HCAI Data Capture System
Training Guide

Self Account Management

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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Document History

Revision Date	Author	Version
01/09/2015	Public Health England	1.0
01/10/2015	Public Health England	2.0

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Self Account Management

Login to the HCAI DCS System

Single Organisation Login

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen
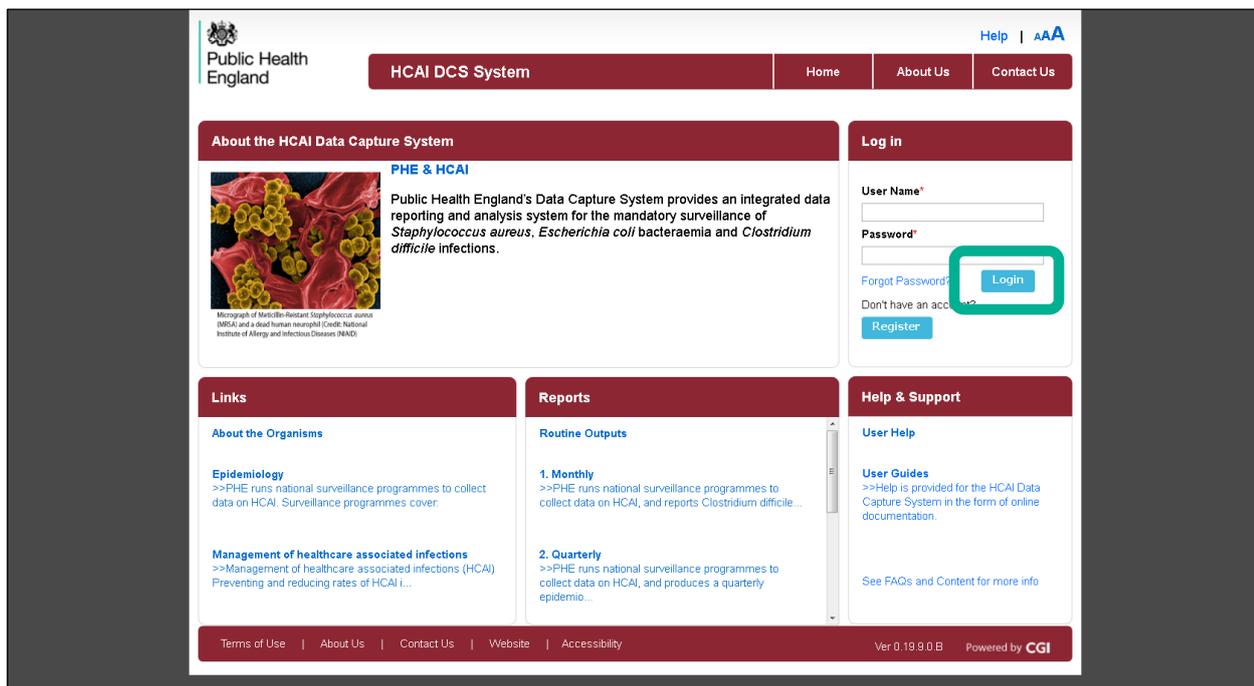
- Enter your "User Name" (the email address that was used to request your account) and "Password" in the "Log in" panel
- Select the "Login" Button
- The HCAI DCS System will display the "Home Dashboard" screen

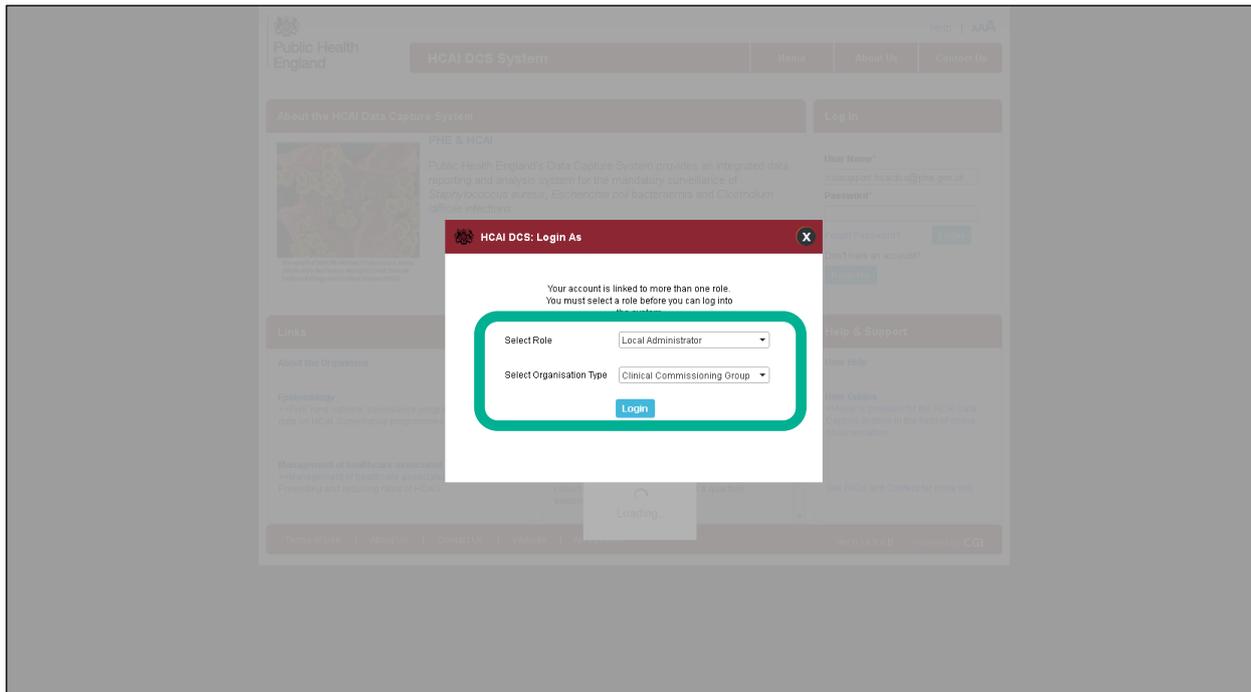### Multiple Organisation and/ or Role Login

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen
- Enter your "User Name" (the email address that was used to request your account) and "Password" in the "Log in" panel
- Select the "Login" Button
- The HCAI DCS System will display the "Login As" screen

- Select the "Role" you wish to access the HCAI DCS System with
- Select the "Organisation Type" you wish to access the HCAI DCS System with
- The HCAI DCS System will display the Home Dashboard screen

Change Password

- Access the "Change Password" screen by navigating to the "Menu Toolbar" on the left-hand side of the screen
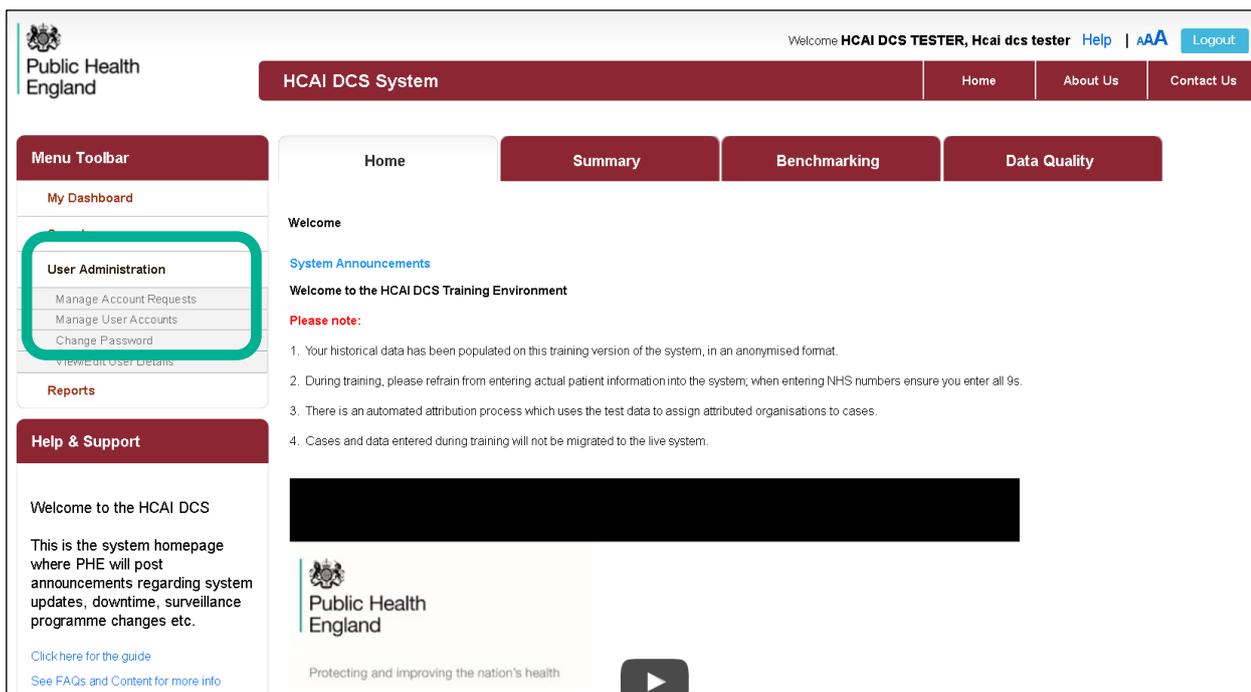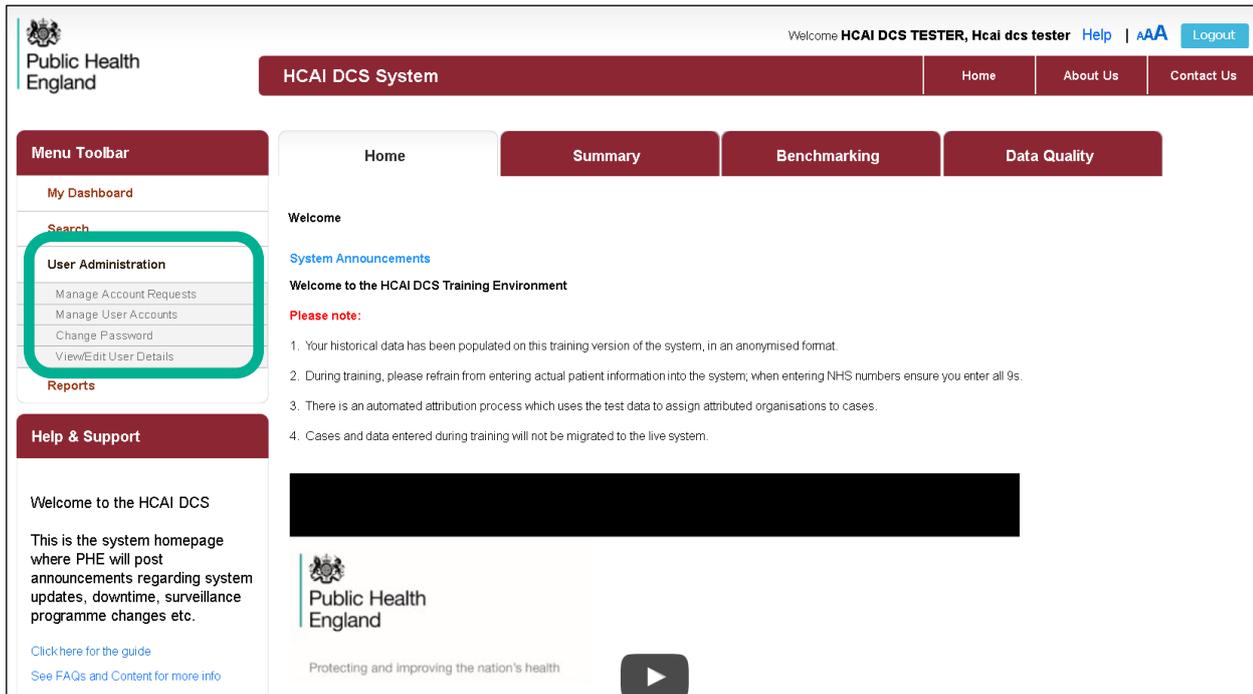
- Select "User Administration"
- Select "Change Password"
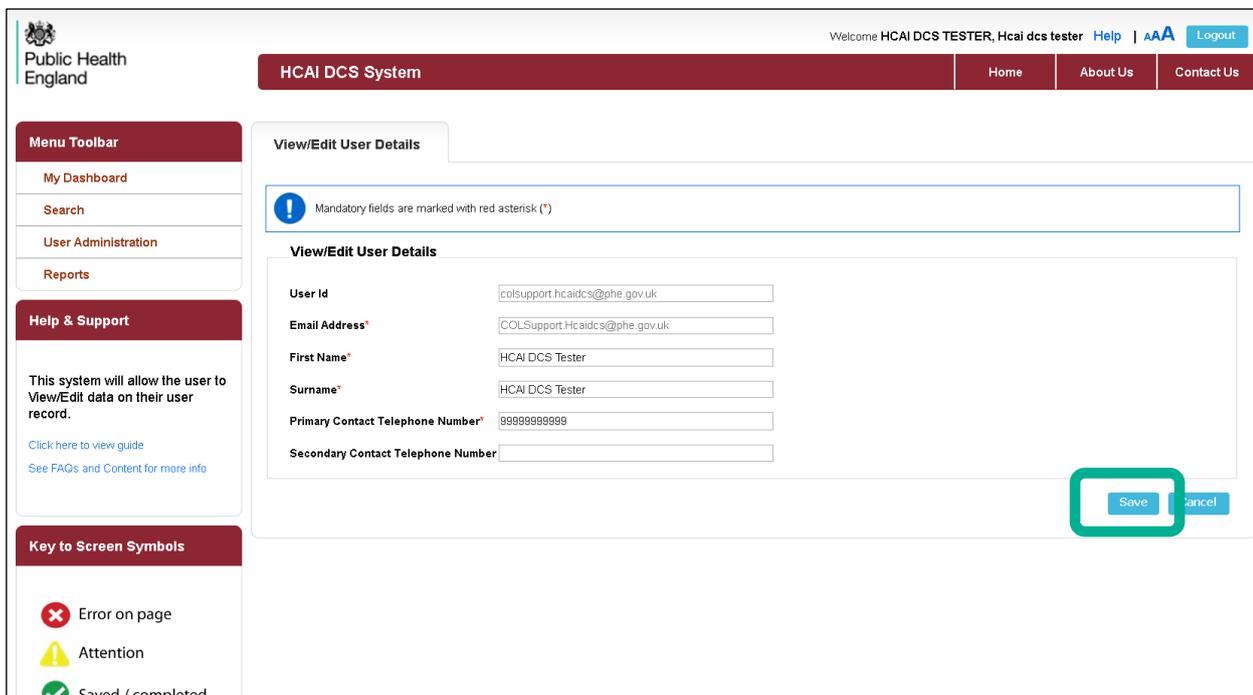- The HCAI DCS System will display the "Change Password" screen
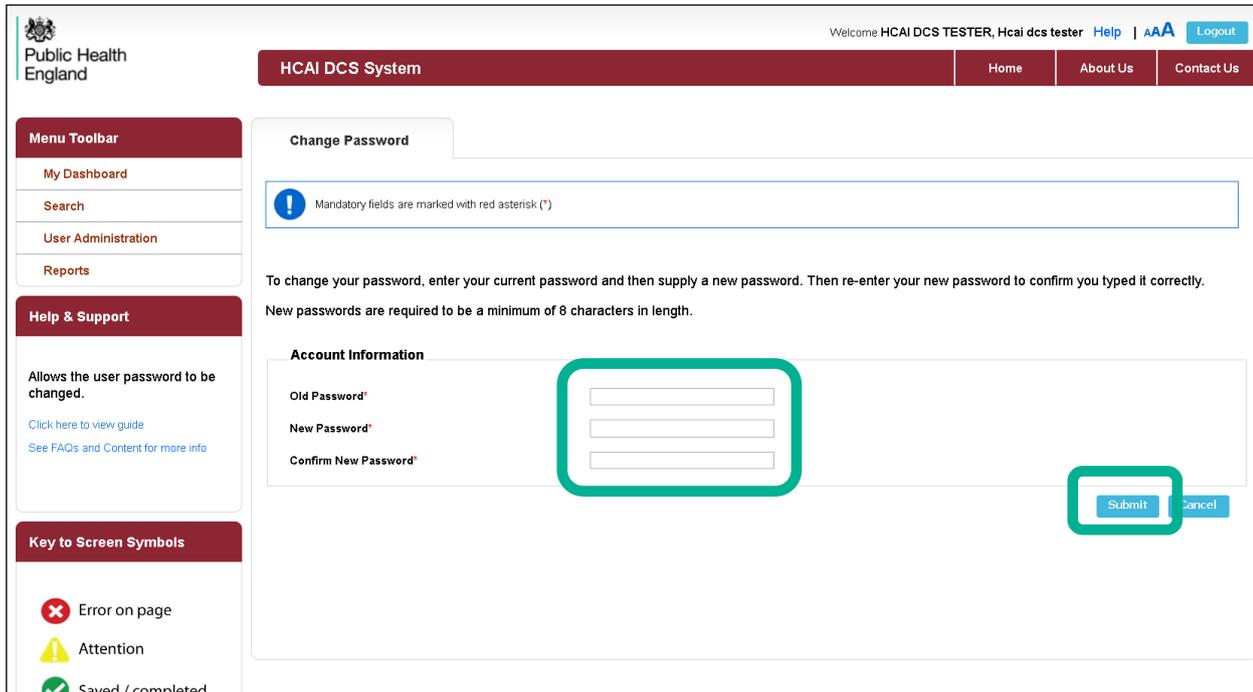
- Enter your "Old Password"
- Enter your "New Password"
  - Please note that your new password must not match 8 previously used passwords, and your password must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character i.e. #*£)
- Re-enter you're your new password in "Confirm New Password"
- Select "Submit"
- The HCAI DCS System will display the "Change Password Success" screen
- Select "Continue"
- The HCAI DCS System will display the "Home Dashboard" screen
- You can access the HCAI DCS System with your new password the next time you login

View/ Edit User Details

- Access the "View/ Edit User Details" screen by navigating to the "Menu Toolbar" on the left-hand side of the screen

- Select "User Administration"
- Select "View/ Edit User Details"
- The HCAI DCS System will display the View/ Edit User Details screen

- If required, update your First Name, Surname, Primary Telephone Number or Secondary Telephone Number
- Select "Save"
- The HCAI DCS System will display the Home Dashboard screen

Reset Forgotten Password

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen
- Navigate to the Log in Panel
- Select "Forgot Password?"
- The HCAI DCS System will display the Reset Forgotten Password screen

- Enter your registered e-mail address
- Select "Next"
- The HCAI DCS System will prompt you to select a Security Question that was chosen when you created an account
- Select a Security Question
- Enter the Answer to that security question, please note that answers are case sensitive

- The HCAI DCS System will notify you that a link has been sent to you via email
- The HCAI DCS System will send an email titled "HCAI Data Capture System: Password Reset"
- Select the "Reset Password" link in the message
- The HCAI DCS System will display the "Reset Forgotten Password" screen

- Enter your "New Password"
  - Please note that your new password must not match 8 previously used passwords, and your password must be eight or more characters to include at

least one capital letter, one numeric character and non-alpha numeric character i.e. #*£)

- Re-enter you're your new password in "Confirm New Password"
- Select "Submit"
- The HCAI DCS System will confirm your password has been changed
- Select "Login"
- The HCAI DCS System will display the "Homepage" screen

Locked Accounts

If you have entered the incorrect password on five occasions your account will be automatically locked by the HCAI DCS System.
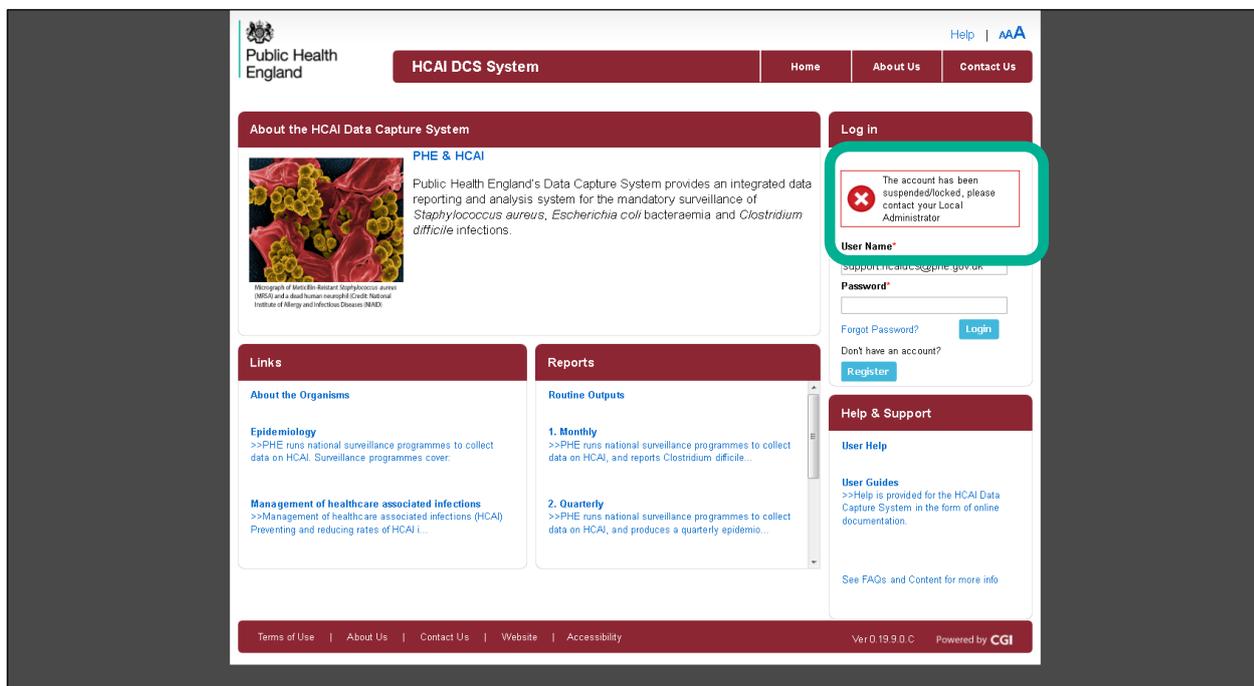
If your account has been locked you will be notified when you attempt to login to the HCAI DCS System. Should your account be locked please contact your Local Administrator who can unlock it. If you are a Local Administrator please contact PHE

Updating User Roles

If you need to add or remove roles to your account, for example you may wish to add a Data Entry role to your account, please contact your Local Administrator, or if you are a Local Administrator please contact PHE