



Extended Access Training Guides

Support: mbpcc.extendedaccess@nhs.net

EMIS Logon Guide

Introduction

In order to log on to different EMIS systems from a single computer it is necessary to use something called Configuration Switcher. This is an integral part of the EMIS software so as long as the EMIS Web client is installed then Configuration Switcher will be installed already. The switcher ensures that the relevant version files are present on the local computer for each EMIS Web system being used.

If Configuration Switcher is not activated and used then you may experience problems logging in and using certain aspects of EMIS, particularly prescribing.

Configuration Switcher

If you click the EMIS Web icon and are presented with a login details box immediately then Configuration Switcher is not active. Cancel the login box and follow the guide below to enable switcher.

Click the Windows Start button, click All Programs, click the EMIS folder, click Configuration Switcher. When the switcher loads, click the button that says Enable Switching (see below).



The button will change to say Disable Switching. Enter the Organisation ID (CDB) number for the system you want to logon to and click Go. The CDB for extended access is 139605.

EMIS logon

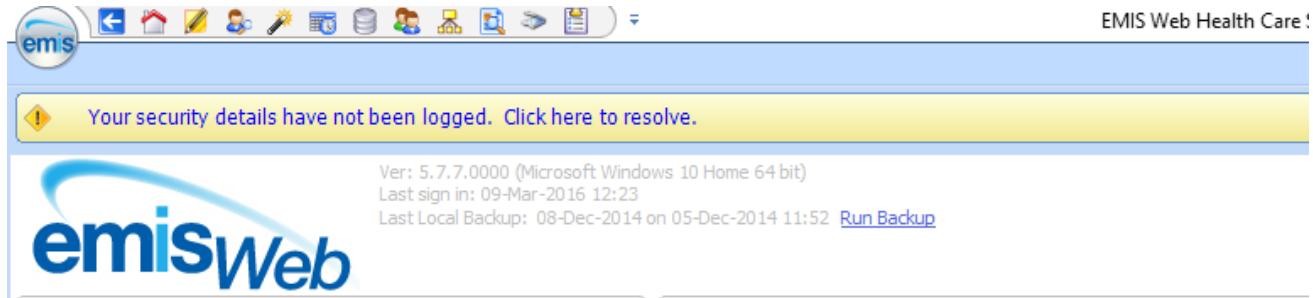
Setting up your security details

The first time you logon to the extended access EMIS system it is important that you set up your security details as this will allow you to reset your password in the event that you forget it.

If you didn't do this at first logon then you will be prompted with a yellow message bar each time you log in. If you see this bar, please click it and set up your security details.



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Complete your details and click Save. These details are stored securely by EMIS and are not used for any other purpose than to reset your password.

Enter Security Details

Please enter your security details.

We only use the mobile number to send you a verification code, so that you can log in if you have forgotten your password or need reminding of your user name. We encrypt this number and all other security details and will never share any security details with any other organisation or person.

Step 1 - Confirm existing information

Forenames	Michael
Surname	Maxwell

Step 2 - Complete identity verification information

Mobile Telephone	<input type="text"/>
Date of Birth	<input type="text"/> dd-MMM-yyyy <input type="button" value="Calendar"/>

Step 3 - Choose security question

Security Question	<input type="text" value="What is your mother's maiden name?"/>
Answer	<input type="text"/>

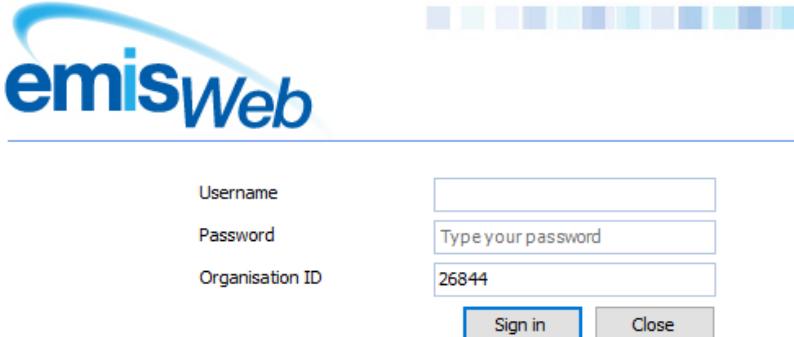
Using the Reset password function

If you have forgotten your password, even if you have been locked out of EMIS, you can use the Reset password functionality to set a new password. You must have setup your security details to do this (see earlier section). On the login screen, click the Reset password link.



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emisWeb

Username

Password Type your password

Organisation ID 26844

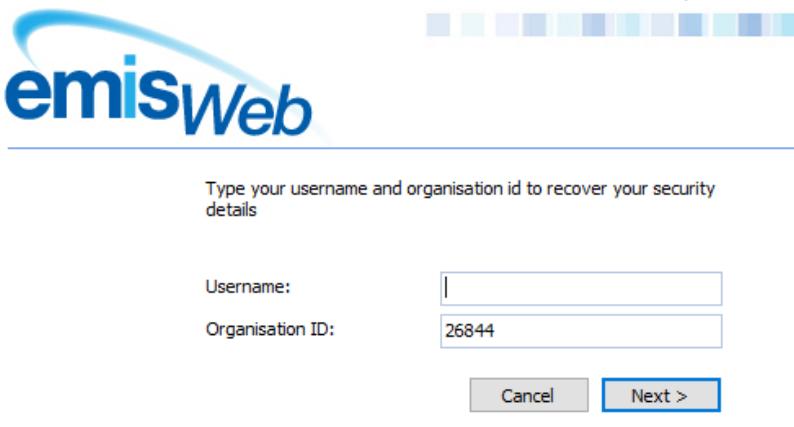
[Reset password](#) [Username reminder](#)

Current connection: [Primary](#) Having problems? View our [Status Page](#)

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Enter your username and ensure the correct Organisation ID is showing. This should be 139605.

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emisWeb

Step 1 of 5

Type your username and organisation id to recover your security details

Username:

Organisation ID: 26844

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You will be prompted to confirm your mobile number. If it is correct, click Next.



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Step 2 of 5

 If the last 4 digits below match your mobile number click next to continue. If the number does not match click cancel and contact your local administrator

***** 0667

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You will be sent a text message containing a code. Enter this code and click Next.

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 A text message containing an 8 digit code is being sent to your mobile phone. Type the code and then click Next to continue

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You will be asked to complete further information which you previously provided when you set up your security details.



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Forenames:

Surname:

Date of birth: DD MM YYYY

What was your place of birth?

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As long as you provide the correct details, you will now be presented with the option to set a new password. Click finish once done.

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Choose a new password.

New password:

Confirm new password:

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You can now click Log on and it will load EMIS for you.



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 **Password change successful**

Your password has been successfully changed. Do you want to log on now?

[Close](#) [Log on](#)

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