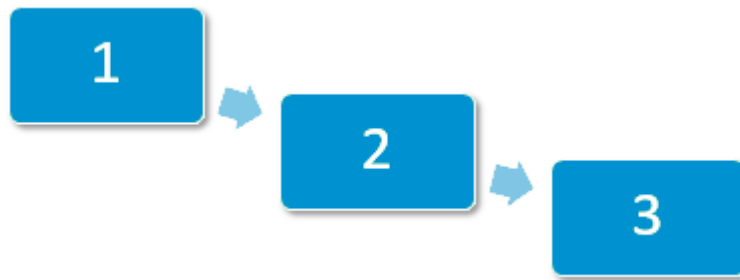


# Logging into Vision 3 in Scotland Post Hosted Migration Quick Reference Guide

Once you are migrated to the Hosted System, your log on consists of three steps:



## Step 1 - Local Network

When you turn on your machine, you must log on to your local network. This is controlled by your Health Board who can help you if you run into any issues.

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**i** **Important - Clinicians only**, you must at this point log into **Vision Anywhere** for Business Continuity purposes, see the [Business Continuity Flash Card](#) for details if required.

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## Step 2 - Remote Server

You must now log on to the remote server:

1. Double click on the remote icon installed by your Health Board, it should look like this with your practice details as the label under it, for example '12345-Practice Name':

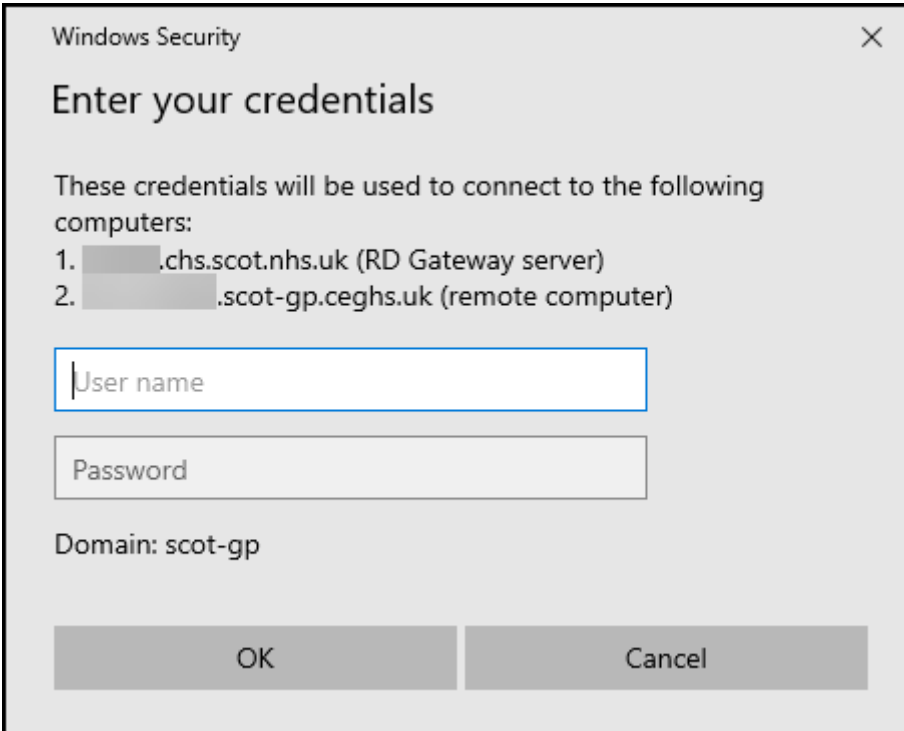


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**i Important** - Ensure you select the correct icon to connect to the correct server.

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2. The **Enter your credentials** screen displays:



Complete as follows:

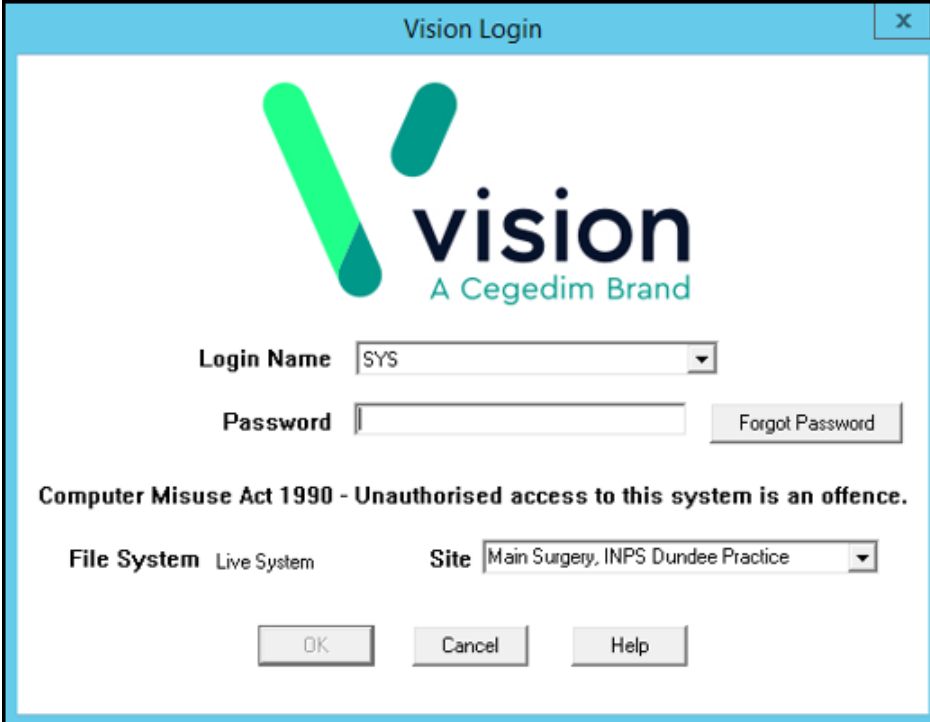
- **User name** - Enter your SCOT-GP domain username, usually everything before the '@' symbol on your email address, for example, if your email is 'test.user@NHS.Org', you would use 'test.user'.
  - **Password** - This is the password given to you when you migrated to the hosted server. Please contact the Service desk in the usual way if you have forgotten this password.
3. Select **OK**.
  4. The **Welcome to the NSS Hosted System** screen displays, select **OK** to continue.

## Step 3 - Log into Vision 3

You can now log into your hosted **Vision 3**:



1. From your remote desktop, double click **Vision 3**.
2. The **Vision Login** screen displays:



Complete as required:

- **Login Name** - Select or type your log in name.
- **Password** - Enter your password, asterisks display for each character.



**Training Tip** - If you have the **Forgotten Password** option, you can use this to reset your password, if not you must contact your practice Systems Administrator who can reset this password from **Management Tools** within **Vision 3**. See [Resetting Passwords](#) in the **Management Tools Help Centre** for details.



**Note** - The first time you log in you are prompted to change your password.

- **Site** - If you have more than one surgery location, select your required location from the list available.

3. Select **OK**.