## How to register for a Capacity Tracker Account?

- It is free to register for an account.
- Multiple users <u>permitted</u>.
- Providers are encouraged to have multiple CT users, to cover periods of absence.
- Register for an Account
  - To register, click on https://capacitytracker.com/register
  - Select the appropriate 'provider type' during registration.
  - > Care Home providers to select Care Home
  - Homecare (Dom Care, Supported Living, Extra Care) providers to select Homecare

- 2 Await approval
  - Existing approvers within your organisation can approve your account instantly
  - **Support Centre** have a 14 day turnaround to approve accounts (if there are no approvers at the location).
  - For urgent approval requests, please call the Support Centre –
    T: 0191 691 3729, E: <a href="mailto:necsu.capacitytracker@nhs.net">necsu.capacitytracker@nhs.net</a>
    (Mon-Fri 8am-5pm excluding public holidays)
- Once approved, you can **navigate & update** the system











