## Lead Regional Team Directory of Services North West of England

## COVID 19 – UEC Directory of Services (DOS) Requesting DoS User Account (for Pharmacy) V2.2 – March 25<sup>th</sup> 2020

This guidance outlines the 7 steps you need to complete to get a UEC DoS account. This account is different to an account for NHS Service Finder.

Requesting an account requires you do to the following 6 steps. Please follow the instructions in this document carefully.

- 1. Open your web browser and have your pharmacy NHS.net email account open to be ready to receive an email.
- 2. Open a new web browser window.
- 3. <u>Click here</u> or to go: https://www.directoryofservices.nhs.uk/app/controllers/login/requestNewAccount.php

<ol> <li>Complete all the boxes: Request account</li> <li>First name</li> </ol>	For NW pharmacies in North Cumbria CCG, please select 'North East and Yorkshire' Region from the list
You must Enter Your ODS code as first name	NHS North West Region × Select from list
Last name	Tell us why you need access to Pathways Service Finder
You must Enter 'RAG-STATUS' as last name	Enter Covid19 DoS RAG
Work email address	
Example email.nhs.net	Username
Re-enter work email address	Enter Unique ODS Code
Example email.nhs.net	Password Min, number of characters is 6, min, strength is medium. Use a
Work phone number	combination of capitals, special characters and numbers to create a stronger password
0111 000000	
	Medium
Service name Enter your organisation or the service you belong to	Re-enter password
Enter CCG – Pharmacy name - Postcode	
Role	I accept the terms and conditions
Professional referral × Select from list	Request account before request account.

5. Once all fields have been completed select the

6.

button.

- An email (see example below) will be sent to the email address you entered above.
  - This email will be received within 1 minute. If you have not received this email, check your junk mail.
    - i. If you junk mail is clear, it is highly likely you have not entered your email address correctly. In this event, please wait 1 working day and then restart from step 1 in this guidance.
  - b. Click on the link or copy and paste it into your web browser.
    - i. If you do not do this action, your account request will deleted.

OFSERVICES, Directory (NHS DIGITAL) Sun 22/03/2020 22:39	
To: Management (NORTH WEST AMBULANCE SERVICE NHS TRUST);	
Dear Example pharmacy	
Thank you for your request to access the Directory of Services application.	
Please confirm your email, by visiting the link below:	
https://www.directoryofservices.nhs.uk/app/controllers/login/login.php? email=jacquemmemorgun10@nhs.net&tokenid=CE04F5D7-BC4B-941B-2CF9-7EFE37BE9FA9	
This will confirm your email address is valid, however the account must then be approved by an administrator before you can login to the website.	
Regards	
DoS Administrator	
NOTE: Do not reply to this email as this mail box is not monitored.	

7. Your account will now await approval by the appropriate DoS Manager – you will receive an automated email to confirm it's been activated.

Please refer to separate guidance documents regarding how to amend a variety of details in profiles relating to your service.

If you have forgotten your username or password, a link is available on the log in screen.