

How to access University systems with your NHS credentials

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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](#)
- [MEDUSA](#)

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

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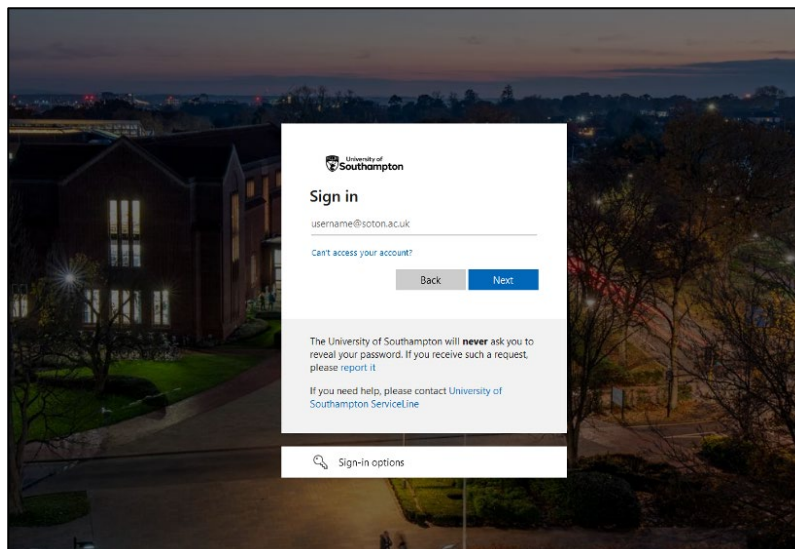
How to access the service

Step 1 - Login to the Portal

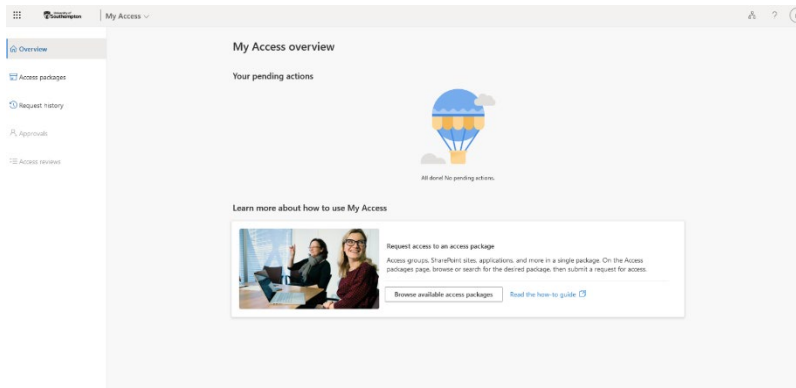
1. Open a web browser and browse to the [Access portal](#). If you are facing issues, please:
 - a. Open a new private window in your browser
 - b. Copy and paste the following URL:
<https://myaccess.microsoft.com/@sotonac.onmicrosoft.com>
 - c. Launch the page
2. You will be prompted to log in. If your 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

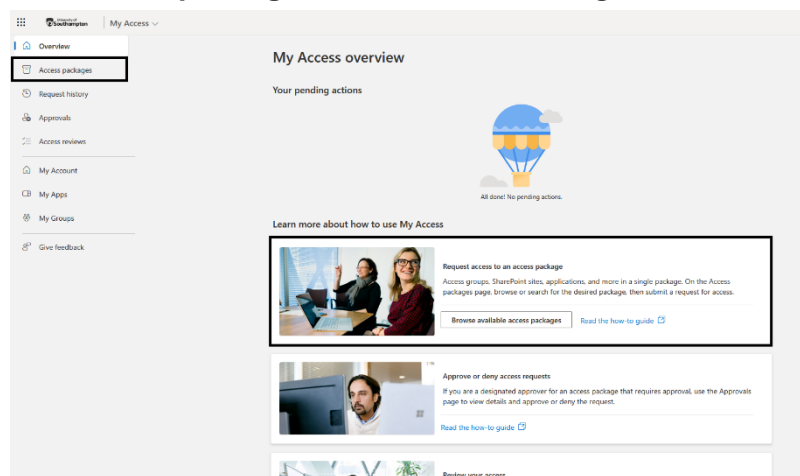


Step 2 - Request access to University of Southampton systems

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:

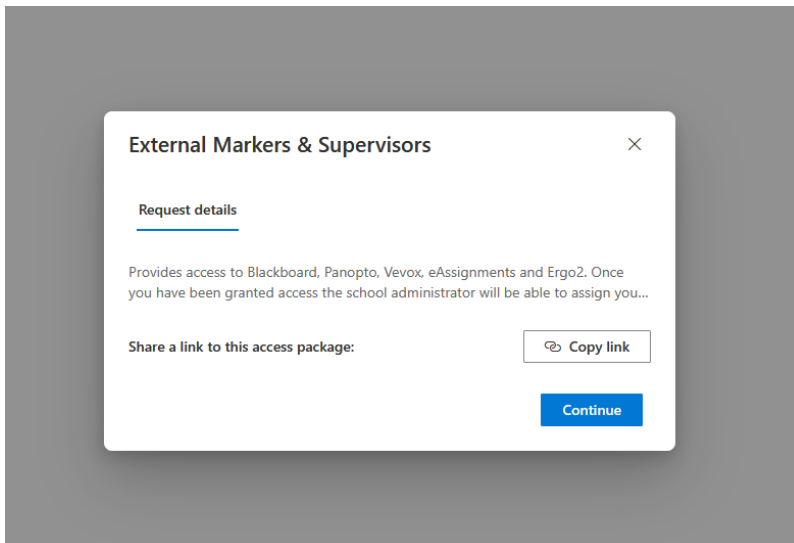
- From the landing page please select either:
 - The **Browse available access packages** button (within the 'Request access to an access package' box), or
 - The **Access packages** link in the main navigation menu



- Select the **Request** button

Access packages		
Access groups and teams, SharePoint sites, applications, and more in a single package. Select from the following packages, or search to find what you're looking for.		
<div>Available (1) Active (0) Expired (0)</div>		
Name ↑	Description	Actions
External Markers & Supervisors	Provides access to Blackboard, Panopto, Vevox, eAssignments and Ergo2. Once you have been granted access the school administrator will be able to assign you marking within the relevant applications.	Request

3. Select the **Continue** button



External Markers & Supervisors

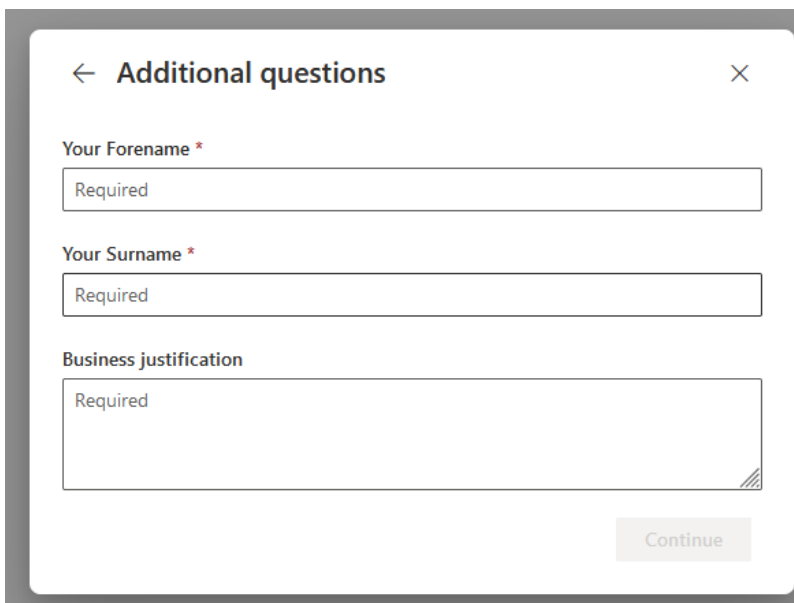
Request details

Provides access to Blackboard, Panopto, Vevox, eAssignments and Ergo2. Once you have been granted access the school administrator will be able to assign you...

Share a link to this access package: [Copy link](#)

Continue

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:



← Additional questions

Your Forename *

Required

Your Surname *

Required

Business justification

Required

Continue

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**

visors Provides access to Blackboard, Panopto, Vevox, eAssignments and the school administrator will be able to assign you marking within

← **Additional questions** ×

Your Forename *

Required

Your Surname *

Required

Which Faculty/School will you be working with *

Select an option

Your Faculty/School contact or Trust educational lead *

Required

Business justification *

Required

Continue

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

← **Consent form** ×

☒ By requesting access, you are sharing your name, email address, and organisation name with University of Southampton. If your request is approved, you'll be invited to participate in University of Southampton and your information will be managed in accordance with University of Southampton's privacy policies.


[Privacy statement](#)

Submit request

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:

Request history						
1 request						
Cancel request filter						
Name	Status	Requested by	Requested for	Description	Date requested ↓	
 External Markers & Supervisors	Delivered	You	You	Provides access to Blackboard, Panopto, Vevox, eAssignments and Ergo2, Once...	May 16, 2025 10:40 AM BST	View


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 miscategorized.



 Azure Active Directory is now Microsoft Entra ID. [Learn More.](#)

You've received access to External Markers & Supervisors

You have access to External Markers & Supervisors. Get started now.

[Get started >](#)

Access start date: Now

Access end date: 365 days

[Privacy Statement](#)

Microsoft Corporation, One Microsoft Way, Redmond, WA 98052

Facilitated by



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Getting IT help

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