

# Cancer Commissioning Toolkit

## Registering for Access Quick Help Guide

Updated December 2013

To be eligible for access to the professional view of the Cancer Commissioning Toolkit you must be employed by a National Health Service (NHS) or Public Health England (PHE) organisation.

These include:

**Strategic Clinical Network (SCN)**

**Commissioning Support Unit (CSU)**

**Clinical Commissioning Group (CCG)**

**General Practice (GP)**

**NHS Trust**

**Public Health England (PHE) - Including Knowledge and Intelligence Teams (KIT)**

Alternatively you may request for single named user sign up (governance checks will take place prior to access being granted).

**Local Authority - Including Councils**

Please register via <https://www.cancertoolkit.co.uk/Registration>. Once submitted you will be sent a 'User Access Agreement Form' (UAAF). This requires individual sign off form to comply with relevant governance requirements before access can be approved. Please complete this and return as advised.

**Agreed Partnership –**

For users who were part of NHS organisations but have now moved to other organisations but still require access as part of their role (named basis only) and may not have an NHS email account but have a valid reason for requesting access – please email [cct@support.concentra.co.uk](mailto:cct@support.concentra.co.uk) to request registration change requirements.

**Arm's-Length Body of the NHS –** Including NHS Improvement Quality (NHSIQ), National Peer Review, National Cancer Research Institute, London Cancer, NHS Information Centre and NatCanSat.

Please request for access by emailing [cct@support.concentra.co.uk](mailto:cct@support.concentra.co.uk)

## To Register:

1. Load the CCT Website: <https://www.cancertoolkit.co.uk>.

The screenshot shows the homepage of the Cancer Commissioning Toolkit (CCT). The header features the Cancer Commissioning logo on the left and the NCIN (National Cancer Intelligence Network) logo on the right. The main content area is divided into two columns. The left column contains a large blue banner with the text 'The Cancer Commissioning Toolkit (CCT)' and a description: 'The CCT is developed by the National Cancer Intelligence Network (NCIN) to support NHS commissioners and has provided cancer intelligence since 2008.' Below this is a circular graphic with the text: 'The aim of the CCT is to identify patterns of care that can contribute to saving lives, give options regarding services, ensure value for money and share information to help improve the patient experience. The development of the Toolkit involves a variety of stakeholders to ensure that the 'shape' of cancer services reflects current policy/frameworks etc.' The right column contains a 'Public users' section with a 'Register Now' button, a 'Members login' section with a 'Register Now' button, and a section for the 'NCIN Cancer Outcomes Conference 2014' with a 'Register Here' button. The footer contains the copyright notice 'Copyright © 2012 Cancer Commissioning Toolkit' and the text 'Created by concentra'.

2. Click the **Register Now** link on the Log in window. You will be directed to the **New User Registration** page.

The screenshot shows the 'New User Registration' page. The header features the Cancer Commissioning logo on the left and the NCIN logo on the right. The navigation bar includes links for 'Home', 'Background', 'Service Specifications', 'Profiles', and 'Log In / Register'. The main content area is titled 'New User Registration' and includes a 'Need help?' link. Below this is a message: 'Please complete the registration form to log your request for access to the Cancer Commissioning Toolkit.' The form is divided into two sections: 'Organisation' and 'Personal'. The 'Organisation' section includes a dropdown menu for 'Organisation Type' and a text field for 'Organisation Name'. The 'Personal' section includes text fields for 'First Name', 'Last Name', and a dropdown menu for 'Role'. A dropdown menu is open for the 'Organisation Type' field, showing the following options: 'Please select...', 'Strategic Clinical Network (SCN)', 'Commissioning Support Unit (CSU)', 'Clinical Commissioning Group (CCG)', 'GP practice', 'Trust', 'Local Authority', and 'Public Health England (PHE)'.

3. Enter your **Organisation Type** (e.g. GP Practice). Then select the correct **Organisation** name from the list presented.

**Note:** If your **Organisation Type** is not listed, please contact the helpdesk at [cct@support.concentra.co.uk](mailto:cct@support.concentra.co.uk) for assistance.

**Note:** If your **Organisation** is not listed, hover over the Question Mark Symbol and click the '**Here**' link and follow the instructions under **New Organisation Registration** at the bottom of this document.

4. Complete the form by filling in your details as requested.

**Note:** Your email address must match that of the organisation you are employed by (e.g. user@trustname.nhs.uk or user@nhs.net) and not a personal email account (e.g. user@gmail.com). This is a requirement to ensure that governance of access is identifiable back to the organisation of employment.

5. Tick the box to accept the Terms and Conditions of use and click **Submit**.

## Registration approval process:

1. If your Organisation is **approved** (this organisation has already signed and returned the appropriate Data Access Agreement Form), then the User will be automatically approved. An email will be sent with a hyper link to click on to activate your account; **Please check your inbox and junk mail folders.**
2. If your Organisation is **NOT approved** (data access form not received, incomplete or not signed by appropriate lead), then your user account will NOT be activated until this form has been corrected, submitted and approved. You will be emailed a further **Data Access Agreement Form** to populate correctly. This can then be returned via the email link for efficiency. **Please check your inbox and junk mail folders.**

**Note:** The approval may take up to a week to process.

3. If you do not access your account within 2 months of registration the account will be deleted.

## New Organisation Registration:

1. For **NEW Organisations/Users** who wish to register for Access, please hover over the Question Mark Symbol and click the '**Here**' link. This will take you to a separate page which will require you to populate your organisation details. Follow the instructions on page and click **Submit**.
2. Once submitted your access will be reviewed, a **Data Access Agreement Form** will be sent to the **Requested** user via email. **Please check your inbox and junk mail folders.** Once this is returned, signed and approved, your organisation access will be granted.
3. Once access is granted please follow the **To Register** instructions within this document.

Further help guides can be found via the **Help** section on the CCT.

Feedback on how you use the CCT is appreciated –

Please contact [kathyates1@nhs.net](mailto:kathyates1@nhs.net) or [neil.hughes3@nhs.net](mailto:neil.hughes3@nhs.net) for assistance.

Please contact [servicedesk@concentra.co.uk](mailto:servicedesk@concentra.co.uk) for technical support.