

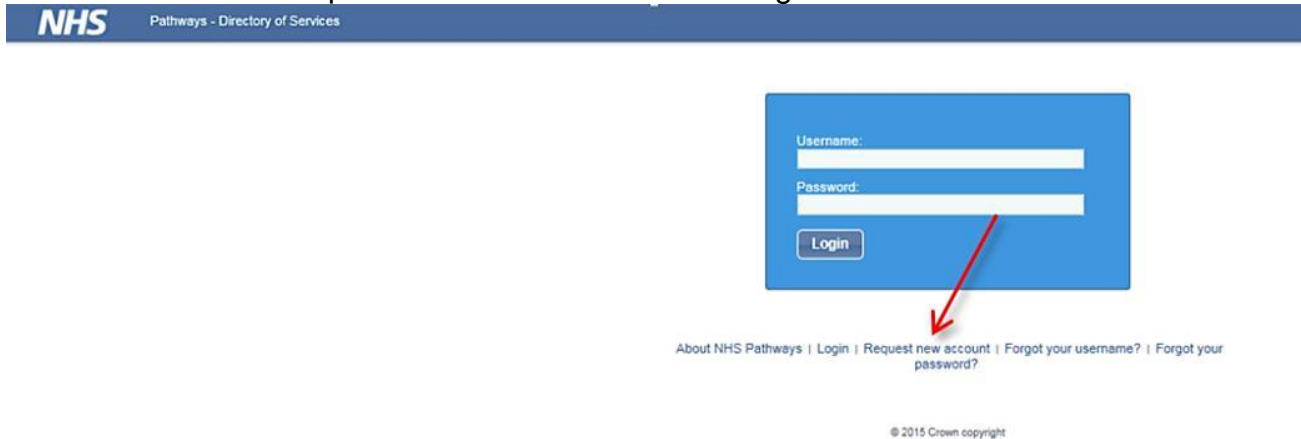
Directory of Services (DoS) for Critical Care

Requesting a new account

Creating a User Account

Request an account

In order to access the DoS you first need to create a user account. You do this by clicking on the 'Request new account' tab on the login screen shown below.



Complete the User Request Form.

Note: all fields are mandatory

Enter user details, and the Service Name or organisation details.

The 'Please tell us why' field is something the administrator will see when approving access so it needs to be something that gives an indication of where you are from and which permissions you will need.

The 'User Search Role' field defaults to Pathways referral (PR), this setting gives you the best returns when searching the DoS. You are unable to amend this once your account is approved.

Select the DoS Region, and choose a User Name and Password before selecting Submit, as shown in the screenshot below. Choose something memorable for the password, but that cannot be guessed. A strength indicator will show if the password is strong enough – it needs to be at least medium. Retype password in box.

NHS Pathways - Directory of Services

User Request Form

Fields marked with * are mandatory

First Name *

Surname *

E-Mail *

Telephone *

Service Name *

User Search Role *

DoS Region *

Please tell us why you need access to Pathways DoS *

Username *

Password *

Minimum number of characters is 6
 Minimum strength is Medium
 Use a combination of capitals, special characters and numbers to create a stronger password

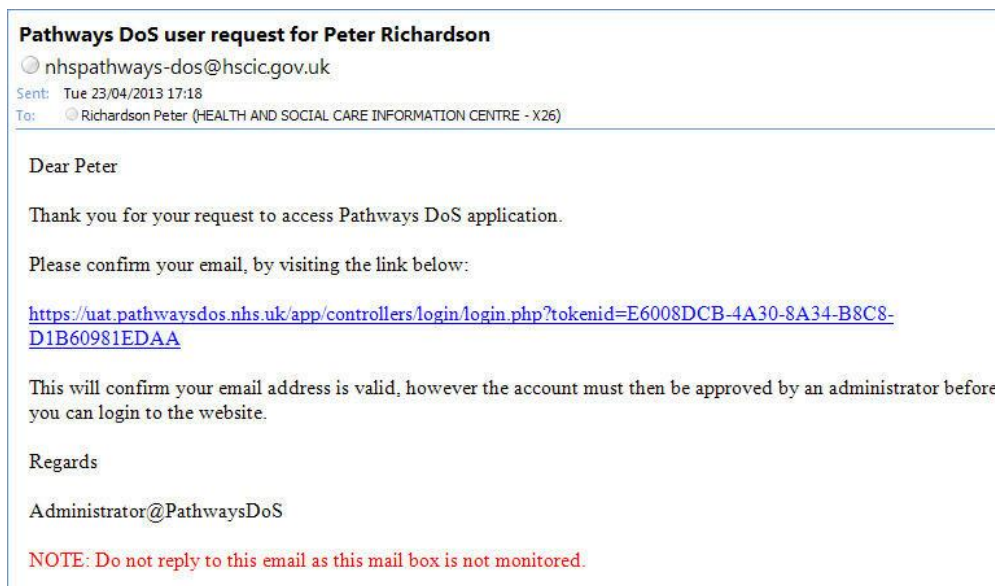
Retype Password *

No longer pathways referral now **Professional Referral**

Region: Please select 'National Critical Care & Burns'

This will make sure it goes to the correct department to be approved and have access to the right units.

Once you submit your request form you will receive an automatic email like the one below with a link you must click to validate your email address.



You will receive further confirmation once your account has been approved by an administrator.

Forgotten username or password

Should you ever forget your username or password you can request to have these reset using the tabs on the bottom of the login screen. There is information you need to submit in order to have them reset as shown below.

Username Reminder Form

Registered Email

[Request](#)

Password Reset Form

fields marked with * are mandatory

Username *

Email *

[Request](#)

Should you have forgotten your password you will be sent a temporary password via email. It is advised you change this to something more memorable once you log back into the site using the 'Account' tab on the home screen.