

## Synchronise your Smartcard with EMIS Web

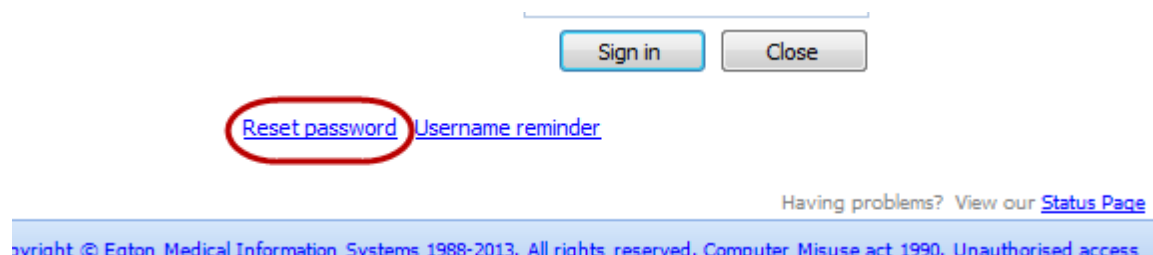
### ODS Code Change for Manchester EMIS

#### How will this affect me?

During this maintenance window EMIS Web via your smartcard will not be available and you will need to log in with your username and password.

You can reset your password, providing you have added your security details to EMIS Web. You can also request a username reminder if you forget your username. If you haven't added your security details, you'll see a message in a **yellow bar at the top of the EMIS Web homepage each time you log in.**

Your mobile number is needed as part of your security details because EMIS sends you a verification code in a text message when you reset your password or request a username reminder. Your number is encrypted and can't be seen by any other organisation or person. If you do not know your current password, please change it yourself to something memorable now by clicking on **Reset password** on the EMIS Web login screen.

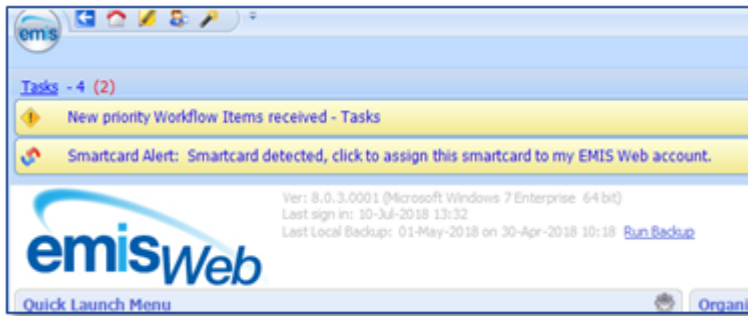


Then just follow the instructions on the screen to reset your password.

If you forget your password before you've had a chance to add your security details, please contact the Service Desk (0161 701 2020) or [itsupport@mft.nhs.uk](mailto:itsupport@mft.nhs.uk)

#### What will I need to do?

Synchronise your Smartcard.



If your Smartcard has not been synchronised, this highlighted yellow bar above will display on the EMIS Web homepage. To synchronise your smart card, firstly click on the yellow banner.

Clicking the yellow Smartcard banner will trigger a pop-up which requires you to enter your Smartcard passcode. After you have entered your Smartcard passcode, click the **Associate** button.



Once that is done, the yellow Smartcard banner will be removed and the little NHS symbol in the bottom left corner of EMIS will change colour from grey to blue.

The grey symbol indicates that there is no Smartcard connected and the blue symbol on the other hand indicates that your Smartcard is connected.

Please note that you must have a Smartcard inserted to add referrals to the system.