

FEDERATED DATA PLATFORM (FDP) – LOG IN WITH AN NHS SMART CARD

To access the Federated Data Platform's (FDP) Live products, such as Inpatient and RTT, you will need to log in with an NHS Smart Card. Only Smart Cards starting, on the reverse, with 07 or higher will work with the FDP. This one below starts 08, so will work.



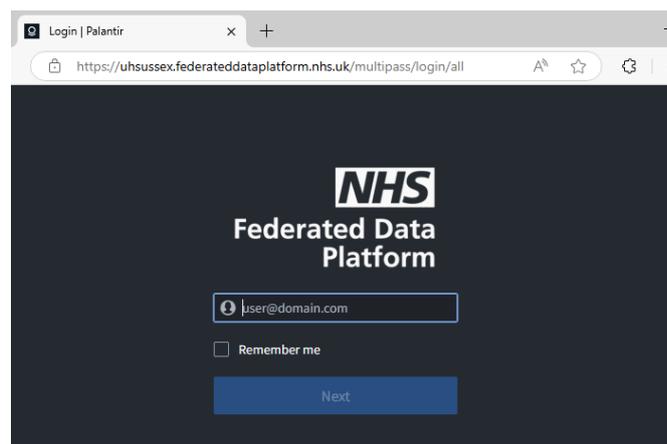
If yours is 01, 02, 03, 04, 05 or 06 - See instructions at the end of this guide on how to request a new card.

ACCESS

Open your Edge browser and then type

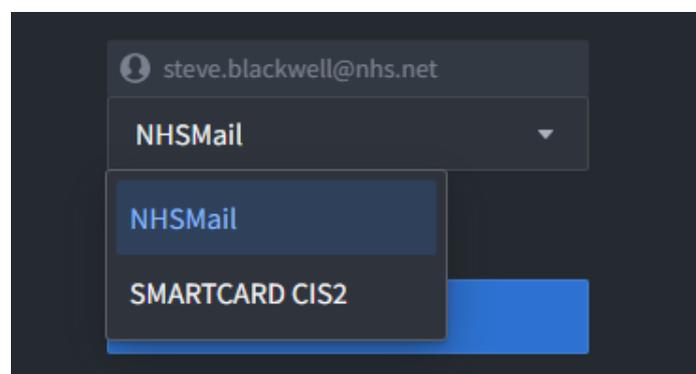
**uhsussex.federateddataplat
form.nhs.uk** into the
Address field then press
Enter, on the keyboard

The FDP login page displays:



Type in your nhs.net email
address then click the **Next**
button

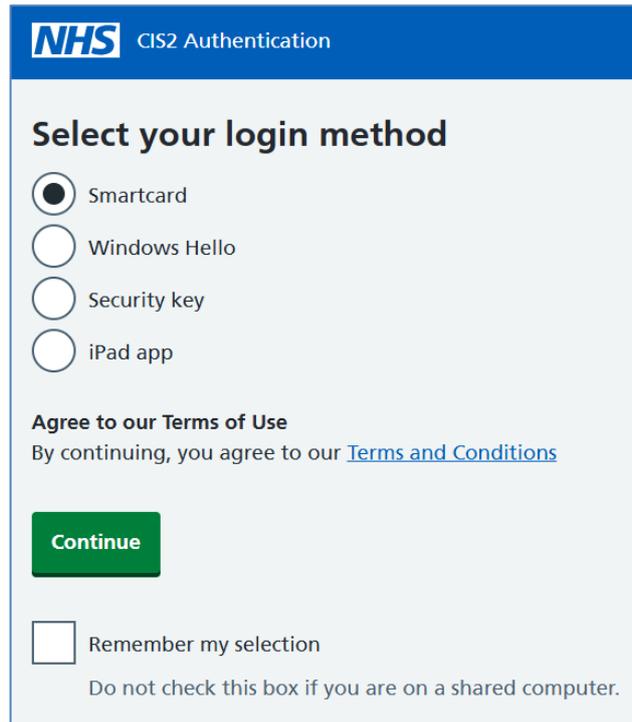
A field appears under your email address.



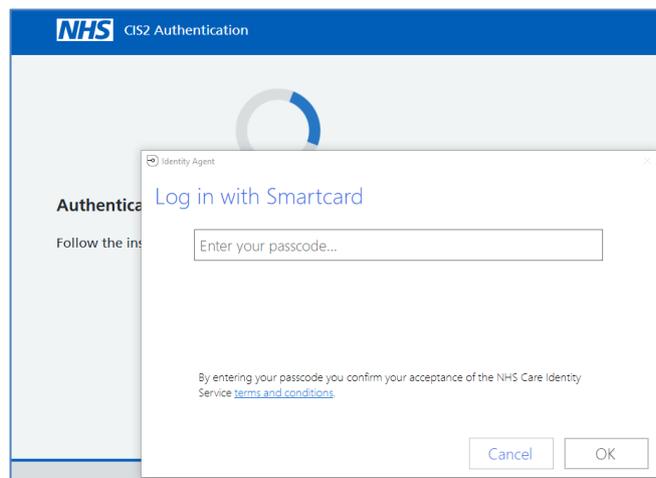
Click into the field to display the Smartcard CIS2 option

Click on **SMARTCARD CIS2** option then click the **Next** button

The CIS2 Authentication screen displays:

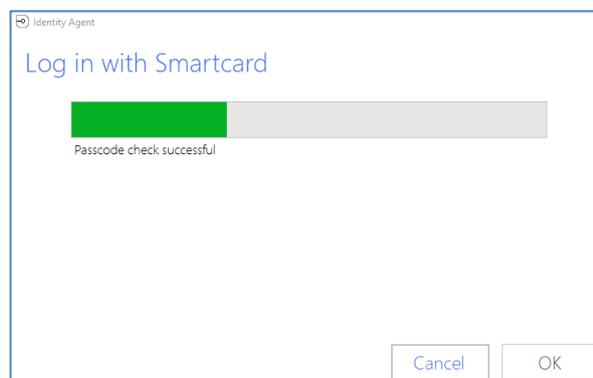


With Smartcard already selected, click on the **Continue** button

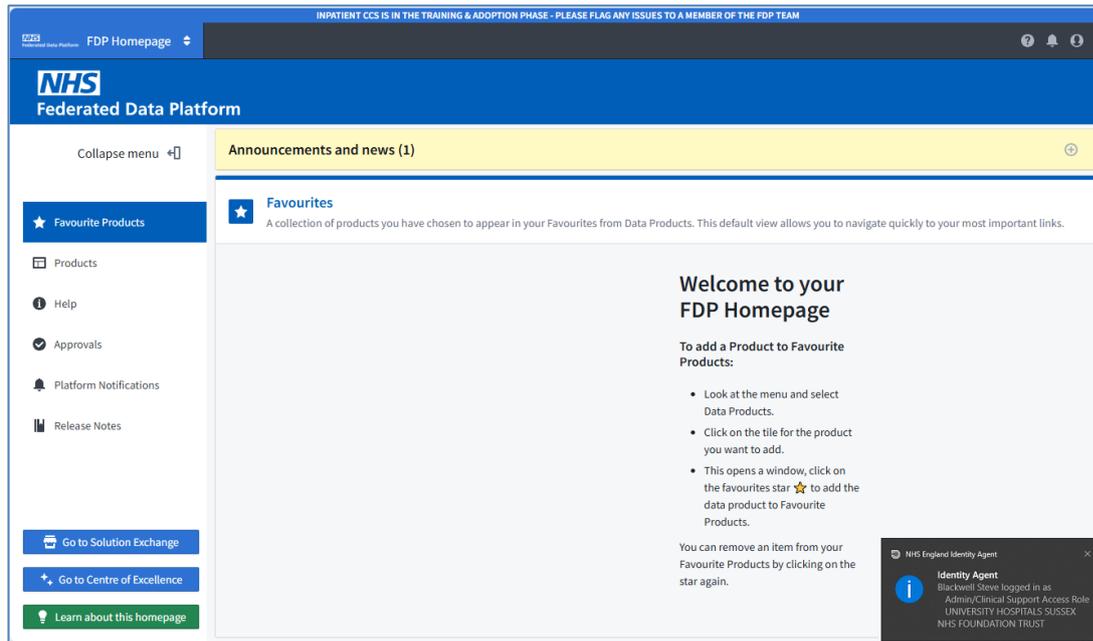


Type in your Passcode then click the **OK** button

The Login process proceeds



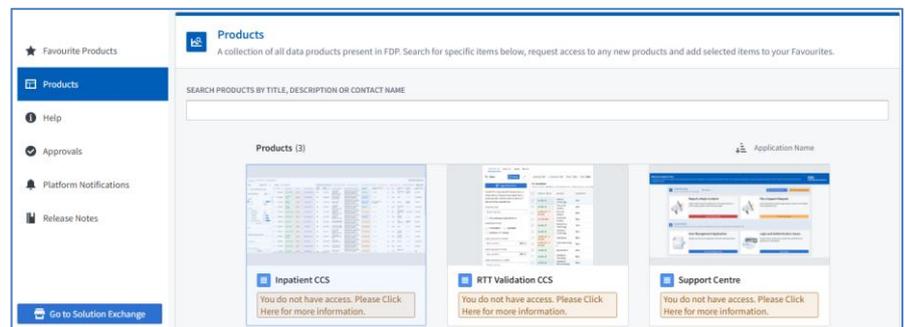
If successful, the FDP Homepage displays:



If unsuccessful, follow the instructions returned by either the SmartCard login window or FDP login window depending on which process failed.

Click on the **Products** tab, on the left, to access the FDP's products for the first time

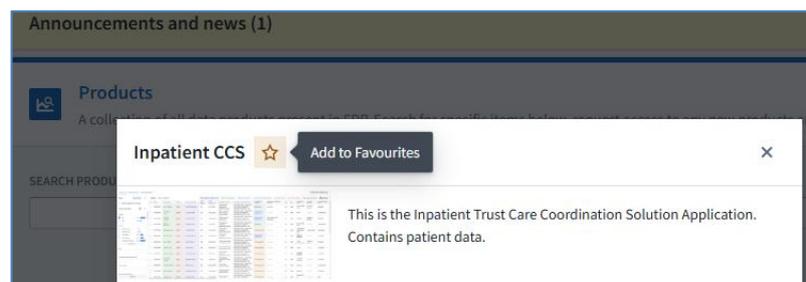
Products display on the right:



Note: products you don't have access to will display the You Do Not Have Access message. You should already have access to the Product you need for your job role.

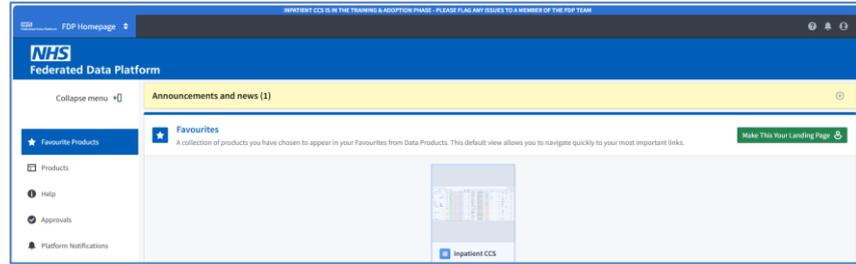
To favourite the product you will be using, click on the required product first

The Product pop-up displays – hover over the Star to see this is how to mark a Favourite:



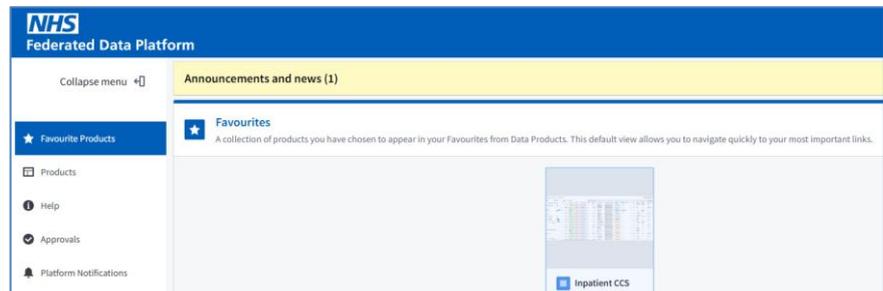
Click on the **Star** icon

This has now added the product to your Favourite Products page:



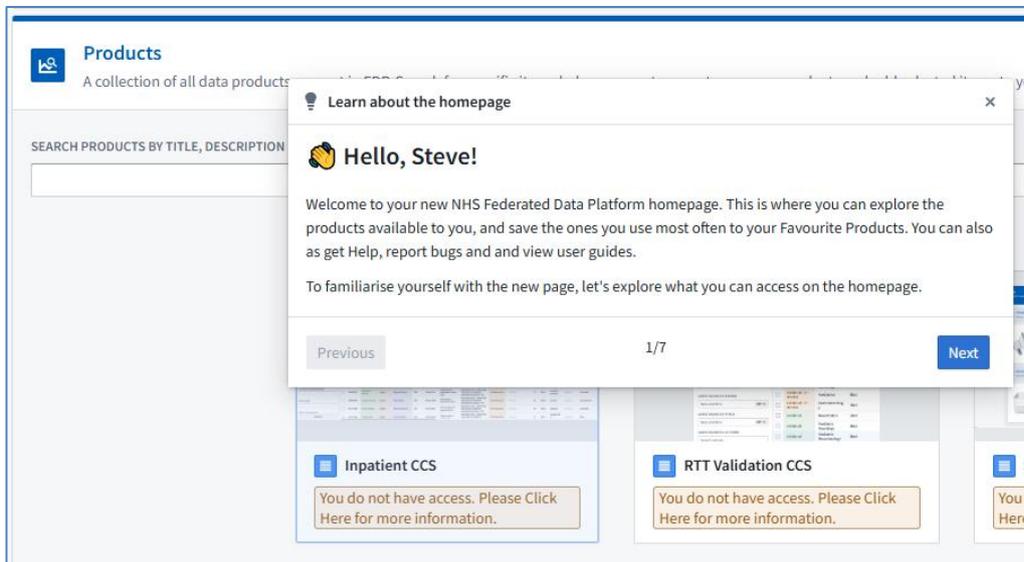
To change the opening page when you login, to your favourite, click on the **Make this your Landing Page** button

This may show the Welcome page instead of your Favourites. Don't worry, the next time you log in, you no longer see the Welcome page:



LEARN ABOUT THE HOMEPAGE

The FDP Homepage's tabs are covered in a short walkthrough by clicking on the **Learn About This Homepage** button.



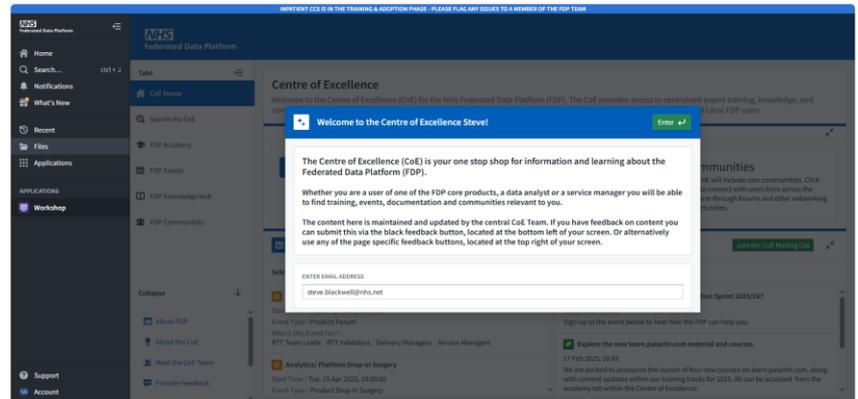
Click the **Next** button to work through each of the tabs. The **Solution Exchange** button is not relevant for your use of the FDP.

However, the **Centre of Excellence** provides generic PowerPoint Guides, eLearning in the form of videos and training versions of the Products that you can play in, to get used to using the system without impacting real life data.

ACCESSING THE CENTRE OF EXCELLENCE

Click the **Go to the Centre of Excellence** button

The Centre of Excellence welcome message displays:



Click the **Enter** button, top-right of the pop up, to continue

You are now viewing the Centre of Excellence. Please see the separate guides for using this resource as well as an overview of how an FDP product's modules function:

- Filtering
- Saving filter States

REQUESTING A NEW NHS SMART CARD

Please follow the guidance below to request a new NHS Smart Card, noting the different processes depending on which site you mainly work at:

Brighton and Haywards Heath Sites

Application Form not working as in old format

1. Click on this [Application form](#)
2. Select this Application form from your Downloads folder
3. Review the list of acceptable personal identification

If you have an issue accessing the Application form, contact the Smart Card Team at the email address below.

Smartcard appointments in Brighton take place in the **Subject Access Office** which is on the 2nd Floor of Sussex House, on **Thursday's**, and slots are available on a first come basis.

4. Email uhsussex.rsmartcard@nhs.net to arrange a slot or for further questions

The face-to-face meeting with a member of the Smartcard team ensures the application process can be completed. Bring along your printed Application Form and original forms of ID (1 Photo ID + 2 Address IDs OR 2 Photo IDs + 1 Address ID).

See the next page if you need the Chichester, Southlands and Worthing Sites steps.

Chichester, Southlands and Worthing Sites

1. Navigate to the IT Hub: **IT Support** folder on your desktop > **IT Self Service**
2. Type **smartcard** into the search field
3. Select the [04. NHS Smart Card – West](#) Service Item
4. Complete the ticket and submit it - you will be contacted to set up a face-to-face appointment

Appointments are available:

- **Worthing** - Mon & Thurs 10am - 2pm
- **St. Richard's** - Tues & Fri 10am - 2pm
- **Southlands** – you will be asked to attend the Worthing office – see above

You must have logged a ticket and have been asked to attend to see the Smartcard team.