

Online OpenAthens Registration

NICE have developed a new online registration form and self-administration site. The registration form has been designed to be intuitive and to guide users through the registration process, it is not anticipated that new users registering for the NHS OpenAthens service will require assistance or guides over and above those provided on the registration site.

Online OpenAthens Registration

The screenshot shows the OpenAthens registration form homepage. At the top left is the NICE logo (National Institute for Health and Care Excellence) and at the top right is the OpenAthens logo. The main heading is "Register for an OpenAthens account". To the right of this heading is a link "Already have an account?" with a "Login" button. Below the heading is a progress bar with six steps: 1. Eligibility (highlighted in blue), 2. Organisation, 3. Your Details, 4. Verify, 5. Password, and 6. Finish. Below the progress bar is a note: "Please note that this is a multi-stage registration process, and you must activate your account before you can use it." There are two links: "Help me to complete this form" and "More Information". The current step is "Step 1 - Athens account eligibility and email". There is a checkbox with the text "I confirm that I have read the eligibility criteria and that I am eligible to access NHS purchased online content" and a link "What are the OpenAthens Eligibility Criteria?". Below this is an "Email:" label and a text input field. A yellow "Continue" button is positioned below the input field.

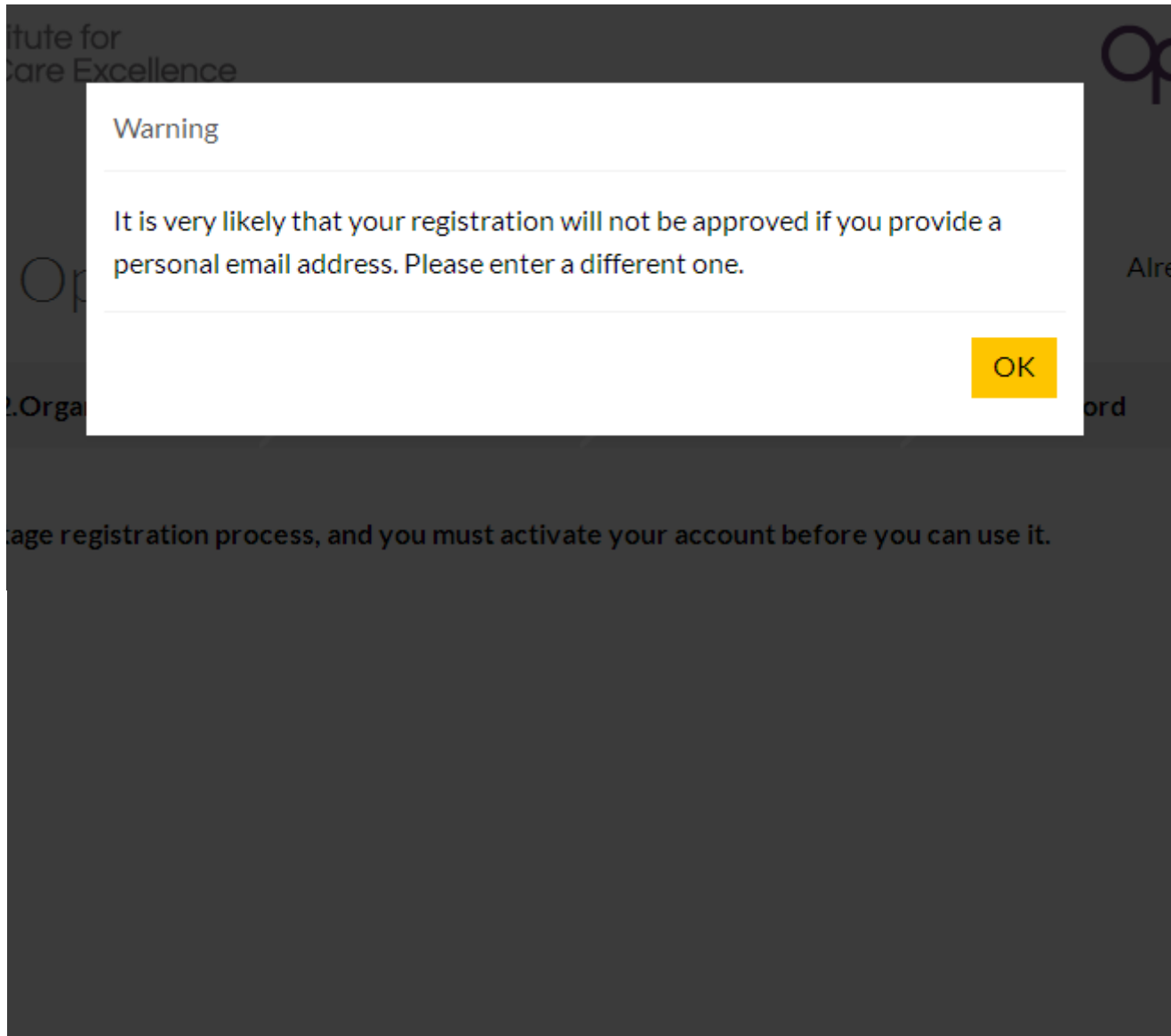
1.

This is the registration form homepage. The blue bar at the top of the page tracks the user's progress through the form.

The screenshot shows a multi-stage registration process with four steps: 1. Eligibility (highlighted in blue), 2. Organisation, 3. Your Details, and 4. Verif. Below the progress bar, a note states: "Please note that this is a multi-stage registration process, and you must activate your account". There are two links: "> Help me to complete this form" and "> More Information". The main heading is "Step 1 - Athens account eligibility and email". A checkbox is present with the text "I confirm that I have read the eligibility criteria and that I am eligible to access NHS purchased". Below this is a red warning box: "Please confirm that you eligible for an Athens account". The section "What are the OpenAthens Eligibility Criteria?" is followed by an "Email:" label and a text input field containing "william.harvey@nhs.uk". A yellow "Continue" button is located below the input field.

2.

Users must confirm that they have read the eligibility criteria before continuing.



3.

Users who are not on a trusted IP address and who enter a personal email address see this warning message.

Eligibility and email

Eligibility criteria and that I am eligible to access NHS purchased online content
Eligibility criteria?

william.harvey@carehome.co.uk

We do not recognise your location or this email address. This means that you will not automatically be given rights to access our online resources. An OpenAthens administrator will assess your details and decide whether you meet the eligibility criteria. You can:

- Enter a different email address
- Register again from a different location (such as your place of work if you are not there now)
- Continue registering at this location with this email address

Continue

4.

Users who are not on a trusted IP address and who enter an email address that is not in any administrator's trusted email field see this warning message.

Online OpenAthens Registration

The screenshot shows the OpenAthens registration interface. At the top left is the NICE logo (National Institute for Health and Care Excellence) and at the top right is the OpenAthens logo. The main heading is "Register for an OpenAthens account" with a "Login" button for existing users. A progress bar below the heading shows six steps: 1. Eligibility, 2. Organisation (current step), 3. Your Details, 4. Verify, 5. Password, and 6. Finish. Below the progress bar, there is a note: "Please note that this is a multi-stage registration process, and you must activate your account before you can use it." Two links are provided: "Help me to complete this form" and "More Information". The current step is titled "Step 2 - Organisation" with the instruction "Find your organisation". A search input field contains the text "Organisations". Below the search field are two buttons: "I cannot find my organisation" and "Continue".

5.

All users who continue from the previous page come to this page. Users who are on a trusted IP address or who entered a trusted email address come here with no warning message.

Online OpenAthens Registration

Step 2 - Organisation

Find your organisation

Sheffield Teaching Hospitals NHS Foundation Trust	AUTO-ELIGIBLE ✓
Sheffield Health and Social Care NHS Foundation Trust	AUTO-ELIGIBLE ✓
Sheffield Hallam University	AUTO-ELIGIBLE ✓
Sheffield Children's NHS Foundation Trust	AUTO-ELIGIBLE ✓
School of Health & Related Research (Scharr), University of Sheffield	AUTO-ELIGIBLE ✓
The University of Sheffield	AUTO-ELIGIBLE ✓

6.

The “Find your organisation” field uses typeahead.

The organisation drop down list is populated with all the names entered in the Organisation Alias field in the administration site.

Organisations at which the user will be automatically be given eligible status are promoted to the top of the list and are identified with a tick and the word “Auto-eligible”.

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Step 2 - Organisation

Find your organisation

Birmingham and Solihull Mental Health Trust

The organisation you've chosen doesn't match your email address or location.

This means that your account will not be approved automatically, and your details will be reviewed by an OpenAthens administrator. You can:

- [Enter a different email address](#)
- Choose a different organisation
- Continue with this registration

[I cannot find my organisation](#)

[Continue](#)

7.

Users who choose an organisation which doesn't match their email address or their IP address see this warning message.

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Step 2 - Organisation

New Organisation Details

Name

Region/Area

[Search again](#)

[Continue](#)

8.

Users who cannot find their organisation in the drop down list should click “I cannot find my organisation”. They can then enter the name of their organisation and select their region/area from the drop down list on this page.

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Step 3 - Your Details

First Name	<input type="text" value="William"/>
Last Name	<input type="text" value="Harvey"/>
Department / ward / GP practice / clinic:	<input type="text" value="Haematology"/>
Position / job title:	<input type="text" value="Doctor"/>
Job role:	<input type="text" value="Drs (SpR, SHO, PrHO)"/>
Position duration:	<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary
Full work address:	<input type="text" value="1 Blood Street
Folkestone"/>
Work telephone number:	<input type="text" value="123456"/>

9.

Users enter their details here. All fields are mandatory. If they do complete any of the fields, a message advising them of this appears and they cannot continue.

1. Eligibility > 2. Organisation > 3. Your Details

Please note that this is a multi-stage registration process, and you must complete all stages to register.

[> Help me to complete this form](#)
[> More Information](#)

Data Protection

Your details will be held by Eduserv to provide you with information on the service. Your details may be contacted by your local NHS library about local services, training and events.

I accept the terms and conditions

Please confirm that you have accepted the terms and conditions

I agree to be contacted about the service

[Submit](#)

10.

Users must accept the terms and conditions.

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Thank you. You are eligible to access our online resources.

Your account has been created and we have sent you an activation email. Please click on the link in the email to activate your account and choose your password.

You will not be able to use your account until you do this.

If you can't find your activation email in your inbox, please check your junk mail folder. If you haven't received it within the next hour, contact your local OpenAthens administrator.

Account Details Summary

Username:	nhswilliamharvey0001
Account Expiry Date:	05/05/2016
Eligibility Expiry Date:	05/02/2016
Account Holder:	William Harvey
Position:	Doctor
Position Status:	Permanent
Job End Date:	05/02/2016
Department or ward:	Haematology
Email address:	william.harvey@nhs.uk
Telephone:	123456
Professional group:	Drs (SpR, SHO, PrHO)
Trust/organisation:	Wessex
Postal address:	1 Blood Street Folkestone

Your Athens Administrator

Name:	Paul Bradley
organisation name:	South Central - Thames Valley and Wessex including Dorset and Salisbury
Email address:	athens@hhft.nhs.uk

11.

After submitting the form, users are taken to this page which tells them what to do next, summarises their account details, and provides the name of their administrator. Ineligible users will see a slightly different message.

Register for an OpenAthens account

1. Eligibility > 2. Organisation > 3. Your Details > 4. Verification

Step 4 Password

Enter password:

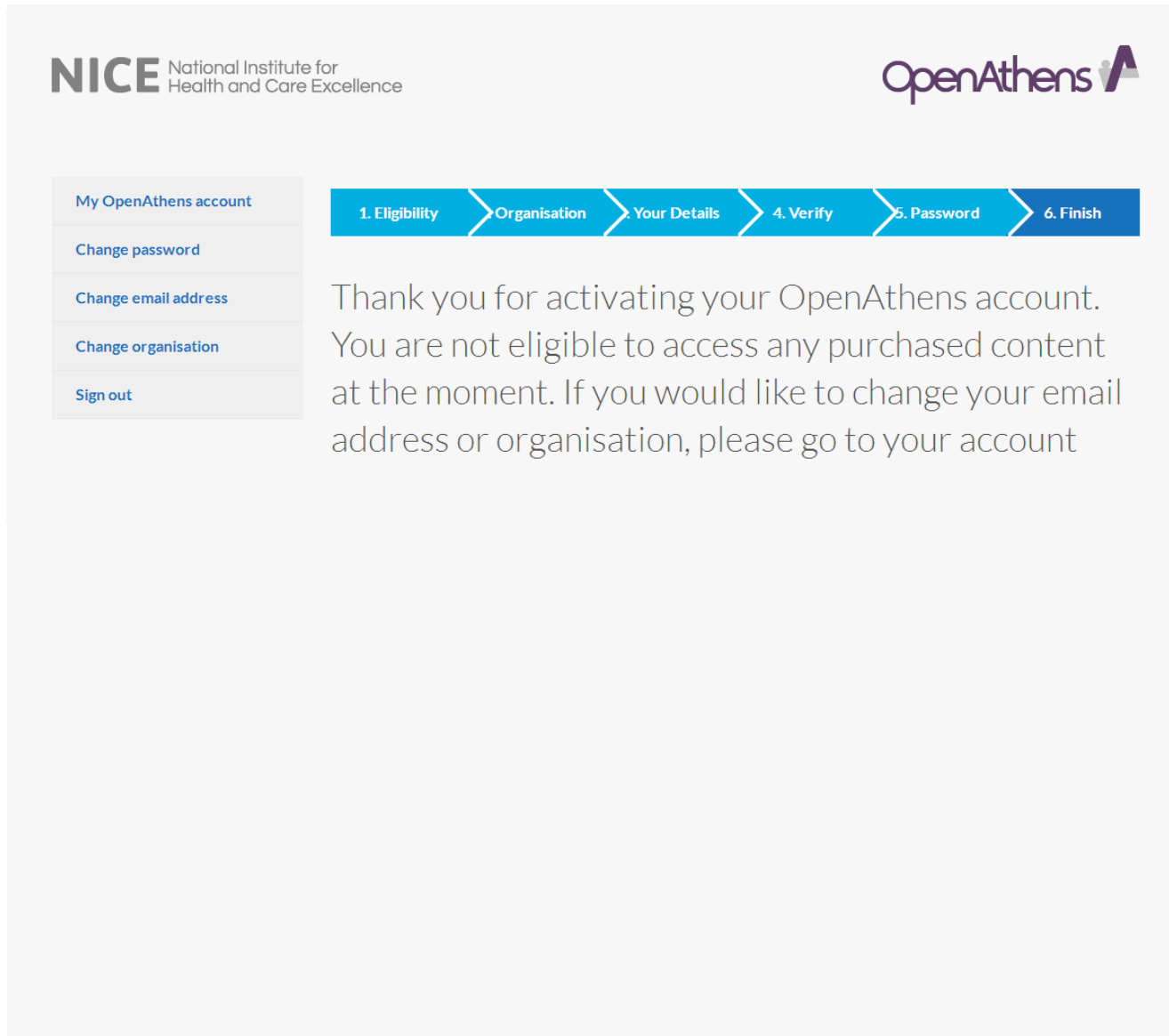
Confirm password:

[Continue](#)

11.

After submitting the form, users are taken to this page which tells them what to do next, summarises their account details, and provides the name of their administrator. Ineligible users will see a slightly different message.

Online OpenAthens Registration



The screenshot shows the OpenAthens registration completion page for NICE. At the top left is the NICE logo (National Institute for Health and Care Excellence). At the top right is the OpenAthens logo. A progress bar at the top indicates the registration steps: 1. Eligibility, Organisation, Your Details, 4. Verify, 5. Password, and 6. Finish. On the left side, there is a menu with the following options: My OpenAthens account, Change password, Change email address, Change organisation, and Sign out. The main content area contains the following text: "Thank you for activating your OpenAthens account. You are not eligible to access any purchased content at the moment. If you would like to change your email address or organisation, please go to your account".

13.

After entering their password, eligible users see this message. Ineligible users see a slightly different message.