

National Child Measurement Programme

IT System User Guide part 1

Setting up User Accounts

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Introduction

Who should read this guidance?

This guidance is intended for individuals within Local Authority (LA) teams and associated Provider organisations who are responsible for administering the National Child Measurement Programme (NCMP) in their area.

For security and information governance considerations, access to the NCMP IT system is restricted depending on users' roles within the programme; therefore, some users may not have permissions to access some areas of the system referred to in this guidance.

How will this guidance help me?

This guidance will show you how to set up and manage user accounts on the NCMP IT system. It will show you how to:

- Add a user to your LA group
- Remove a user from your LA group.
- Assign user roles.
- Assign schools to users.
- Create and manage provider groups

Available NCMP IT System guidance documents

- 1 [Setting Up User Accounts.](#)
- 2 [Setting Up Schools list.](#)
- 3 [Pupil Data Management.](#)
- 4 [Generating Feedback Letters.](#)
- 5 [Progress and Data Quality Monitoring.](#)
- 6 [Data Submission.](#)

What is a Super User?

Each LA will typically have one user who is responsible for the administration of the NCMP IT system. The super user can:

- Add and remove users.
- Assign user roles in accordance with Information Governance requirements.
- Assign schools to users in accordance with Information Governance requirements.

Access to the web-based NCMP IT System

To access the NCMP IT system, you will need to register with NHS England for an account. If you already have an NHS England account, eg from the previous collection year proceed to the section ***Log into the NCMP IT System*** on page 5.

Create your NHS England account

To gain access to the NCMP IT system, you are required to register for an NHS England account.

1. Open your web browser.

Opening your browser may vary depending on the type of browser. Common browsers include:


- Internet Explorer
- Chrome
- Edge
- Safari

For the purposes of this guidance, all screen images show the NCMP IT system as it appears in Internet Explorer.

2. Once your browser is open, enter the following web address (URL) in the address bar at the top of the browser:



3. From the sign-in page of NCMP IT system, click the **Register** button.
4. Complete the registration form and click **Create my account**.



Create your NHS Digital account

Tell us your name and other details

(All fields are required)

Your email will be your username to sign in...

Email

Re-enter email

Choose your password

Your password must meet the following rules:

- At least 10 characters
- Not more than 2 identical characters in a row (e.g., 111 not allowed)
- Must meet at least 3 out of the following 4 complexity rules:
 - At least 1 uppercase character (A-Z)
 - At least 1 lowercase character (a-z)
 - At least 1 digit (0-9)
 - At least 1 special character: ! " # \$ % & ' () * + , - . / : ; = ? @ [\] ^ _ ` { | } ~

Password

Re-enter password

Display name

Forename(s)

Surname


Job Title

Organisation

We'd like to keep you informed about features and services that are relevant to the applications you use. Please tick the box to hear from us. We will not pass your details to third parties, and this will not affect ongoing notification of system updates.


Verification

Type the code shown



Refresh >

Create my account > **Cancel** >



Note

When creating yourself an account, please ensure you use a **functioning email address** – if you lose your password, a reminder will be sent to this email address. **Please do not divulge these details to anyone else.**

Please do not use a shared mailbox email address when creating an account, this should be your own account set up with your own email address. NCMP access is on an individual level where there is a clear business need in line with the General Data Protection Regulation (GDPR) 2018.

If you need multiple accounts if you work across multiple LAs you will need to request additional email addresses from your IT team.

Log into the NCMP IT system

Once you have an NCMP system account, you can log into the NCMP IT system.

1. Open your web browser.
2. Enter the following web address (URL) in the address bar at the top of the browser:



3. This URL will take you to the sign-in screen for the NCMP IT system.



4. Click the **Sign In** link at the top right of the screen as shown above.
Enter your username and password and click the **Sign In** button.

If you have forgotten your login credentials, click the **Forgotten Details** link. You will be asked to enter your username or email address.

If you do not yet have a NHS England account, click the **Register** button.

Sign in

Username

Password

Sign in

We use cookies to improve our website and your experience using it. Without them, parts of this site will not work. If you need more information or want to change your cookie preferences, please see our [privacy policy](#).

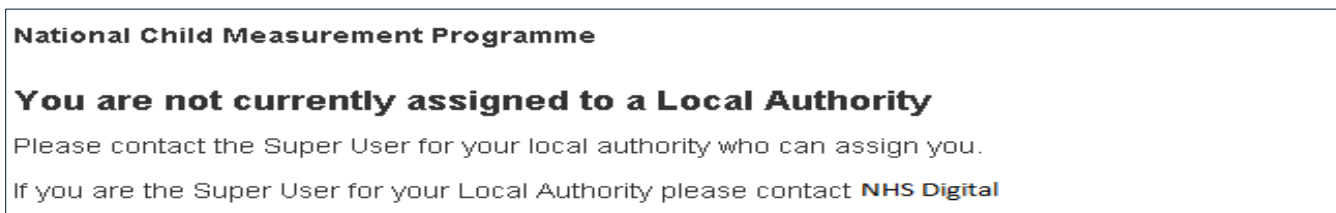
[Forgotten details?](#)

Don't have an account?

Register

Having trouble? Contact us on 0300 303 5678 or enquiries@nhsdigital.nhs.uk

If this is the first time you are logging into the NCMP IT system, you will see the screen below and you will initially be added to the New/Unassigned Users list. You can then be added to your LA by a local super user. **OR** if you are the primary super user / NCMP Lead as nominated by the Director of Public Health for your LA, please contact the NHS England NCMP team who will carry out the initial setting up (enquiries@nhsdigital.nhs.uk).



5. Contact your LA Super User to be added to the NCMP IT system.
6. If there are no super users for your LA then NHS England can give you access. To do this, we will require an email nomination from your Director of Public Health providing **your name, job title, email address and phone number**. (This situation can occur when previous super users have left without assigning access to colleagues)



Access and user role management of the NCMP system is a local authority responsibility. NCMP Leads and Super users at the LA or within the Provider organisation can grant access to other users where there is a clear business need and in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

User Management

Add a user to your local authority

To add a user with a NHS England account:

1. From the welcome screen click **Manage Users**.

2. A list of assigned users in your LA area is shown. This will include users in the local authority itself, as well as users within the NCMP provider organisation.
3. Click the **Add New User** link.

Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User		
Robert	Dobson	ncmp@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Tony	Maudar	tony.maudar@ic.nhs.uk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Schools	Remove User

4. Click the **Select User** drop down box.

Setting Up User Accounts

5. A list of unassigned users for all LAs is shown.

Select a user and click the  button.

6. You will be asked to confirm your changes, click **Yes**.

If the name of the user you want to add does not appear in the list of registered users, this person may need to log in to their account via the NCMP link (<https://ncmp.hscic.gov.uk/>) rather than the generic NHS England link in order to activate the NCMP credentials.

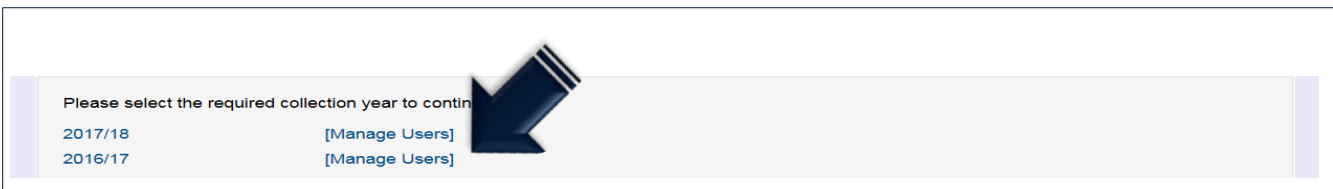
If the name still does not appear, this person may already be assigned to a different local authority with this email address (as is often the case with Providers working across multiple LAs). If this is the case, the user will need to create a second NHS England account with a different email address as it is not possible to use the same account (and therefore the same email address) with more than one local authority.

Contact details management

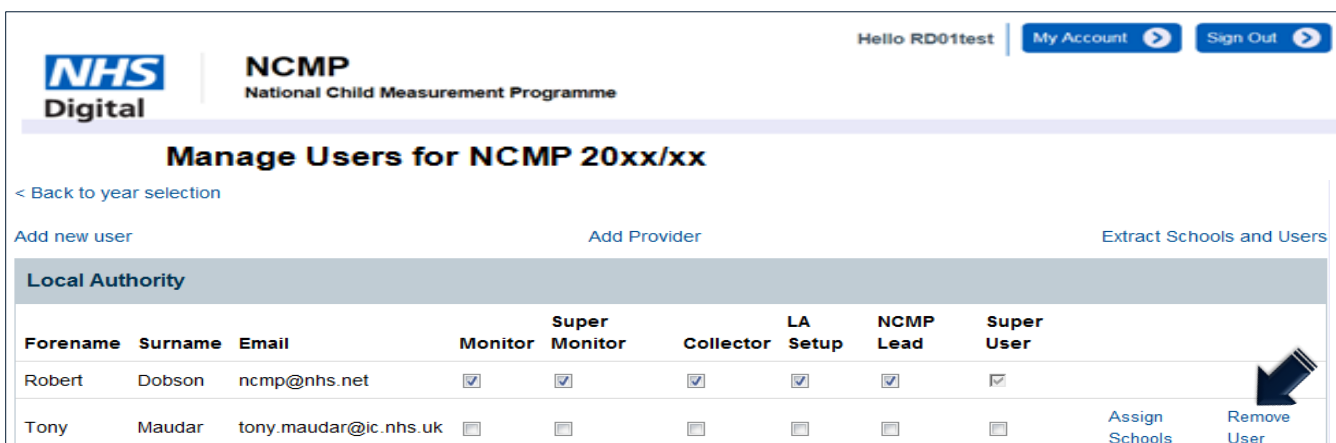
You can set preferences for whether NHS England share your contact details with Office for Health Improvement and Disparities (OHID) so they can provide you with important information about NCMP, child growth and childhood obesity. Please note that Super Users within your LA will be able to view your preferences. This option will appear in a banner at the top of the screen when you log in.

Remove a user from your local authority

- This approach can be used to remove any users assigned to access the system for your local authority, including users in the local authority itself, and users within the NCMP provider organisation. From the welcome screen, click **Manage Users**.



- A list of users in your LA is shown.
- Click the **Remove User** link for the user you want to remove.



- You will be asked to confirm your changes, click **Yes**

User roles

All users must be assigned user roles within the NCMP IT system based on the level of access to the LA's school and pupil data they require for their role. For example, some users may need to monitor the data quality, but do not need to view information at the individual school or pupil level to do this; therefore, access can be given so that they can view summary data, but not individual level data within the system. Other users may have responsibility for collecting measurement data in particular schools within the LA, but do not need access to other schools that they are not responsible for; therefore, the system allows access to be given to a user for only the necessary schools.

In total **six user roles** are available. Each role provides the user with access to specific areas of the NCMP IT system. Users can be assigned one or more of these roles. Depending on the permissions a user holds, different areas of the system will be accessible. Inaccessible areas will have disabled (greyed out) links.

Users must be assigned user roles by a Super User within the local authority. Once user roles have been assigned, further controls on access to different parts of the systems can be applied by applying access permissions. If you have been assigned the role of **LA Super User**, it is your task to ensure that school and pupil data is only available to individuals who need to access specific schools and pupil information as part of their role and where there is a clear business need and in line with the requirements of the Data Protection Act 2018.

Granting access to users and assigning roles is a local authority responsibility. Once the correct user roles have been assigned, access can be set to limit which schools users have access to, so that users only have access for the schools they are involved with, to support information governance compliance.

The six user roles available are:

Monitor

Users assigned the monitor role will see the function tabs with the Pupil Data tab greyed out (disabled) and will not be able to upload pupil information to the database. Monitors can view the list of your LA's schools. However, they will not be able to add or delete schools, or edit eligible pupil numbers. They will also not have access to the Pupil Grid to view names, addresses and measurement data. Monitors will have access to the data quality indicators on the Monitoring & Submissions tab, but will not be able to access detailed pupil information.

Super Monitor

Users assigned the super monitor role are able to view everything a Monitor can see, and will also have access to individual pupil records when viewing the data-quality indicators from the Monitoring & Submissions tab.

Collectors

Users assigned the collector role are able to access the schools they have been assigned to. They will not be able to edit the schools list. Collectors will be able to access the Pupil Grid and edit pupil information or add measurements. Collectors do not have access to data-quality reports from the Monitoring & submissions tab.

LA Setup

Users assigned the LA setup role, are able to access the LA's schools list only. They will be able to add and remove schools from the list as well as edit eligible pupil numbers. Users with this role cannot enter pupil data or access individual pupil records. LA Setup users do not have access to data quality reports from the Monitoring & submissions tab.

Setting Up User Accounts

NCMP Lead

Users assigned the NCMP Lead role can finalise the data submission for the entire local authority area, including signing off data quality, extract all data for the local authority area, and give NHS England permission to purge all data. Only one user within a local authority area can hold the role of NCMP Lead, and would be expected to work within the local authority rather than the provider organisation, as responsibility for signing off the data submission lies with the Local authority. It is only possible to assign the role of NCMP Lead to a user who also holds the role of Super User and has all schools assigned.

Super User

Users assigned the **Super User** role are able to add new users, remove users and assign roles and schools to users (including to themselves). It is important that there is at least one super user for each LA. **If the Super User leaves their role**, they must ensure that access to the role of super user is given to an appropriate colleague. The new Super User will then have access to remove their predecessor's NCMP account from the system.

Summary of user roles

		Access								
		Pupil Grid	DQ Summary	DQ Pupil Records	View School List	Edit School List	Upload Pupil Data	User Management	Lock Pupil Data for Submission to NCMP	Notify NCMP to Purge data
User Roles	NCMP Lead								•	•
	Super User							•		
	LA Set Up				•	•				
	Monitor		•		•					
	Super Monitor		•	•	•					
	Collector	•			•		•			

Assigning roles to users

1. Add a new user to your LA as described in the section, **Add a user to your local** on page 6.
2. The new user's name will appear in the list of your LA's users with no roles assigned.

Manage Users for NCMP 20xx/xx

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Add new user

Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User		
Andrew	Clayford	andrew.clayford@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Schools	Remove User
Simon	Gardener	simon.gardener@nhs.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Schools	Remove User
Sally	Porter	Sally.Porter@nhs.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Schools	Remove User
Terry	Taylor	terry.taylor@nhs.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Schools	Remove User

3. Tick the roles you want to assign to each user as described in the following section.

Assigning schools to users

Note When you first log in as primary LA Super User, all schools will be allocated to you by default. For any subsequent users, you will need to allocate them the schools they need to have access to as no schools will have yet been allocated to them.

To allocate schools to a user

1. From the Welcome screen, click **Manage Users**.

Welcome to the National Child Measurement Programme

You have been assigned the following role or roles within the NCMP IT system for your local authority area:

- Monitor** - can view aggregated data only
- Super Monitor** - can view aggregated and pupil-level data
- Collector** - can view and enter or edit pupil-level data
- LA Setup** - can view and edit schools list
- Super User** - can assign access to other users
- NCMP Lead** - can finalise the submission

Please select the required collection year to continue

2017/18 [\[Manage Users\]](#)

2016/17 [\[Manage Users\]](#)

2. A list of assigned users in your LA is shown. Click the **Assign Schools** link for the user you want to allocate schools to.

Setting Up User Accounts

Manage Users for NCMP 20xx/xx

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Add new user Add Provider Extract Schools and Users

Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User	
Robert	Dobson	ncmp@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tony	Maudar	tony.maudar@ic.nhs.uk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Schools Remove User

A list of available schools for your LA is shown.

3. Tick the schools you want the user to have access to, then click **Save Assignment**

Assign Schools

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Save Assignment

Select All	URN	Address
<input checked="" type="checkbox"/>	108586	East Bailey, Killingworth, NE12 6SQ
<input checked="" type="checkbox"/>	108584	Appletree Gardens, Monkseaton, NE25 8XS
<input checked="" type="checkbox"/>	108580	The Park, Backworth, NE27 0AH
<input type="checkbox"/>	108587	West Bailey, Killingworth, NE12 6QL
<input checked="" type="checkbox"/>	108595	Berwick Drive, Battle Hill Estate, NE28 9DH
<input type="checkbox"/>	108604	Hailsham Avenue, Longbenton, NE12 8FD
<input type="checkbox"/>	108612	Burradon Road, Burradon, NE23 7NG
<input type="checkbox"/>	108592	The Avenue, NE28 6AX
<input type="checkbox"/>	108614	Kielder Terrace, NE30 2AD

4. After a brief delay, a message will be displayed confirming the changes made.

Assign Schools

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Changes saved successfully

Save Assignment

Select All	URN	Address
<input type="checkbox"/>	108586	East Bailey, Killingworth, NE12 6SQ
<input checked="" type="checkbox"/>	108584	Appletree Gardens, Monkseaton, NE25 8XS

Note

Data Quality indicators, such as blank child postcodes, participation rates, progress etc., only take into account the schools that have been allocated to you.

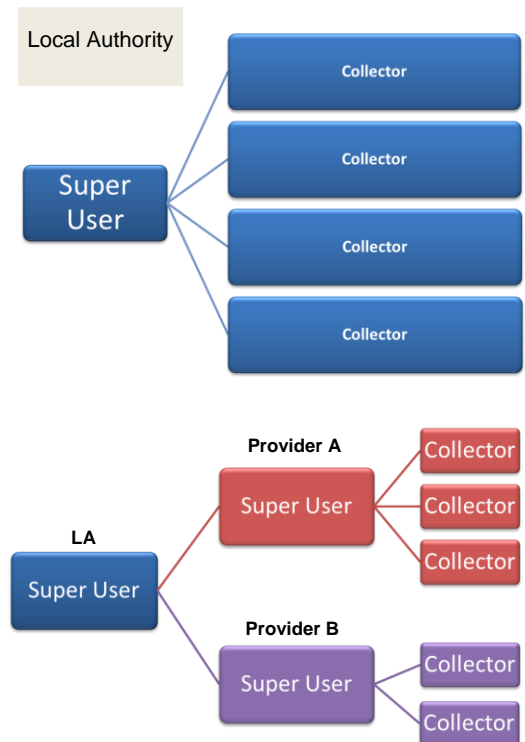
Delegating user management

Typically, one **Super User** within any LA will be responsible for the user management of the NCMP IT system including:

- Adding new users to their LA
- Assigning user roles
- Assigning Schools

However, there could be scenarios where these tasks are required to be delegated to someone else.

For example, **external providers** are often contracted by the Local Authorities to collect child measurement data on their behalf.



If required, the task of user management can, therefore, be delegated to another Super User within the provider of services, so that the provider can manage their own staff to access specific school and pupil data without further intervention by the LA Super User.

Important considerations when delegating users:

- Only schools allocated by the LA Super User to a Provider Super User can then be delegated on to other users by the Provider Super User.
- It is highly recommended that no more than 2 levels of Super Users (e.g. LA & Provider) be created. More than 2 levels of Super Users increases the probability of administration errors.

Create and manage provider groups

The NCMP IT system allows Super users to create providers within the systems and then allocate schools to those providers. When a Super User is assigned to these providers they will automatically be assigned all of the provider's allocated schools. Super users with all schools assigned to them can also view data quality and progress information by provider (see section 3).

1. Sign in
2. Select **Manage Users**
3. Select **Add Provider**

Setting Up User Accounts

Manage Users for NCMP 20xx/xx

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Add new user Add Provider Extract Schools and Users

Local Authority			Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User			
Forename	Surname	Email							Assign Provider	Assign Schools	Remove User
DQtest1	DQtest1	DQtest1@nhs.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest2	DQtest2	DQtest2@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest3	DQtest3	DQtest3@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest4	DQtest4	DQtest4@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest5	DQtest5	DQtest5@nhs.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
ICTest	ICTest	ictest1@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
Local Authority02	la02@test.com	la02@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assign Provider		Remove User
r43	r43	r43@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
sam r4	sam r4	samr4@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Provider	Assign Schools	Remove User

Provider: Provider 2 View assigned schools Edit

Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User
----------	---------	-------	---------	---------------	-----------	----------	-----------	------------

4. Add provider name, allocate schools and **Save**.

Manage Users for NCMP 20xx/xx

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Add provider

Provider name *

Save

Name	URN	Address
<input type="checkbox"/> Archbishop Runcie CofE First School	108495	Christon Road, Gosforth, NE3 1UT
<input type="checkbox"/> Archibald First School	108438	Archibald Street, Gosforth, NE3 1EB
<input type="checkbox"/> Atkinson Road Primary School	138212	Atkinson Road, NE4 8XT
<input type="checkbox"/> Beech Hill Primary School	108441	Linhope Road, West Denton, NE5 2LW
<input type="checkbox"/> Benton Park Primary School	108459	Corchester Walk, NE7 7SS

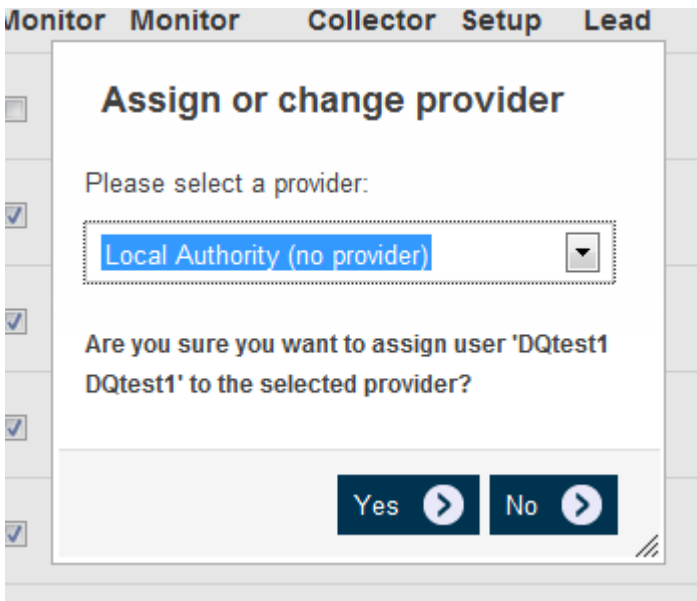
5. To assign a user to a provider select "Assign Provider". If the user holds the role of Super User then they will automatically be assigned all of the provider's allocated schools. A user can only be allocated to one provider at any time.

Add new user Add Provider Extract Schools and Users

Local Authority			Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User			
Forename	Surname	Email							Assign Provider	Assign Schools	Remove User
DQtest1	DQtest1	DQtest1@nhs.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest2	DQtest2	DQtest2@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest3	DQtest3	DQtest3@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User

Setting Up User Accounts

- Select the provider you want to assign the user to and select "Yes".



- You can view the schools assigned to a provider and also edit these and the provider name.

NHS Digital | NCMP National Child Measurement Programme | Hello RD01test | My Account | Sign Out

Manage Users for NCMP 20xx/xx

< Back to year selection

Add new user | Add Provider | Extract Schools and Users

Local Authority											
Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User			
DQtest2	DQtest2	DQtest2@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest3	DQtest3	DQtest3@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest4	DQtest4	DQtest4@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
DQtest5	DQtest5	DQtest5@nhs.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
ICTest	ICTest	icest1@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
Local Authority02	la02@test.com	la02@test.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
r43	r43	r43@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Assign Schools	Remove User
sam r4	sam r4	samr4@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Provider	Assign Schools	Remove User

Provider: Provider 2 | View assigned schools | Edit

Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User		
DQtest1	DQtest1	DQtest1@nhs.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Provider	Remove User

Setting Up User Accounts

8. To delete a provider you must first remove all users from the provider list. Select “Assign Provider” and assign the user to another provider or back to the local authority.

Provider: Provider 2									View assigned schools	Edit
Forename	Surname	Email	Monitor	Super Monitor	Collector	LA Setup	NCMP Lead	Super User		
r41	r41	r41@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign Provider	Remove User
r42	r42	r42@nhs.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign Provider	Remove User

9. Once a provider has no users assigned you can select “Remove” to delete the provider.

Provider: Provider 2									View assigned schools	Edit	Remove
No users are currently assigned.											



Information and technology for better health and care

NCMP IT System guidance

0300 303 5678

enquiries@nhsdigital.nhs.uk

@NHSEngland

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