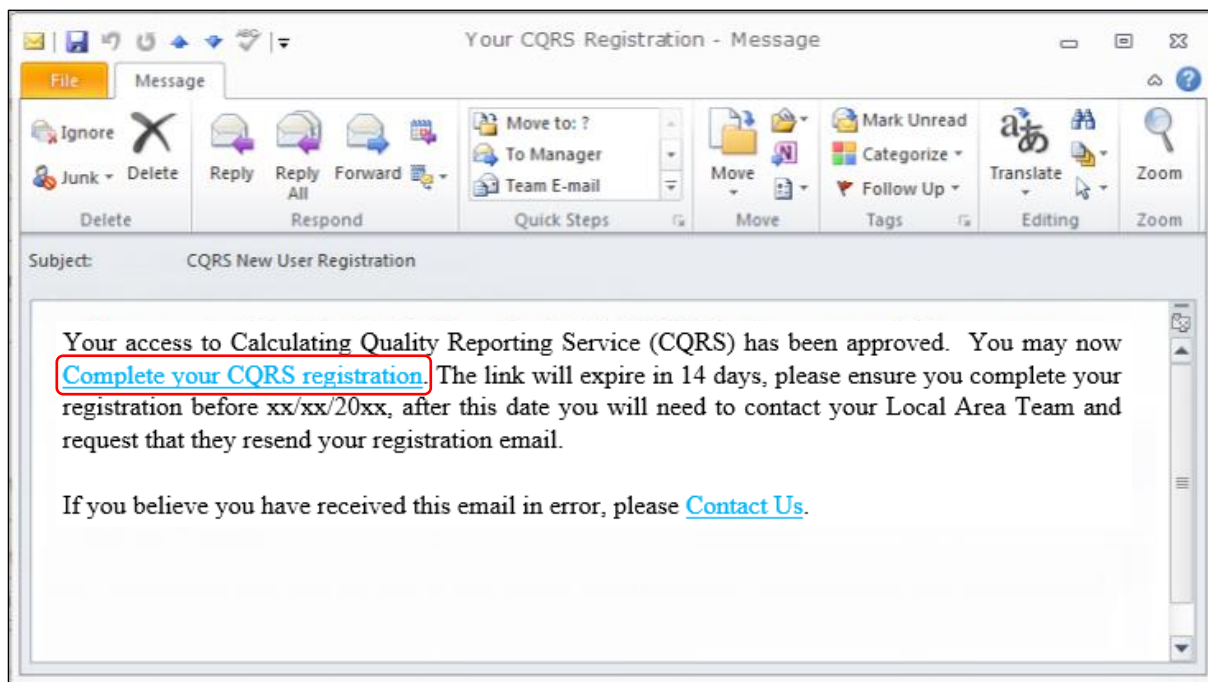




Completing your user registration and signing in to CQRS Job Aid

After your CQRS User Administrator has set you up on the system, you will receive an automated email containing a link directing you to the CQRS Registration screen. From here you must complete your user registration and create a password. This Job Aid provides you with the basic steps required to access and sign in to CQRS for the first time.

1. You will receive an email with a link. Please click on this link as highlighted in the image below.



2. Once you have clicked on the above link, you will be taken to the following Security Information screen. Please ensure you read the Password Policy. Create a password and confirm it.

Security Information:		* indicates required field(s)
Password: *	<input type="password"/>	Password Policy: <ul style="list-style-type: none">• Password may only be changed once every 72 hours.• Password can not contain all or part (first or last part) of the User ID.• Password must be 8-32 characters long.• Password must be different from the previous 8 passwords.• Password must be different from the current password.• Password must address three of the following four categories:<ul style="list-style-type: none">◦ Uppercase characters (A...Z)◦ Lowercase characters (a...z)◦ Base 10 digits (0...9)◦ Non alphanumeric (!, ?, £ etc.)
Confirm Password: *	<input type="password"/>	

3. Once you have confirmed your password, you will need to go to the CQRS Login page which is www.cqrs.nhs.uk. If you have an NHS email address which ends in *.nhs.net* you can use the **Sign In** option below.

Welcome to the Calculating Quality Reporting Service (CQRS)

Sign In

Login using your NHSmail account by selecting the button below.

Sign In

Help

[? Contact Us](#)

[? GP Collections Website](#)

If you do not have an NHSmail account, please use your legacy login.

User ID:

Password:

Sign In

Alternatively, if you prefer or do not have an NHS mail account, you can log in with your User ID and password as normal.

4. If you have chosen to login using your NHS email address, you will be taken to the NHSmail login page where you will be prompted to enter your email address and password. Once you have done this, click the **Sign in** button. This is also referred to as Single sign-on (SSO).



Sign in with your NHSmail account

Sign in

This is a private computer

Unlock Account or Forgotten Password? [Click here.](#)