Website access for users

New users – how to register

To register as a new user, please follow and complete all the steps (a-i) below.

a) Go to the ICNARC website (https://www.icnarc.org/)

b) Click on ‘Register’ (Figure 1). A pop-up ‘Register’ page will appear on the screen.

Figure 1: ICNARC Homepage
c) **Complete the Register page** (Figure 2)

**Figure 2: Register – Part 1**

- Enter your username (choose something memorable as this will be used every time you log in).
- Enter and confirm your valid email address.
- Enter and confirm your password.

**Remember**

Your password should be at least 6 characters long and contain at least one capital letter, one lower case letter, one number, and a special character (!, £, $, %, ^, &, *, etc.).

Your username and password are not to be shared with any other colleagues. Each individual must have their own personal log in details.

- Enter your password hint.
- Answer the security puzzle question.
- Read and accept the terms of registration.
- Click ‘Submit’.
d) **Validate your email address** (Figure 3)

**Figure 3: Register – Part 2**

- A pop-up page will appear which will require you to validate your email address.
- The 1st approval code will automatically appear in the first box, and the 2nd approval code will be emailed to you.
- Enter the 2nd approval code in the second box.
- Click ‘Submit’.

e) **Complete your personal details** (Figure 4)

**Figure 4: Profile details – Personal details**

- A pop-up page will appear where you will be required to complete your ‘Personal details’.
- Enter your title, first name and last name.
- Your email address will automatically appear. Enter your contact number.
- Enter your job title.
- Click ‘Update details’.

  f) Select which website(s) you would like access to (Figure 5)

**Figure 5: Profile details – Websites**

- Click which website(s) you would like access to.
- Click ‘Update websites’.

  g) Select your hospital/unit (Figure 6)

**Figure 6: Profile details – Hospitals/units**

- Start typing the name of your hospital/unit in the auto-complete textbox and select the hospital name from the drop-down list. Click ‘Add’. If you will be entering data for more than one hospital/unit, repeat the process. The hospitals/units will be listed. To remove a hospital/unit from the list, click ‘Remove’. If your hospital/unit does not appear in the drop-down list, please contact icnarc@icnarc.org.
- Click ‘Update Hospitals/units’.
h) Answer your three security questions (Figure 7)

Figure 7: Profile details – Security questions

- From the drop-down menus, select and complete your three chosen security questions.
- Click ‘Update security questions’ and close the pop-up page.

i) Wait to receive a confirmation email granting you website access

- You will only be granted access if you have been authorised this task on the Delegation of Trial Duties Log.
- You will receive a confirmation email once your website access has been approved by ICNARC.
Existing users – adding additional websites

If you are already registered on the ICNARC website, you will need to update your current profile to register for access to additional websites. Please follow and complete all the steps (a-d) below.

a) Log onto the ICNARC website with your username and password (https://www.icnarc.org/)

b) Click on ‘Your Profile’ (Figure 1). A pop-up ‘Profile Details’ page will appear on the screen.

c) Select which website(s) you would like access to (Figure 5)

Figure 5: Profile details – Websites

- Click which website(s) you would like access to.
- Click 'Update websites’ and close the pop-up page.

d) **Wait to receive a confirmation email granting you website access**

- You will only be granted access if someone at your unit, who already has access to FileExchange, emails ICNARC to confirm you require access.
- You will receive a confirmation email once your website access has been approved by ICNARC.