking on the edit or delete buttons.

Please note that only the primary contact who registered the person for data landing can remove them as a submitter for that organisation. When a person is removed as a submitter they will receive an email confirmation. If you wish to remove a submitting user but you were not the primary contact who added them please either contact the primary user who created them if they are still linked to your practice or hospital and ask them to remove their access or contact the diabetes team diabetes@nhs.net and we will assist.

Data Landing

Submitting Users for A12345 - Practice

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To register new users, enter the name, email address and telephone number below and click 'Submit'.

The email address entered here is where any communications, including submission confirmations, will be sent. Please use an email account which is checked on a regular basis. Email addresses are not restricted to NHS.net.

Forename	Surname	Email Address	Telephone Number	Created By	Action
test	test	test@nhs.net	01234 567890	anna.duggan@nhs.net	Edit Delete

[New User](#)

Step 8: Primary User registers submitters for more than one organisation

A Primary User can be responsible for registering Submitting Users for more than one organisation e.g. if a CCG wishes to register all the submitting users for the practices in their area. This can be done by revisiting the Data Landing Org Search page using the secure token within the automated email received in Step 3 (if it has expired, a new one will be automatically re-issued when you follow the link) and repeating the processes from **Step 4**. Repeat this step until you have registered all of your submitting users for all of the organisations. However please note that a Submitting User can only be registered against one organisation at a time.

Step 9: Submitting User moves organisation

If a user is already registered for an organisation but has moved to a new organisation and wishes to submit for the new organisation, they will need to be removed from the original organisation before they can be given access to submit for the new organisation. This can be done either by the Primary User who registered them for the first organisation removing their access as per Step 7, they will then receive an email to confirm they have been removed. The person can then be registered for the new organisation. Or if you do not know the primary user who added them for the first organisation please contact the diabetes team who will assist you diabetes@nhs.net

Step 10: Submitting User needs to submit for more than one organisation

If you are registered against an organisation that you are submitting data on behalf of but also need to submit data for another organisation then you can do this under the one organisation log in. We ask that the organisation you are registered against is valid and is an organisation that you are submitting on behalf of however this does not stop you from submitting on behalf of other organisations e.g. if you are a practice manager for more than one practice. When submitting data you will be asked to complete a field to identify the organisation code of the organisation you are submitting on behalf of, please make sure you complete this correctly for each file you upload. Please see the submitting data guidance.

Next Steps

Any users that you have either removed or added will receive an email confirmation.

New users registered for data landing will now need to follow the link in the automated email to access the Data Landing Portal and submit data. Remembering to complete Step 6 to register for a single sign on account if they do not already have one.

Once logged in they will be able to submit data. For guidance on how to do this, please refer to the 'Data Landing – Submitting Data' quick start guide.

Further Information

For further information please:

- visit the National Diabetes Audit webpage for general information about the NDA at <http://content.digital.nhs.uk/nda>
- visit the NDA collection webpage for guidance documents and information specific to the NDA collection http://content.digital.nhs.uk/nda_collection
- contact the NHS Digital Contact Centre on 0300 303 5678. Line are open Monday to Friday, 9:00 – 17:00
- email us at: diabetes@nhs.net