USER ACCESS SYSTEM
REQUEST ACCESS - GP STAFF

Please follow this link https://useraccess.nhsnss.scot.nhs.uk/ to open the User Access System (UAS) to enable you to request access to ISD data marts such as SPARRA online and/or PRISMS.

If you already have access to data mart/s then please use the same username and password to login to the UAS. If you are unsure of your username and password please contact NSS’s IT department: Customer Support Desk via phs.shis@phs.scot.

Once you login you will be taken to the 'Home' screen which shows existing access. Select "Request New Access"

A request form will open and you can select the data mart of your choice (e.g. SPARRA, PRISMS or PCI). The rest of the questions will be asked according to the data mart requirements.
Select ‘GP Practice’ and then select your practice from the list by typing in the name in the GP Practice and selecting your practice from those offered or enter the practice code. In the example below a NHS Borders user entered part of the word medical and was offered all GP Practices in NHS Borders with Medical in the name.

You will then be asked if you are employed by the GP Practice. If you select ‘No’ you will need to complete details of your line manager and the request will be submitted to the Board authoriser.

If you select ‘Yes’, then the request will be routed to the GP Practice authoriser.

Once the online form has been filled in the ‘Create Request’ button should be selected. The screen will change view to the awaiting submission Screen – where you can view details of the request. NB - your request has not been submitted at this stage.

Select the ‘tick box’ - located at the left side of the Edit button

Click the ‘Submit Requests’ button - this will confirm the request submission.

If you require any further help or assistance please contact the Product Support team via phs.shis@phs.scot