

## NI ECR Login Maintenance

The **Northern Ireland (NI) Electronic Care Record (ECR)** apps have been designed to provide you seamless and easy access to the NI ECR system directly from your Vision system.

Before using the NI ECR apps for the first time each user must be set up with a login and password, see [Initial Set up](#) (page 1) for details




Your user logins must be set up before using for the first time, see [Initial Login Set Up](#) (page 1) for details.

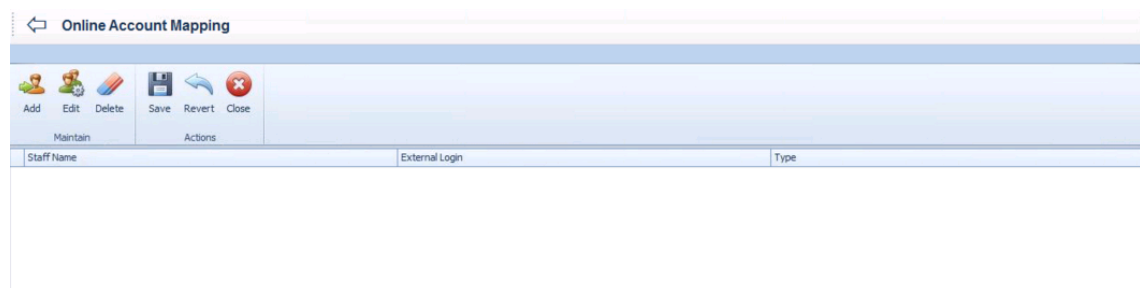
### Initial Set up

To utilise the NI ECR online facilities through Vision, you must first set up your users as per the details provided by ECR HSCNI.

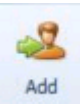
To set up the login details for your staff:

 **Note** - Systems Utilities is accessible by System Administrators only.

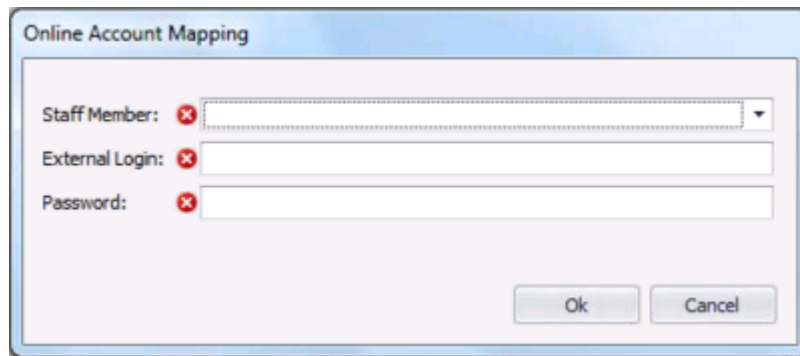
- From  **Apps Controller**,  **System Utilities**, select  **Online Account Mapping**.
- The **Online Account Mapping** screen is displayed.



*Online Account Mapping screen*

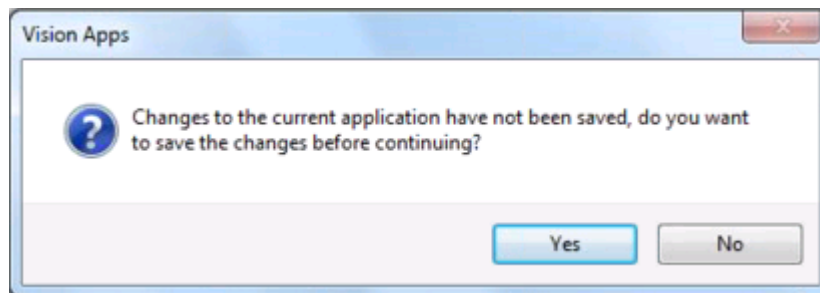
- Click  **Add**.

4. The **Online Account Mapping** selection screen is displayed.

The screenshot shows a dialog box titled "Online Account Mapping". It contains three input fields, each with a red 'X' icon to its left: "Staff Member:" followed by a dropdown menu, "External Login:" followed by a text box, and "Password:" followed by a text box. At the bottom right of the dialog are two buttons: "Ok" and "Cancel".

*Online Account Mapping selection screen*

5. Complete as follows:
- **Staff Member** - Select member of staff from the available list
  - **External Login** - Enter the login as supplied by ECR HSCNI
  - **Password** - Enter the password as supplied by ECR HSCNI
6. Repeat step 5 until all staff required have a login and password set up.
7. Click **Save** to save the settings, if you do not remember to save changes the following message is displayed 'Changes to the current application have not been saved, do you want to save the changes before continuing?' select **Yes** or **No** as appropriate.



*Save the changes message*

### ***Utilities within Online Account Mapping***

From Online Account Mapping, you can also:

#### **Edit a staff member's login**

1. Highlight the member of staff from the list and click



**Edit.**

2. Update as required and click



**Save.**

#### **Delete a staff members login**

1. Highlight the member of staff from the list and click



**Delete.**

2. Click



**Save.**

## Resetting Your NI ECR Password

You may occasionally need to change your NI ECR password, this can be done very simply by:

1. Request a new password from the NI ECR team.
2. From your desktop, open an internet browser window (eg Internet Explorer) and enter the following web address:
  - <https://ecr.hscni.net>
3. The NI ECR login screen is displayed.

Northern Ireland Electronic Care Record  
*Information for Better Care*

User ID - Enter your login name here

Automatically logging in...

User ID

Password

Login

ECR Pre-Production


[FAQ's](#) | [Need an account?](#) | [Contact Us](#)

Password - Enter your login password here

*NI ECR login screen*

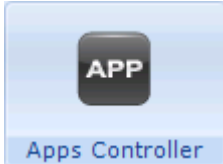
4. Complete the log in form:
  - User ID - Enter your NI ECR user name
  - Password - Enter the new password that the NI ECR Team has provided
5. Click **Login**.
6. You are now prompted to change your password.
7. Follow the instructions on the screen and then log out and close the browser window.

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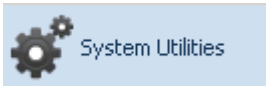
 **Note** - The following steps can only be actioned by a Vision system administrator.

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8. Log into Vision -




**Apps Controller**



**System Utilities**

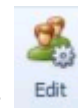


**Online Account Mapping**



**Online Account Mapping**

9. Highlight the member of staff required and select



**Edit.**

10. Update **Password** as required.

11. Click **Ok.**



12. Click **Save.**

13. Log out of Vision and then back in to trigger the NI ECR update.