How to access University systems with your NHS credentials

Table of Contents

Overview 1

Federated Accounts and accesses 1

Who can access the service? 1

Applications accessible through an NHS account 2

How to access the service 2

Step 1 - Login to the Portal 2

Step 2 - Request access to University of Southampton systems 3

Getting IT help 7

Overview

This guide is for NHS (and gnh.net) staff who need to get access to the University of Southampton (UoS) applications and resources.

Before starting, please keep in mind that:

- **NHS users** from pre-approved organisations will be able to log in to UoS applications using the credentials from their organisation.
- **All University of Southampton users** must log in using their username and password. They do not need to register using this system.
- **Users with visitor contracts** will generally receive a Southampton account from HR and should access the relevant applications using this Southampton username and password.

Federated Accounts and accesses

Federated authentication accounts allow users to access University of Southampton applications using their credentials from a trusted organisation, such as nhs.net or uhs.nhs.uk, and support single sign-on.

By following the steps below, NHS-affiliated users will be able to access University of Southampton applications without having to setup and maintain a separate user account.

Who can access the service?

The service is open to everyone, though:

- Users from pre-approved organisations will automatically be approved for access. Pre-approved organisations are:
    - dchft.nhs.uk
    - gnh.net
    - health.gov.je
    - hhft.nhs.uk
    - nhs.net
    - porthosp.nhs.uk
    - royalberkshire.nhs.uk
    - sabp.nhs.uk
    - solent.nhs.uk
    - southernhealth.nhs.uk
    - uhd.nhs.uk
    - uhs.nhs.uk
- All other users will have to be approved by a member of the administration team at the University.

Applications accessible through an NHS account

Starting from September 2024, all NHS accounts will use federated accounts to access the following applications:

- Blackboard
- eAssignments
- ERGO2
- Panopto
- Vevox

If you are having issues logging in or need further help, please contact ServiceLine or visit a Tech Hub.

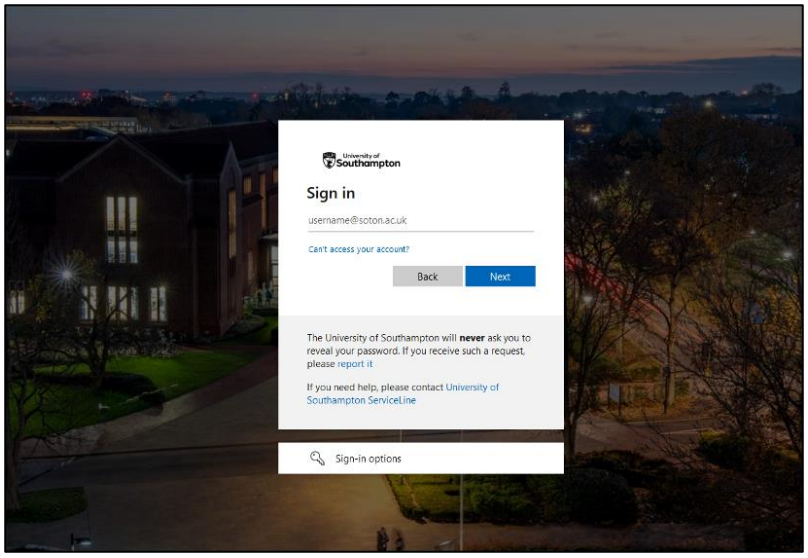
How to access the service

Step 1 - Login to the Portal

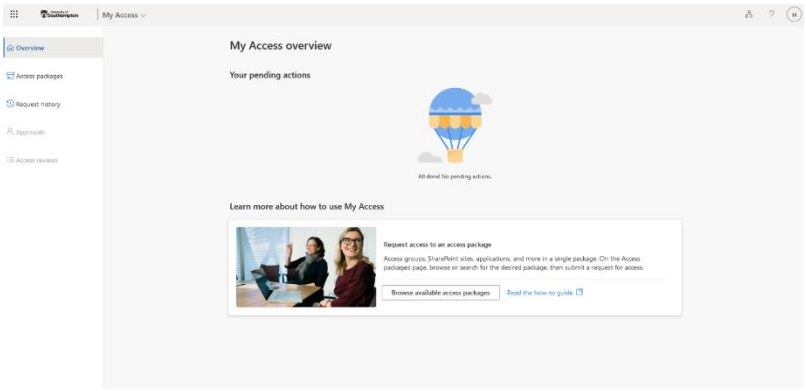
1. Open a web browser and browse to the Access portal. If you are facing issues, please:
    a. Open a new private window in your browser
    b. Copy and paste the following URL: https://myaccess.microsoft.com/@sotonac.onmicrosoft.com
    c. Launch the page
2. You will be prompted to log in. If your organisation uses Microsoft 365 for authentication, you can log in using these credentials.

    If your organisation does not use Microsoft 365 for authentication, you can:

    a. Enter your work email address. You will be emailed a one-time password to complete the procedure.
    b. Log in using a personal Microsoft 365 account. In this case, your access request may require additional approval delaying your access



3. You will now see the **Access Portal** landing page

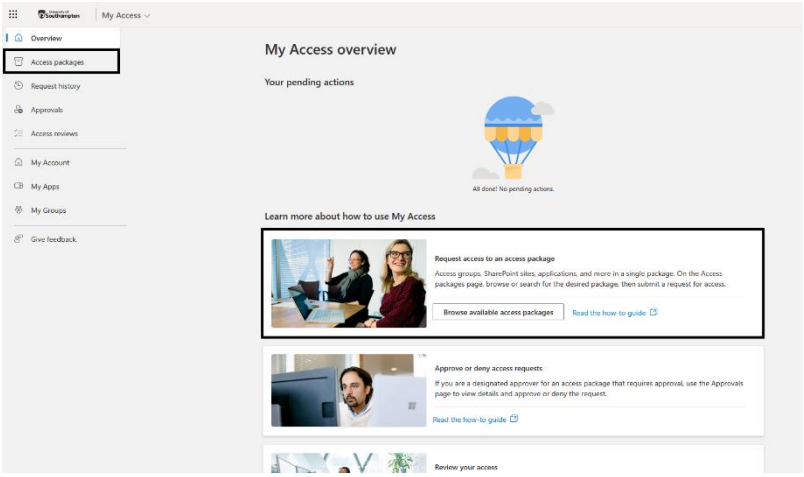


Step 2 - Request access to University of Southampton systems

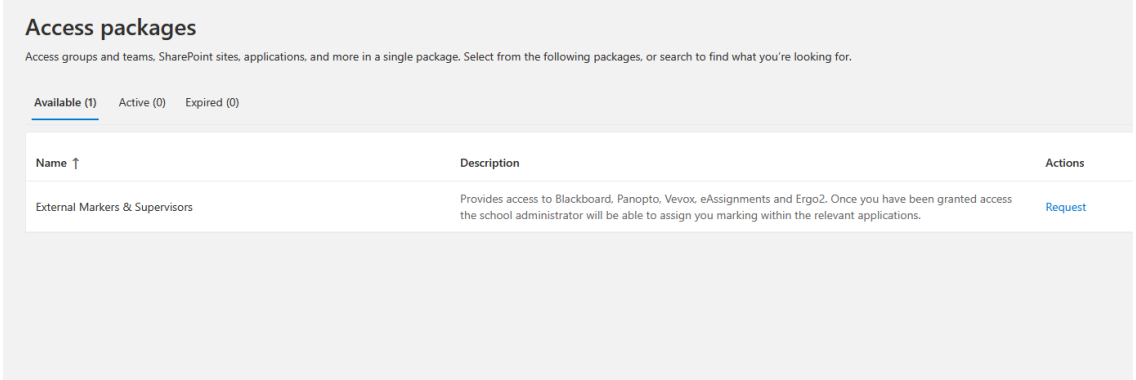
Once you are logged in, you will see the **Access Packages** window. This will give you access to all applications and resources within the university.

How to request access to marking applications:

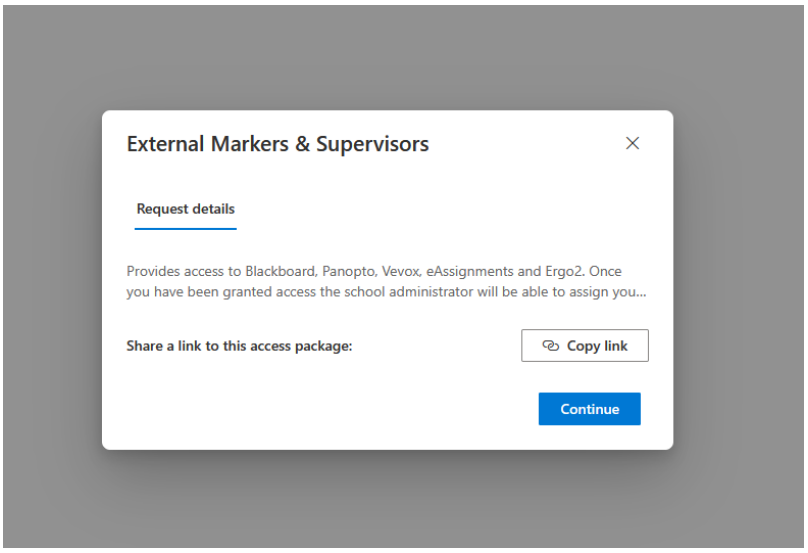
1. From the landing page please select either:
    - The **Browse available access packages** button (within the 'Request access to an access package' box), or
    - The **Access packages** link in the main navigation menu



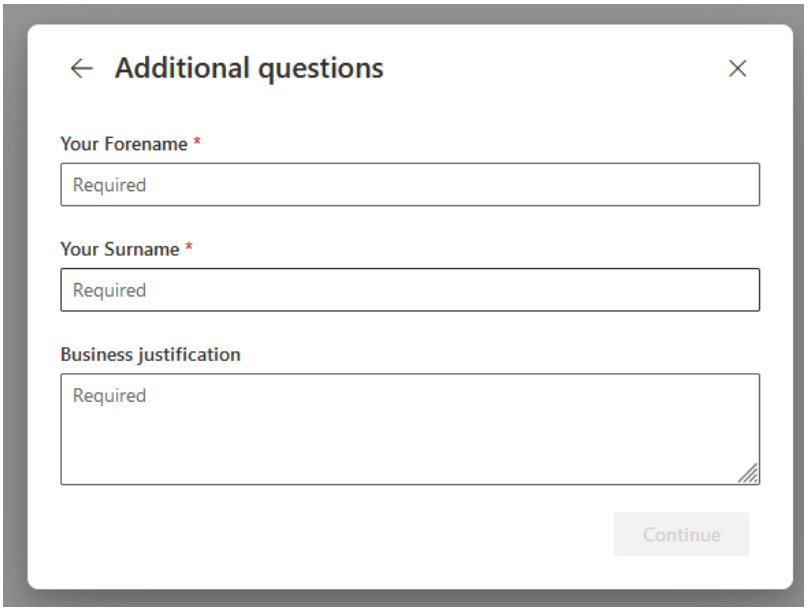
2. Select the **Request** button



3. Select the **Continue** button



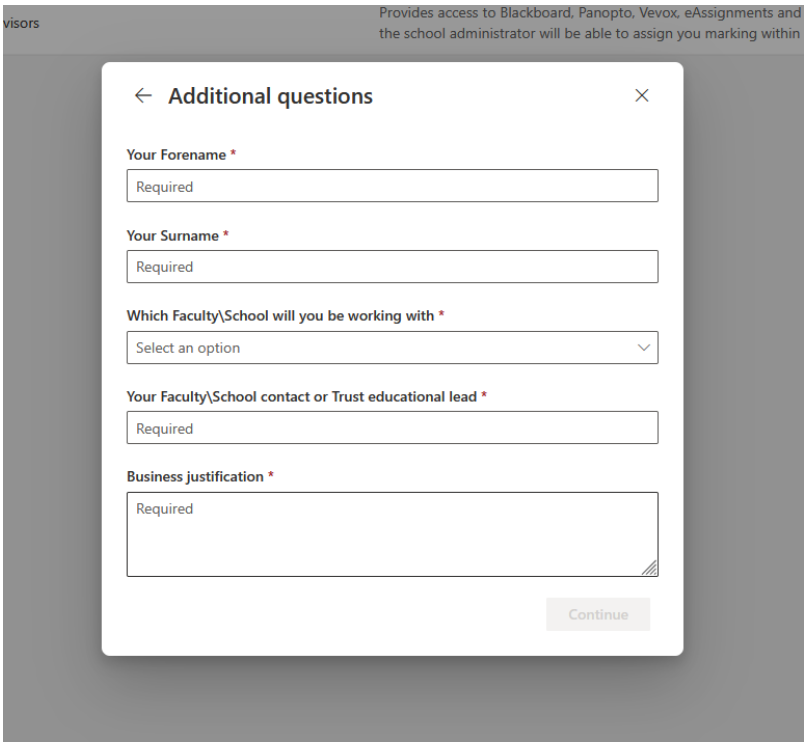
4. If you are **from a pre-approved organisation**, you will see the following form. You must complete the **forename** and **surname** fields, but the business justification is optional:



If you are **not from a pre-approved organisation**, then you will see a form asking for the following mandatory fields:

- Your forename
- Your surname
- Which Faculty / School will you be working with?
- Your Faculty / School contact or Trust educational lead

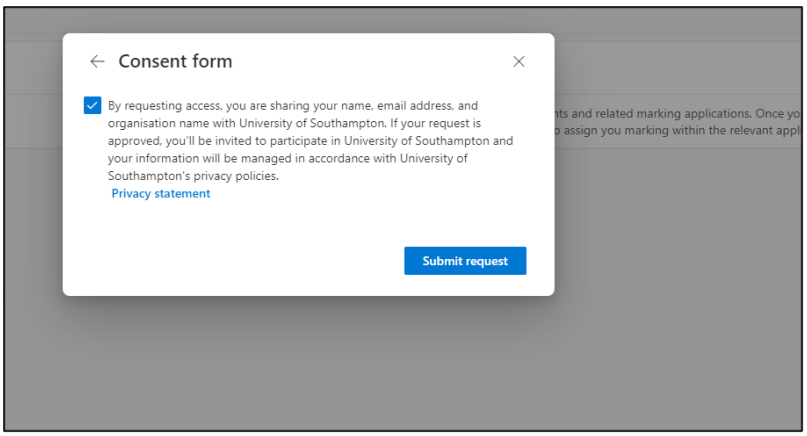
- Business justification



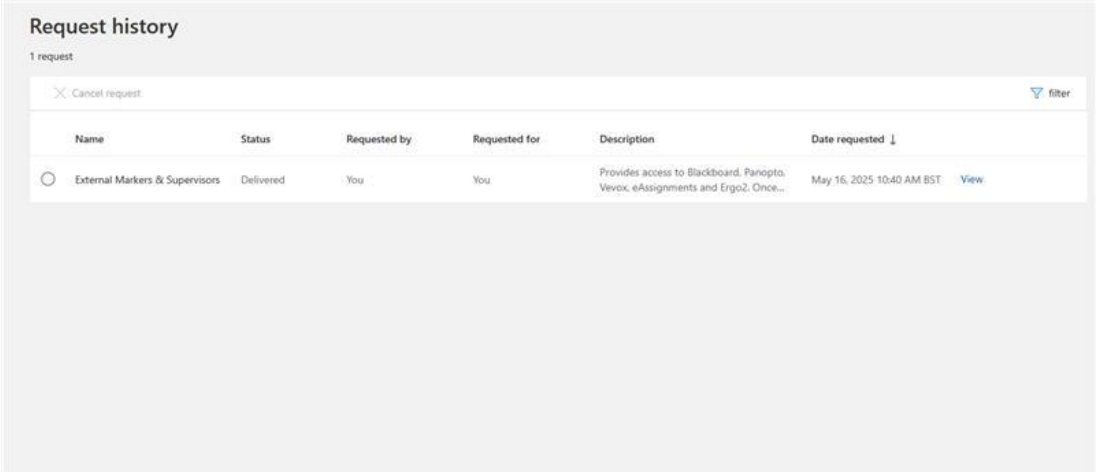
You must complete all fields including the business justification field, please add as much detail as possible to the business justification to allow us to determine whether you should be provided access or not. If you do not have a Faculty / School contact, please provide the name of the person who has alerted you to this service.

An example of a business justification can be: "Teaching on X module", "Conducting ACCs", "Supervising research project", or similar.

5. Check the consent form to share with the university:
    - Your name
    - Your email address
    - Your organisation details

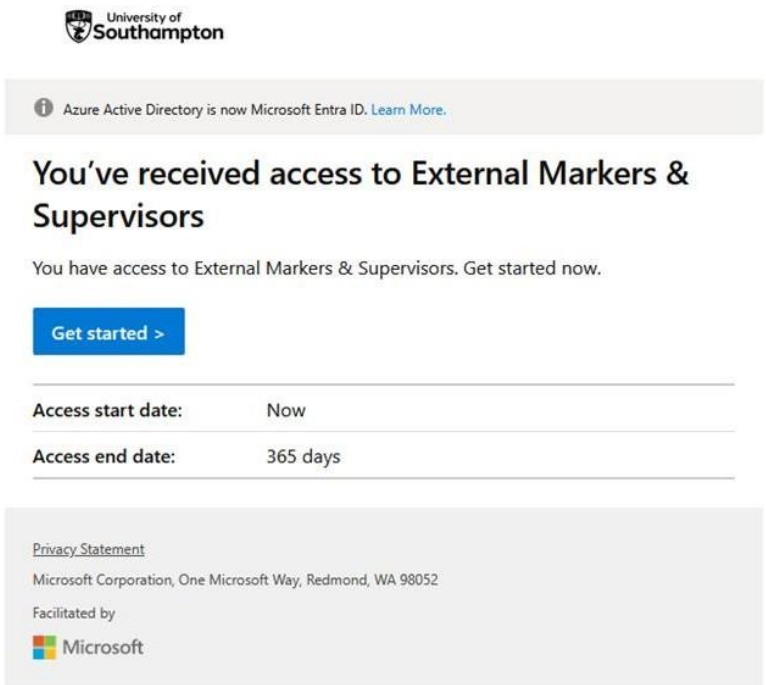


6. If you are a member of a pre-approved organisation your request will be automatically approved, if not you will need to wait for your request to be approved by an administrator.
   To see the status of your request select the **Request History** tab in the left-sidebar.
   Your status will appear as follows:



7. Once your request has been approved, you will receive an email from Microsoft confirming:
   - Your access
   - The list of all the applications that you can access
   - The instructions on accessing those applications

   The sender's email address will appear as "mssecurity-noreply@microsoft.com".
   Please check your spam folder in case the email is miscategorised.



Please save this email for future reference.

Getting IT help

If you need help, please contact ServiceLine or visit one of our Tech Hubs.