

# How To Unlock Smartcards

## A Guide for Sponsors CRS Millennium Training Team

NB: Because you have permission to unlock Smartcards and rest PIN Codes <u>you</u> are responsible for ensuring that the person presenting a Smartcard is indeed the <u>legitimate owner</u>. You must ensure that the photograph and name on the card matches the card holder and their organisation identity badge too.

### Process

1. Unlocking Smartcards

Is the photo on the presented Smartcard a true likeness of the user? Yes – then carry onto Step 1.1 below.

#### <u>If not, do not continue</u>, instead retain the card and contact the Registration Authority at Royal United Hospital

- 1.1. Place your Smartcard into your keyboard's reader slot
- 1.2. Log on with your Smartcard PIN Code and Click "Yes I accept and wish to proceed for the purpose of Patient Care"

ATTENTION: You are attempting to access the NHS Care Records Service. Your use of the NHS Care Records Service systems is governed by the terms and conditions stated on the RA01 form that you accepted when your smartcard was issued. By entering your Passcode you are confirming your acceptance of these and are bound by them and the Computer Misuse Act 1990. All usage of the NHS Care Records Service is recorded and analysed. Action will be taken against any individual attempting inappropriate activity involving the NHS Care Records Service. If you are not entitled to use the NHS Care Records Service then you must not attempt to gain access.

Yes I accept and wish to proceed for the purpose of Patient Care

Yes I accept and wish to proceed for the purpose of Training

No I do not accept and wish to exit

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NHS

Enter your Smartcard

Passcode to access:

NHS

1.3. Double Click the NHS Spine Portal icon on your PC's desktop screen



1.4. On your NHS Spine Portal page Click "Launch NCRS Smartcard Management Service"

### National Health Service Spine Portal

User Information	NHS Applications
Welcome!	You have access to the following applications. Select the one clicking on the link.
Last Update: 14 April 2011 13:58 599 minutes left	Note that all applications are launched in a child window.
600 minutes max idle time	Launch NCRS Smartcard Management Service
	Launch Spine User Directory
	Launch Enhanced Reporting Service
	Launch Self Service Portal
	Launch User Identity Manager
	Launch User Terms and Conditions

- MyID Intercede Limited Microsoft Internet Explorer provided by Bucks NHS Trust 1.5. Enter your Smartcard's PIN MD code in the box next to your photograph Logon Card: 408299171 please enter your Passcode Passcode: 🐽 🐽 Logon 1.6. Click Logon A list of options 1.7. Cards will appear, Cancel Card Change My Passcoue Reset a card after too many Passcode errors Change Passcode Change Passcoue Change the Passcode for a card Ê. Erase personal data from a smart card Collect Card Issue Card Issue a smart card by selected card profile Issue Card Print Card Print a card layout on a specific card Issue a pre-requested card to an individual **Click "Unlock** 1.8. Card Unlock Card (Unrestricted) Reset a card after too many Passcode errors Remote Cancel Caru Cancel a device that is not physically available Remote Cancel Card Remote Uniocx Uniock a remote card (Unrestricted)"
- You will be asked 1.9. to insert the card to be unlocked

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AND S		
	Main Menu » Cards » Unlock Card (Unrestricted)	
Image: Provide state state Get Locked   Image: Provide state Get Locked	Please insert the card to be unlocked.	

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1.10. Firmly insert the smartcard to be unlocked into the 2nd (Omnikey) Smartcard reader.



- 1.11. The card is identified and a message box displays the holder's name – do ensure these details match the user –
- 1.12. If satisfied, **Click OK**, the following screen will appear:



1.13. Instruct user to type a new PIN Code in the **New Passcode** box and then repeat in **Confirm Passcode** box –

Click Unlock

Important: *PIN* codes <u>must be</u> at least 4 and no greater than 8 characters in length. *PIN* codes may be all letters, or all numbers, or a mix.

- 1.14. A successful action is confirmed by this screen
- 1.15. Remove both Smartcards from reader slots.
- 1.16. Finally, user confirms their Smartcard has been successfully unlocked / reset by logging on with the new PIN code.





For further advice and guidance on managing Smartcards please contact the

Trust's Registration Authority at Bath Royal United Hospital