

COVID 19 – UEC Directory of Services (DOS) Requesting DoS User Account (for Pharmacy) V2.2 – March 25th 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. [Click here](https://www.directoryofservices.nhs.uk/app/controllers/login/requestNewAccount.php) or to go:
<https://www.directoryofservices.nhs.uk/app/controllers/login/requestNewAccount.php>

4. Complete all the boxes:

Request account

First name

You must Enter **Your ODS code** as first name

Last name

You must Enter **'RAG-STATUS'** as last name

Work email address

Example email.nhs.net

Re-enter work email address

Example email.nhs.net

Work phone number

0111 000000

Service name

Enter your organisation or the service you belong to

Enter **CCG – Pharmacy name - Postcode**

Role

Professional referral **Select from list**

DoS region(s)

NHS North West Region **Select from list**

For NW pharmacies in North Cumbria CCG, please select **'North East and Yorkshire'** Region from the list

Tell us why you need access to Pathways Service Finder

Enter **Covid19 DoS RAG**

Username

Enter **Unique ODS Code**

Password

Min. number of characters is 6, min. strength is medium. Use a combination of capitals, special characters and numbers to create a stronger password

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Medium

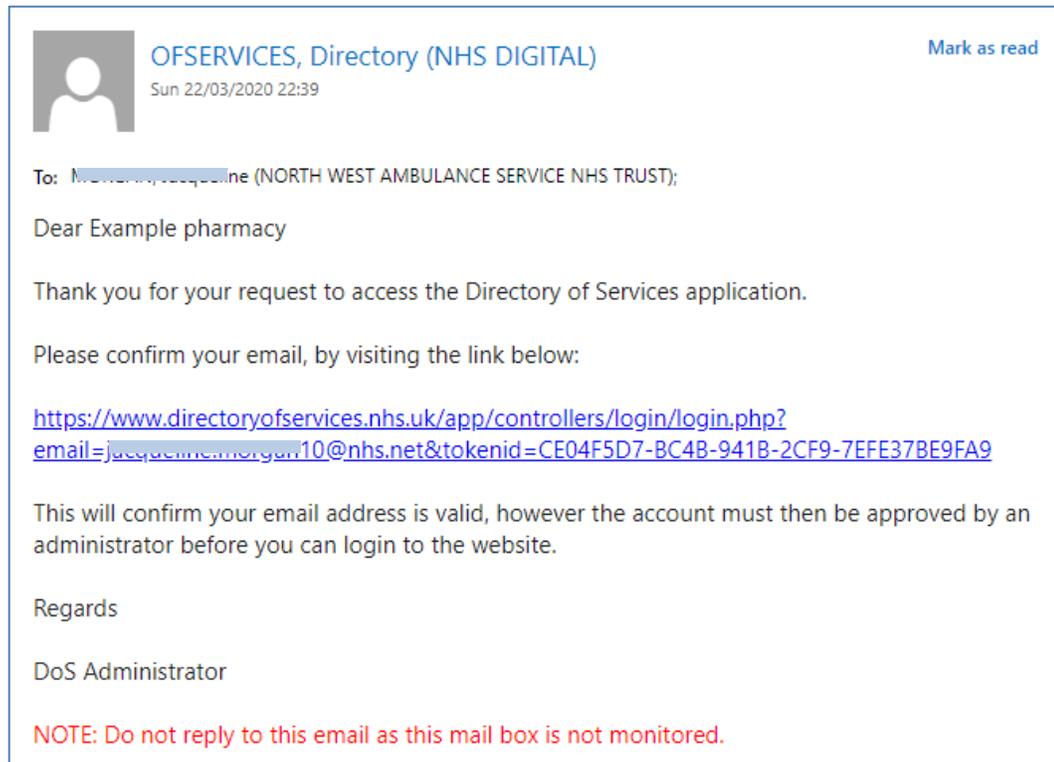
Re-enter password

.....

I accept the [terms and conditions](#)

You must tick the 'terms & conditions' before request account.

5. Once all fields have been completed select the  button.
6. An email (see example below) will be sent to the email address you entered above.
 - a. This email will be received within 1 minute. If you have not received this email, check your junk mail.
 - i. If your 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 be deleted.



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.