

## NPDA User Guide:


### How to register to use the NPDA data capture system

#### Register for a NPDA Audit account

**In order to register please enter the required fields below.**

Please provide the required details below so that the NPDA can identify you correctly, if you have not yet been registered.

Full name	<input type="text"/>	<input data-bbox="1166 1016 1198 1061" type="button" value="?"/>
Job Title	<input type="text"/>	<input data-bbox="1166 1070 1198 1115" type="button" value="?"/>
Hospital / Unit Name	<input type="text" value="[Please Select]"/>	<input data-bbox="1166 1124 1198 1169" type="button" value="?"/>
Telephone	<input type="text"/>	<input data-bbox="1166 1178 1198 1223" type="button" value="?"/>
Email (username)	<input type="text"/>	<input data-bbox="1166 1232 1198 1276" type="button" value="?"/>
Confirm email	<input type="text"/>	

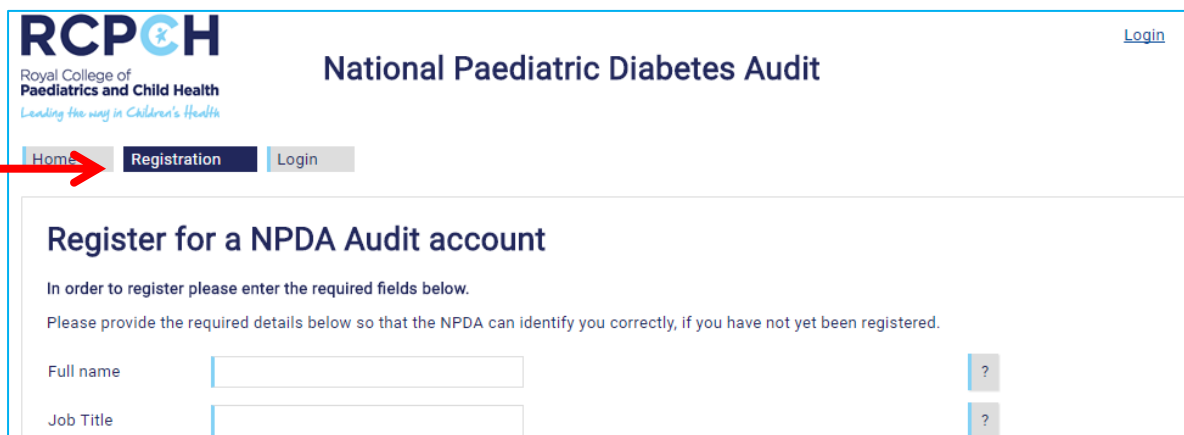
I'm not a robot   
reCAPTCHA  
Privacy - Terms

## Register an account on the system

**PLEASE NOTE:** If you have already registered to submit data to the NPDA in 2017, your login details will still be valid. Your username is your NHS email address and your password can be easily reset on the system if you have forgotten it.

### Step 1

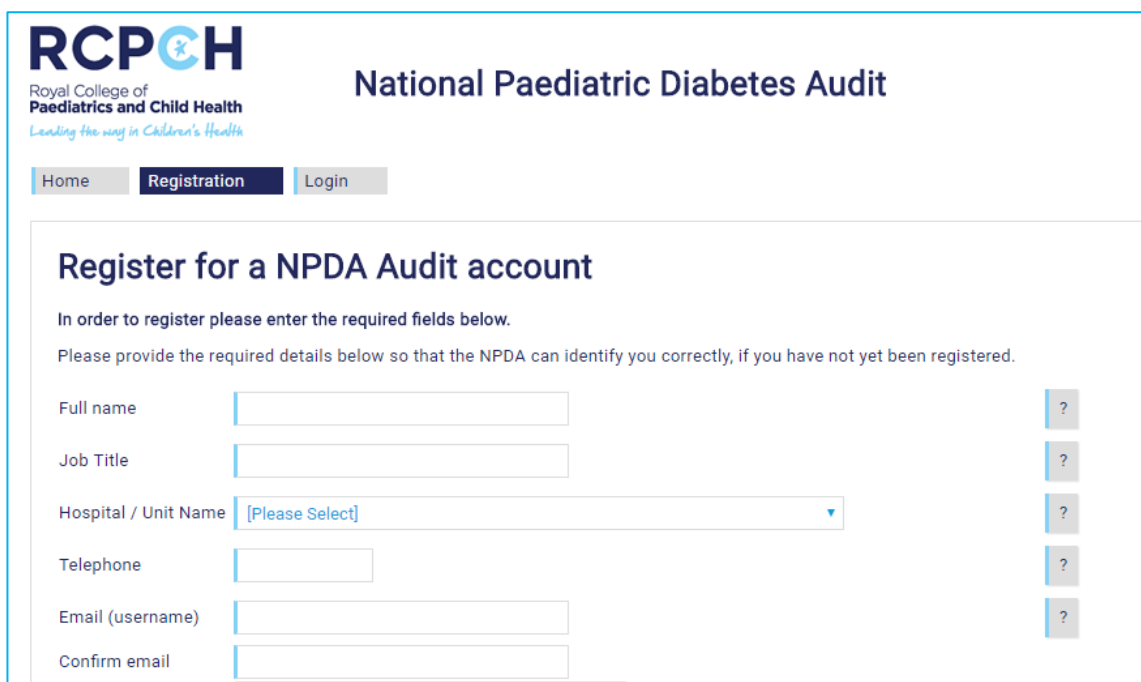
To register for the NPDA data capture system, please access the site and select the **'Registration'** tab on the home page.



The screenshot shows the RCPCH National Paediatric Diabetes Audit website. The header includes the RCPCH logo and the text "Royal College of Paediatrics and Child Health" and "National Paediatric Diabetes Audit". A navigation menu at the top has three tabs: "Home", "Registration", and "Login". A red arrow points to the "Home" tab. Below the navigation menu, the main heading is "Register for a NPDA Audit account". Below this heading, there is a form with two input fields: "Full name" and "Job Title". Each field has a question mark icon to its right. The text below the heading reads: "In order to register please enter the required fields below. Please provide the required details below so that the NPDA can identify you correctly, if you have not yet been registered."

### Step 2

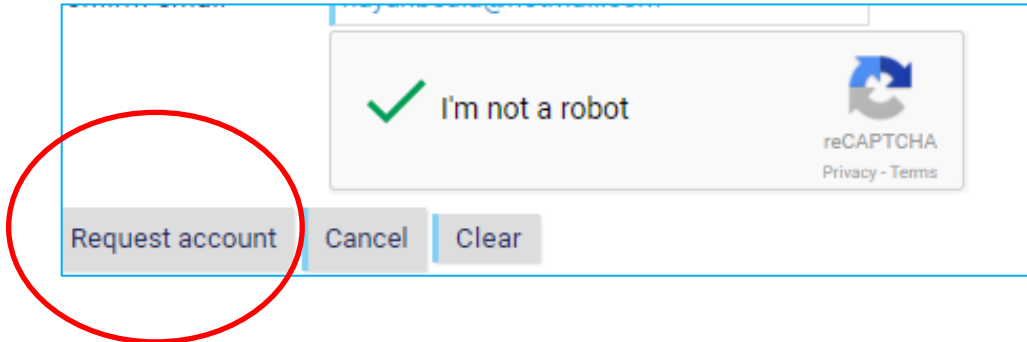
On the **'Registration'** tab please complete all fields, in order for the NPDA team to verify your account and approve your registration.



The screenshot shows the RCPCH National Paediatric Diabetes Audit website with the "Registration" tab selected. The header includes the RCPCH logo and the text "Royal College of Paediatrics and Child Health" and "National Paediatric Diabetes Audit". A navigation menu at the top has three tabs: "Home", "Registration", and "Login". Below the navigation menu, the main heading is "Register for a NPDA Audit account". Below this heading, there is a form with five input fields: "Full name", "Job Title", "Hospital / Unit Name" (a dropdown menu with "[Please Select]" selected), "Telephone", "Email (username)", and "Confirm email". Each field has a question mark icon to its right. The text below the heading reads: "In order to register please enter the required fields below. Please provide the required details below so that the NPDA can identify you correctly, if you have not yet been registered."

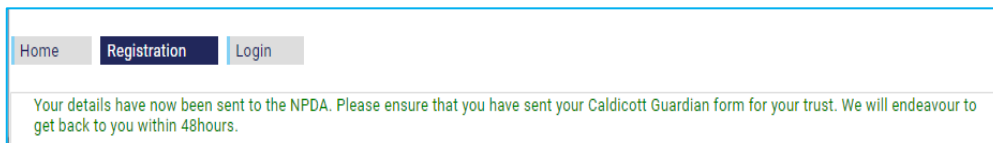
### Step 3

Please ensure you complete the '**CAPTCHA form**', without which you will be unable to proceed, then select the '[Request account](#)' button.

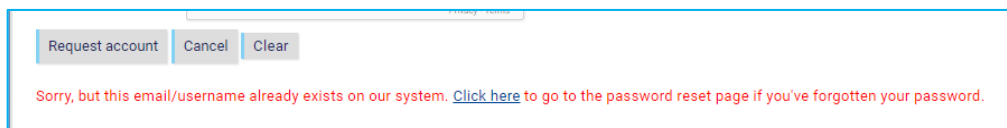


### Step 4

After your request has successfully been submitted to the NPDA you will receive the following message on screen. Your account will then be processed and approved by the NPDA team.

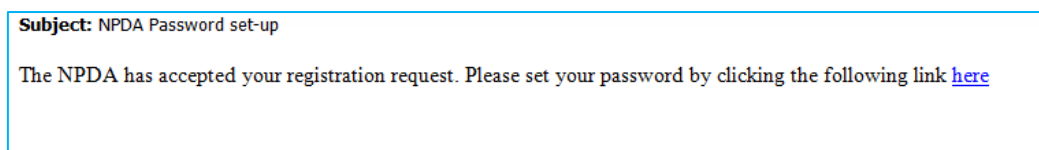


If you receive the message below then you have already been pre-registered by the NPDA team. Select the '[Click here](#)' option and follow **Step 6** within this document.



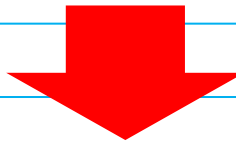
### Step 5

Once your registration has been approved, you will receive an automated e-mail that will provide the relevant links to set-up an account and password .



## Step 6

Follow the link within the automated e-mail to set-up your account. Enter your email address within the 'username' field and select 'email password reset link'. You will then receive an automated email to set-up your password.



## Step 6

Follow the link to the 'Reset Password' page. Please enter the e-mail address for the 'username', and enter a secure password. You will receive confirmation of successful password set-up.

## Step 7

You will be able to see the page

### Login

Please enter your login details...

Username:

Password:

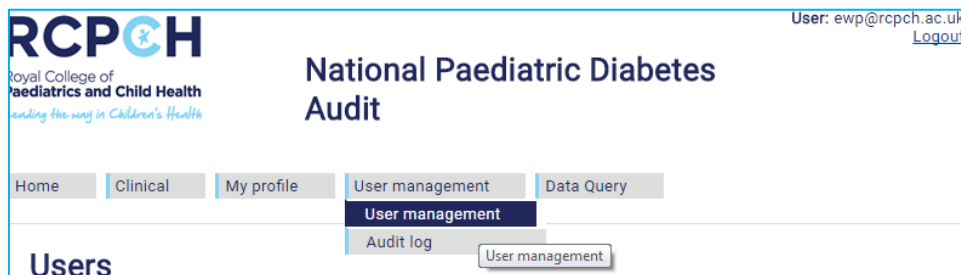
If you are logging in for the first time and need to set your password or if you have forgotten your password, [click here](#)

If you are experiencing problems logging in, please contact the NPDA Audit Team:  
 Email: [npda@rcpch.ac.uk](mailto:npda@rcpch.ac.uk)  
 Telephone: 0207 092 6157 / 0207 092 6170

To register an account, please [click here](#) to register your details for setting up an account. We will endeavour to get back to you as soon as possible. We can only accept your account if your trust has submitted their Caldicott Guardian form.

now be able to login to system via 'login'

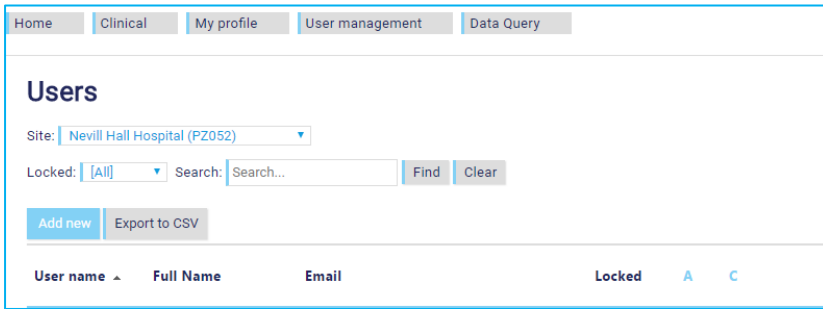
## Adding additional users to the system



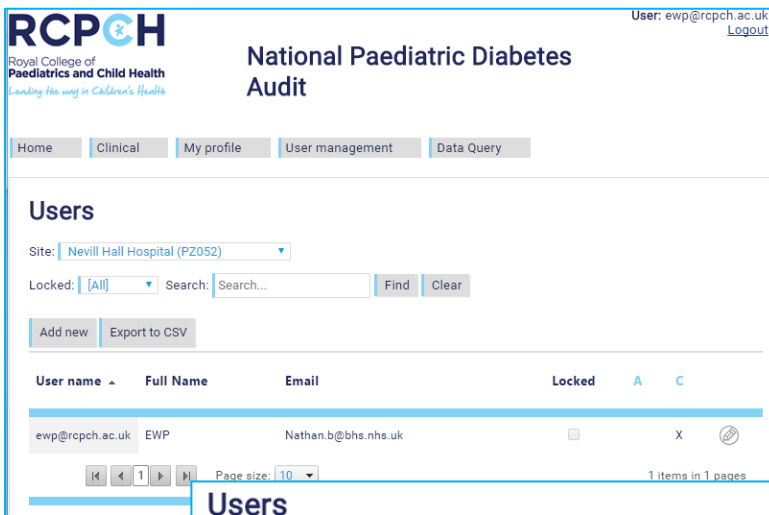
Once you are registered on the system you will have the available option to become a **'Site Administrator'** in order to add other users to the system.

## Step 1

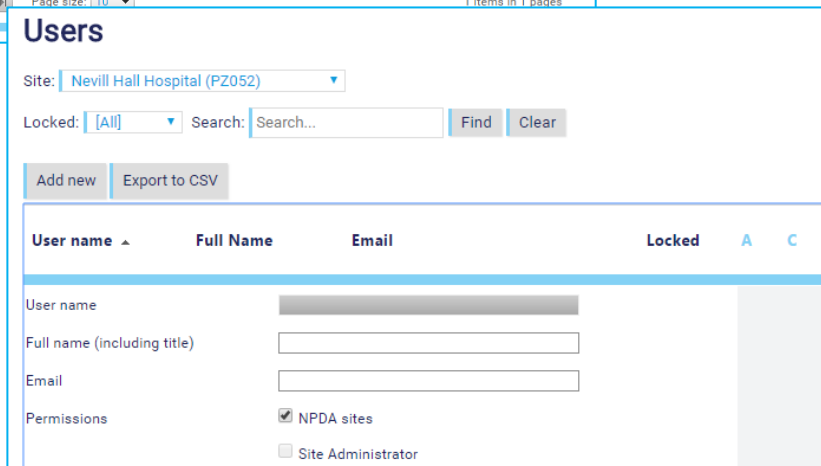
From the **'Home'** screen select the **"User management"** tab and then **"User management"** in the drop-down menu. A **'Users'** page will appear, whereby a list of all the approved users for your unit will be displayed.



If you are assigned to more than one hospital unit, select the “Site” drop-down menu and you will see the other available units registered to your account.



## Step 2



To add a new user, select the ‘Add new button’. Fill in the details of the new user in the relevant fields, including the ‘Full name’ and ‘Email’. The Username will be the new user’s e-mail address

### Step 3

You must set the permission for the user as a ‘**Site Administrator**’, ‘**Site User**’ or ‘**Site Reader**’ Then select the “**Insert**” button. The user you have registered will then automatically be added to the system. The added user will then follow the account set-up process, please refer to **Step 6**.

User Permissions	
Site Administrator	Permissions to add users and submit data
Site User	Permissions submit data to the system but cannot add users
Site Reader	Permissions to only review the data on the system, cannot upload or submit data

## Site Administrator permissions

As a Site Administrator you will be provided with permissions to export a list of the current users by selecting 'Export to CSV'. You are able to edit user's profile details, levels of access and lock their accounts if required by selecting the pencil icon shown below, next to each user in the 'Users' admin screen.

The screenshot displays the 'National Paediatric Diabetes Audit' interface. The 'Users' section is active, showing a list of users. The user 'Nathan.b@bhs.nhs.uk' is highlighted, and a red circle around the pencil icon indicates the edit function. A red arrow points to the detailed user profile for this user, which includes fields for 'User name', 'Full name (including title)', and 'Email', along with a 'Permissions' section containing several checkboxes.

User name	Full Name	Email	Locked
ewp@rcpch.ac.uk	EWP	Nathan.b@bhs.nhs.uk	<input type="checkbox"/>

**User Profile Details:**

- User name: ewp@rcpch.ac.uk
- Full name (including title): EWP
- Email: Nathan.b@bhs.nhs.uk
- Permissions:
  - NPDA sites
  - Site Administrator
  - NPDA Administrator
  - View personal identifiable information
  - Edit text content
  - Edit data entered by users

## Reference materials

- Quick Reference guide
- How to submit data via questionnaire
- Submitting your data via CSV
- How to navigate the data completeness report (DCR)

## Useful links

- **Website:** [www.rcpch.ac.uk/npda](http://www.rcpch.ac.uk/npda)
- **Email:** npda@rcpch.ac.uk