

## your details

Please write down your details so that you have everything to hand when you want to follow the steps inside this booklet.

**Your NMDS-SC Number:**

**Your CQC Number (if applicable):**

**Your NMDS-SC Username:**

For security reasons we recommend that you keep your password in a safe and different place from your username.

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“we gather information about the social care sector”

**4 steps to NMDS-SC success - how to update your information and add workers**

# 4 steps to NMDS-SC success - how to update your information

## logging in to your online account (this will take about 5 minutes)

1. Open web browser and navigate to **www.nmds-sc-online.org.uk** or phone **0845 8730129** if you do not have an internet connection.
2. Click on the **log in** button for existing users.
3. Please type in your username and password.
4. You are now logged in to your NMDS-SC account.

### Can't remember any logging in details?

If you are unsure of what to do or if you have forgotten your username and password please contact us on **0845 873 0129** and we will be very happy to help you!

### Just forgotten your password?

If you have just forgotten your password and your email address hasn't changed, please click on the **reset password**. We will send you an email with your details to log in.

## updating your information (this will take about 10-15 minutes)

1. Start by looking at your establishment information. On the left hand side, click on **my establishment**.
2. Check your information and if anything has changed simply click on the **edit** buttons in the relevant section and update your details. Don't forget to click the **save** button!
3. You can also view and edit your worker information. Click on **my workers** then click on the magnifying glass to access and amend individual worker details.
4. Once you have checked all of your information – congratulations you have updated your information!

## adding a worker (this will take about 10-15 minutes per worker)

1. On the left hand side, click on **my workers** to go to the workers screen.
2. You are now in the **my workers** menu, click on the top right hand side icon that states **add worker**.
3. You will then be asked five standard questions about the individual worker, when you are finished press **save**.
4. After you have filled out these standard questions, you can then add the additional information that is displayed on this page by clicking **edit** in the three sections. When you have finished adding information, press **save** and that's your first worker on the system!

Congratulations!