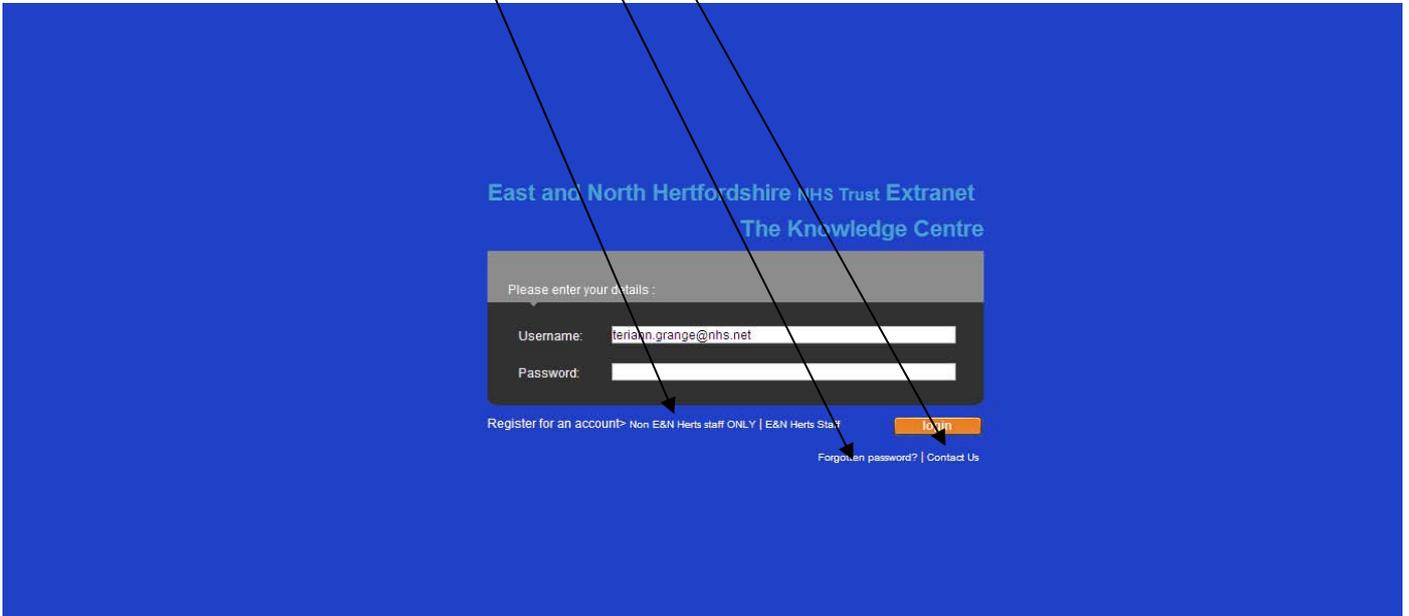


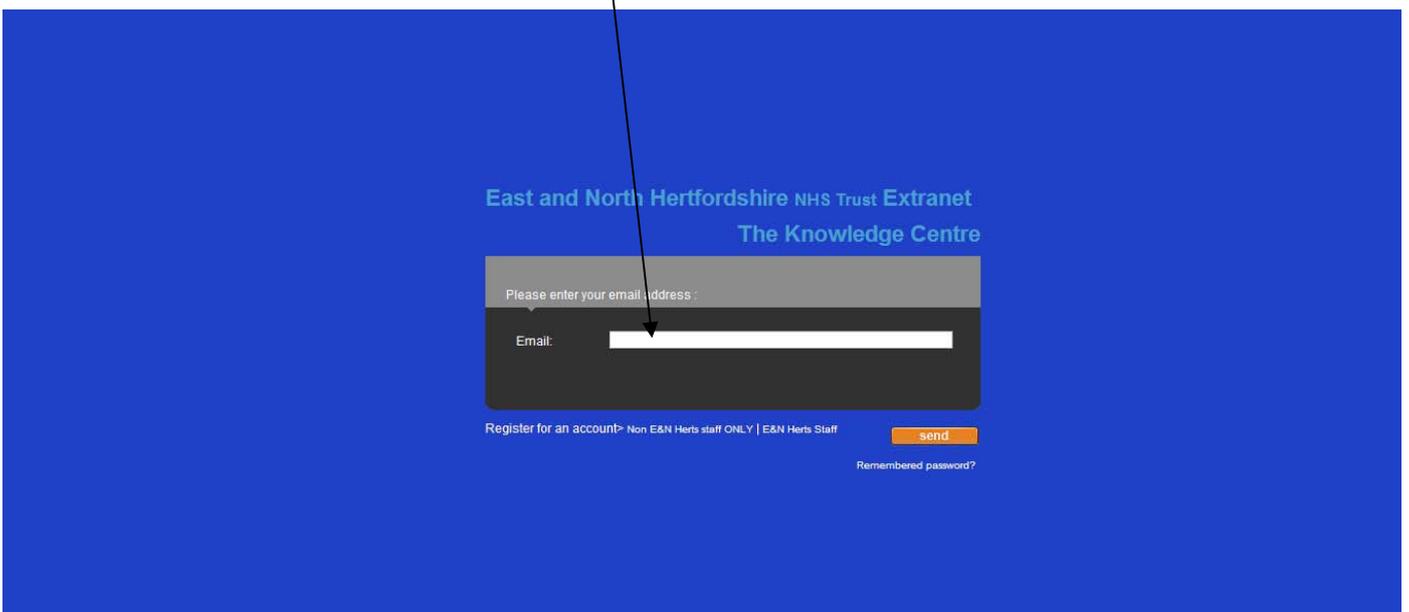
ACCESSING THE EAST & NORTH HERTS TRUST EXTRANET

1. Use the following link <https://www.extranet.enherts-tr.nhs.uk>
2. There are 3 options on the menu bar: -
 1. Forgotten Password
 2. Register for an Account – Non Trust Employee
 3. Contact Us



2.1 Forgotten Password

Clicking **Forgotten Password** generates a new screen as below. Just enter your email address and the system will send you a new password you can change this after logging into the Extranet using the **Update your details** button on the main screen.



Please Note

This procedure is intended for Non East & North Herts Employees only; if you are a Trust employee you can logon to the KC in the normal way and reset your password using the procedures listed in section (3) below.

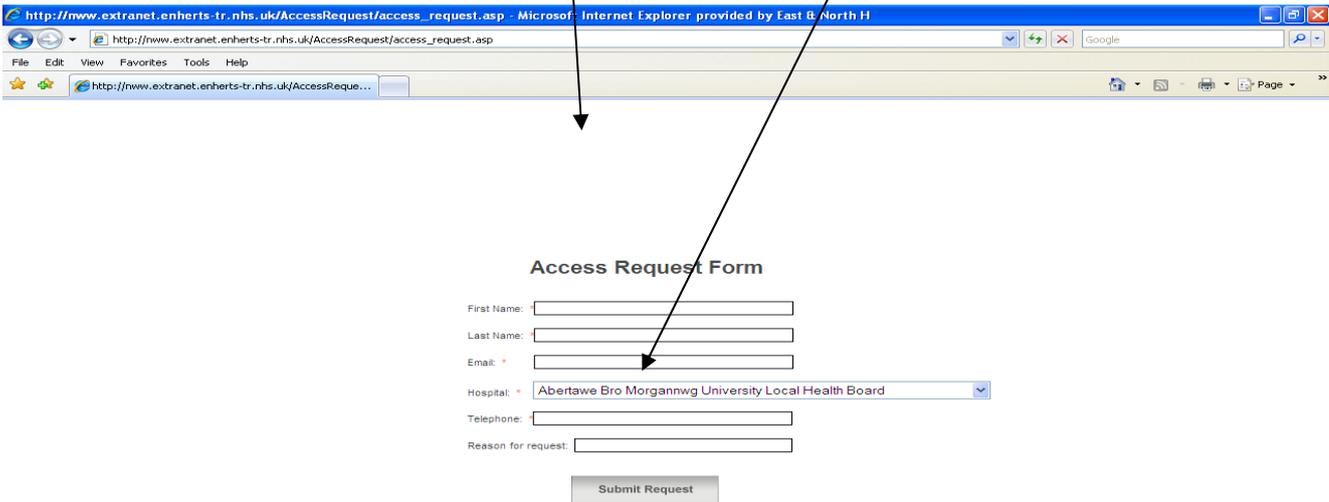
2.2 Register For an account

Please note:

This procedure should only be used by **non** East & North Herts Employees; East & North Herts employees should follow the instructions in section (3) below.

Click *Register for an account* on the light blue tool bar and provide as many details as you can ensuring that your email and contact details are correct (failure to do so can mean that we are unable to contact you). Click the **Submit Request** button and your request will be emailed to the Knowledge Centre team.

If you are work in the Surgi-Centre please add this fact to the reason for the request field you will then be sent a form which you will need to complete before asking Claire Jackson (clairejackson@nhs.net) to sign off for you. Once signed please return it by email to kc.enh-tr@nhs.net.



The screenshot shows a web browser window displaying the 'Access Request Form'. The browser's address bar shows the URL: http://www.extranet.enherts-tr.nhs.uk/AccessRequest/access_request.asp. The form contains the following fields:

- First Name:
- Last Name:
- Email:
- Hospital:
- Telephone:
- Reason for request:

Below the form is a button labeled 'Submit Request'. Two arrows from the text above point to the 'Email' field and the 'Submit Request' button.



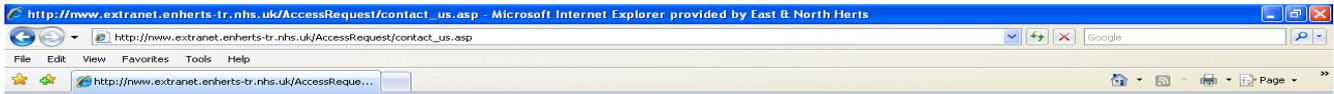
Once your request has been validated you will receive an email with a password. After which you may login to the Extranet using the following link: -

<http://www.extranet.enherts-tr.nhs.uk/sorce/logon.asp?>

- i. Enter your Email address you provided as your username
- ii. Enter the password you received

2.3 Contact Us

If you wish to ask us anything please click on the Contact Us option on the tools bar ensuring that you provide an accurate email address and we will get back to you as soon as we are able.



Contact the KC

From:

Subject:

Message:

Upload file 1:

Upload file 2:

Upload file 3:

Upload file 4:



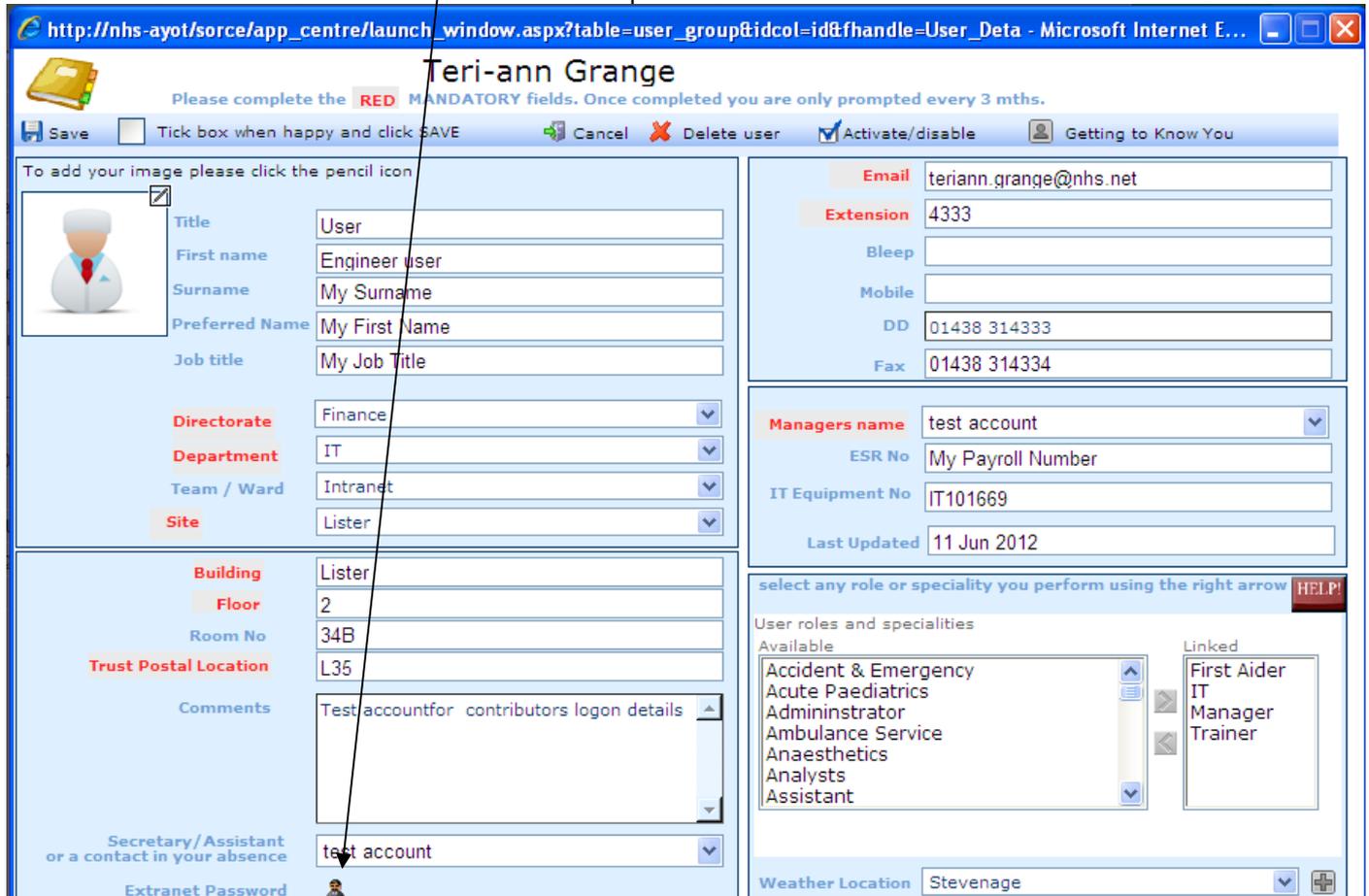
Section 3

If you are a Trust employee you will need to set a password up to use the Extranet: -

Click on the **Update details button** on the home screen



Click the **Extranet Password** Icon bottom left of the update screen



Enter a **password** and **Save**

The screenshot shows a Microsoft Internet Explorer browser window displaying the Knowledge Centre website. The browser's address bar shows the URL <http://nhs-ayot/force/default.asp>. The website header includes the NHS logo and the text 'Welcome to the Knowledge Centre' with the tagline 'Delivering quality local healthcare that is valued and trusted'. A navigation menu at the top includes links for Home, Admin, Help, Phone Book, Directory Enquiries, Staff Room, and a search bar. A sidebar on the left lists various service areas such as Care Quality Commission, Catering, and Clinical Audit. The main content area features a 'Read All About It' section with news items like 'Trust Bulletin, w/c Monday, 3 January 2011' and 'Grapevine November 2010'. An 'Admin password editor' dialog box is open in the foreground, containing fields for 'New password' and 'Re-type new password', both with character counts (0 of 25 characters). The dialog also has 'Save' and 'Cancel' buttons. A red arrow points from the text 'Enter a password and Save' to the 'Save' button in the dialog box. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Spark - teriann.grange', 'User Help - Microsoft...', 'Knowledge Centre...', and 'Document3 - Microsof...'. The system clock shows the time as 11:12.

Return to the 'Update your details' tab

Please ensure that your details are correct on this screen for example if you now work in the Surgical Centre your details will have changed for example phone number etc.

Click Save.

Section 4

East & North Herts Knowledge Centre Extranet Requirements

To Use the above extranet you must be on a secure N3 system and it is recommended that you have the following: -

1. Internet Explorer Version 6.0.
2. In Internet Explorer **Options** on the **Advanced** tab it is recommended that you tick in the **Browser** section **Automatically checks for Internet Explorer Updates**.
3. In Internet Explorer **Options** on the **Security** tab it is recommended that you add <http://www.extranet.enherts-tr.nhs.uk/sorce/logon.asp>? As a Trusted site.
4. It is recommended that your screen Resolution size is 1280 x 1024.
5. It is recommended that you have a network bandwidth of at least 512 Kb.