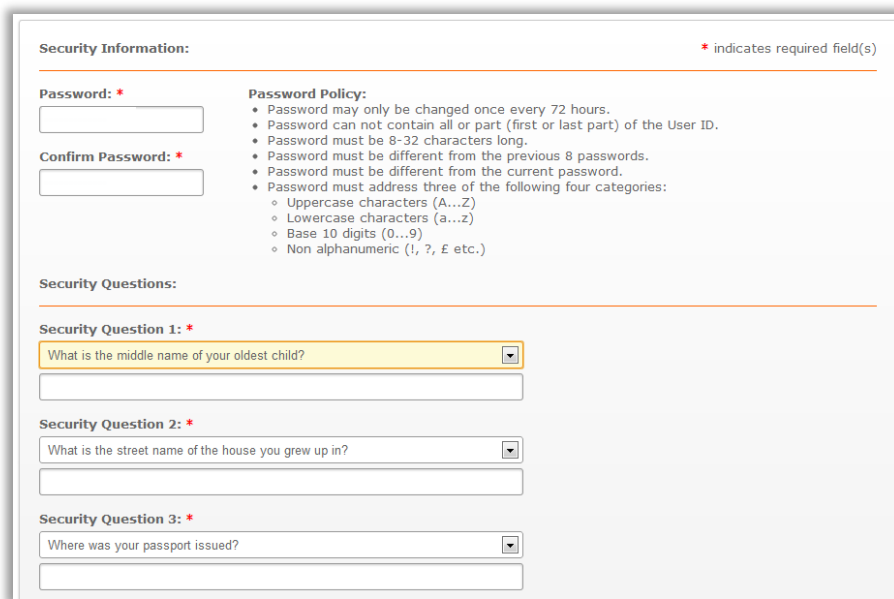


## Completing your user registration and signing in to CQRS Job Aid

After your CQRS User Administrator has set you up on the system, you will receive an automated email containing a link directing you to the CQRS Registration screen. From here you must complete your user registration and create a password. This Job Aid provides you with the basic steps required to access and sign in to CQRS for the first time.

### Completing your user registration

1. Registration is a two stage process requiring you to create a new password and answer three security questions.



The screenshot shows a registration form titled "Security Information:" with a note that an asterisk indicates required fields. It includes fields for "Password:" and "Confirm Password:", a "Password Policy" section with several bullet points, and three "Security Question:" sections. Each security question has a dropdown menu and a text input field. The questions are: "What is the middle name of your oldest child?", "What is the street name of the house you grew up in?", and "Where was your passport issued?".

**NOTE:** Each security question requires you to select from a number of choices. Make sure you remember your answers as you will need to provide them if you forget your password.

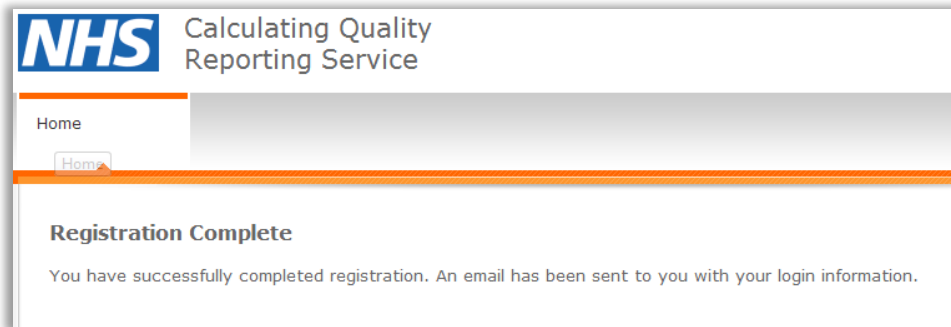
2. Click in the **Password** field and type a password of your choice.

**NOTE:** A valid CQRS password must meet the following criteria:

- It must be at least eight characters long.
- It must contain at least three of the following categories: one uppercase (A-Z), lowercase (a-z) letter, one digit (0-9) and one non-alphanumeric character (e.g. £, %, @)
- It must not contain all or part of your user account name.
- It must not contain any spaces.

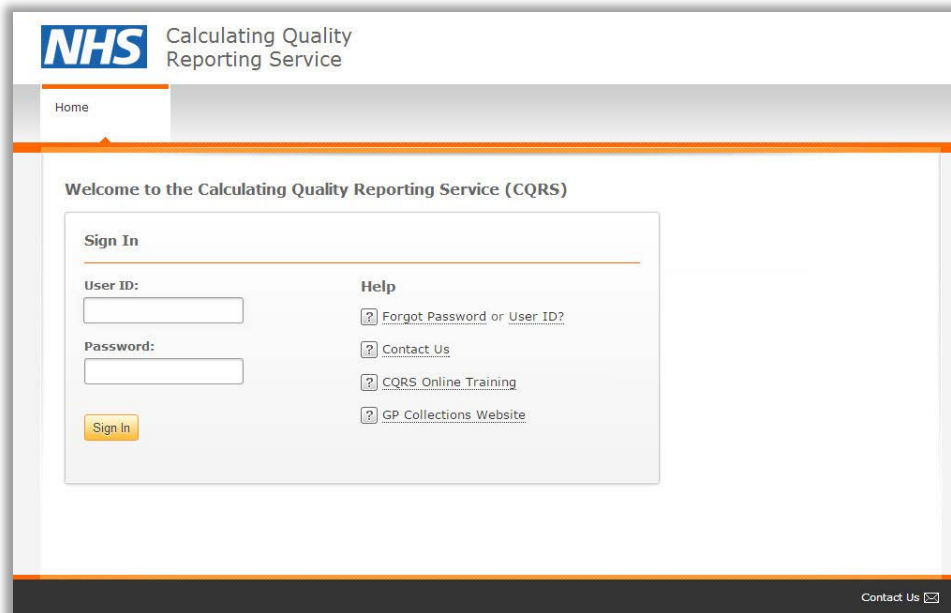


3. Click in the **Confirm Password** field and re-type your password.
4. Select the dropdown for Security Question 1, and then select your preferred question (e.g., What city were you born in?)
5. Click in or tab to the **Answer** field and type your answer.
6. Repeat Steps 4 and 5 for the two remaining Security Questions, and then select the **Submit** button.
7. The Registration Complete screen displays, confirming you have successfully registered. It also triggers an email containing your CQRS sign in details.



## Signing in to CQRS

8. Follow the directions in the email you received to access the CQRS Sign In screen. From the CQRS Sign In screen, click in the **User ID** field and **type your User ID**.



9. Click or tab to the **Password** field and type your password. Remember that your password is case sensitive.



10. Select the **Sign In** button. The CQRS Home screen displays.

**NHS** Calculating Quality Reporting Service

My Tasks & Messages My Account Last Accessed: N/A Sign Out

Welcome, Margaret Weaver ZETLAND MEDICAL Update

Home Reports Administrative Tasks Help

**CQRS Message Centre** 2 - My Tasks & Messages [« Back to Previous Page](#)

Open Items Closed Items Update Notifications

To adjust the view, select Advanced Search. [Advanced Search](#)

Task or Message	Subject	Deadline Date	Process Target Date	Estimated Process Finish Date	Create Date
The table contains no data					

View: 10

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