



Partners in improving local health



North of England  
Commissioning Support

## COVID-19 Response Registration Authority Position Based Access Control (PBAC) RA Agent Role

As the nominated RA Agent for your PCN you can now permit staff access to clinical systems across the PCN practices by adding the relevant PBAC roles to Smartcard. You are probably familiar with this process but in order to complete this successfully, please complete the steps as below:

- 1) Log in to CIS in the usual way via the Spine Portal at <https://portal.national.ncrs.nhs.uk/> and clicking **Launch Care Identity Service**. Ensure you are logged in with the **CCG ODS code** displayed at the **top right** of the **CIS Dashboard**. You may need to click **Change** then select the RA Agent role against the CCG then **Confirm**.
- 2) Search for user in CIS and bring up their profile page.
- 3) Check in the **Position Assignment Details** section to see if they already have access or not.
- 4) To Add click **Modify Position Assignment button**
- 5) Click **Add Position**
- 6) Enter the **ODS code** of the practice you want to add and click **search**

Search organisation:

### Organisation List (1)


A83005 - WHINFIELD MEDICAL PRACTICE

- 7) Select the practice and click **Yes**.



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 The Positions available for assignment will change based on the organisation you select.  
Do you wish to proceed?

No  Yes

Search organisation:

#### Organisation List (1)

A83005 - WHINFIELD MEDICAL PRACTICE

This will now list all of the access positions for the practice in question.

8) Tick the one you want and **Confirm Position**.

If you want to add more at this stage just repeat by clicking Add Position and follow the same as above.

9) Once all position(s) are added you **must** tick the option to "self-sponsor"

I want to self sponsor this request.Proceed without Sponsor approval.

10) Click **Submit Request**

**This will apply the position(s) immediately.**

**Please Note: Do not add anyone to a Sponsor Position.**