

# NHSGGC STUDENT IT ACCESS

YOU WILL NOW NEED AN ACTIVE NHSGGC LOG IN TO ACCESS THE EHEALTH SYSTEMS NEEDED TO COMPLETE YOUR PRACTICE LEARNING EXPERIENCES.



*IT IS YOUR RESPONSIBILITY TO REMEMBER THESE DETAILS AND ENSURE YOUR ACCOUNT REMAINS ACTIVE THROUGHOUT YOUR UNIVERSITY PROGRAMME.*

## WHAT YOU NEED TO DO FIRST

1. NHSGGC will provide you with a username and temporary password via your University.
2. Login to a NHSGGC computer as soon as possible.
3. Change your password (You must ensure you remember this password)
  - Passwords are case sensitive
  - They must be a minimum of 8 characters
  - Must have at least one uppercase letter and at least one number
4. Accept NHSGGC Terms and Conditions.  
<http://spapps.staffnet.ggc.scot.nhs.uk/MyAccount/AcceptConditions.aspx>

**IF YOU DO NOT ACCEPT T&C'S WITHIN 28 DAYS OF YOUR FIRST LOG IN YOUR ACCOUNT WILL BE DEACTIVATED**

5. Select and answer a security question.

## IMPORTANT THINGS TO REMEMBER

Keep your account active by logging in via an NHSGGC computer a minimum of once every 60 days (this includes NHSGGC library computers)

***FAILURE TO MAINTAIN AN ACTIVE ACCOUNT WILL RESULT IN IT BEING DELETED AND THE IT DEPARTMENT MAY NOT BE ABLE TO ISSUE YOU WITH ANOTHER.***

If you forget your password contact IT on 0345 612 5000 or #650 from an NHSGGC phone line.

If you have any other issues with your account you can raise this without the need to call, go to [Internet Favourites> GGC Shortcuts> eHELP](#) from an NHSGGC computer.


Additional training is necessary and will be provided for individual eHealth systems as required.

## YOU MUST ENSURE YOU HAVE READ THE FOLLOWING

- [FairWarning \(scot.nhs.uk\)](#)
- [Data Protection Act 2018 \(legislation.gov.uk\)](#)
- [NHSGGC Data Breach Policy](#)
- [Computer Misuse Act 1990 \(legislation.gov.uk\)](#)
- [Acceptable Use Policy \(scot.nhs.uk\)](#)

### AND FINALLY ...

- **DON'T** allow ANYONE to use your NHSGGC login details for ANY account
- **DON'T** look at ANY patient clinical information unless the patient is in YOUR care
- **DON'T** look up YOUR clinical information, anywhere, at any time
- **DON'T** send sensitive information by unsecured email

Always **LOCK** and **WALK**  when leaving an unattended PC/laptop



Please visit the **eHealth Training & Facilitation** pages on StaffNet for full guidance on all applications and systems. Click the **eHealth** button on the **home page** to start.