

Registering to use the NHS Controlled Drug Reporting Website

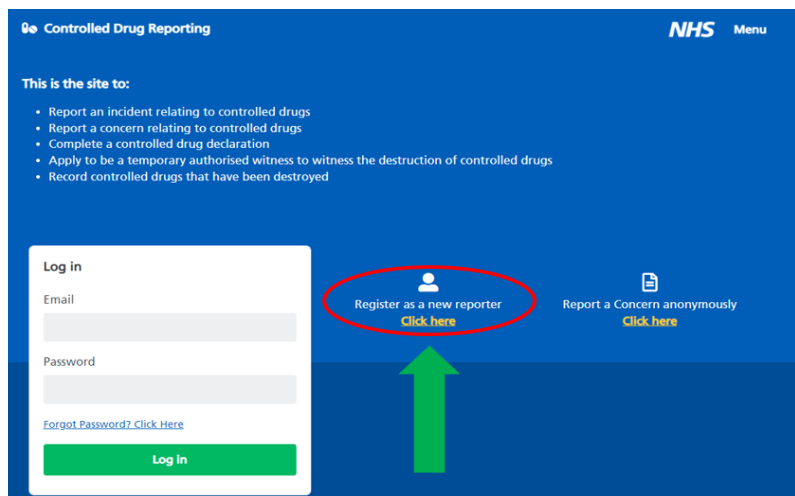


1. On your internet browser (**please use Microsoft Edge, Google Chrome, or Firefox**) search for the national online CD Reporting website by entering:

www.cdreporting.co.uk

2. The opening page:

Registering —as identified by the circle and arrow, click in that area to register as a new user of the system (more than one reporter may register per organisation).



Your Details—under Your Details type in your First name, Surname, telephone number and Job Title.

Organisation Details—please then type in your Organisation name, there is space for two lines of address, plus the Postal Town/City, and Postcode. Under Organisation Type, please select an option from the drop-down list.

ODS and CQC Codes—the last field on this page is to enter your organisation's ODS or CQC code. NHS Organisations use an ODS Code, all non-NHS, such as Private Hospitals, will use a CQC code. **These codes are important, and mandatory to input.** If you do not know the code, please click on the “Find ODS Code”, or “Find CQC Code” link. There will be automatic direction to NHS Digital's ODS code finder, or the CQC's CDAO register. Searching in either by postcode should yield the code you need.

3. **Log in Details:** Please use your work e-mail address on this page —this should be encrypted (“...@nhs.net” account or similar) to ensure safe transference of confidential data. Please do not use accounts such as Hotmail, or Yahoo, as they are NOT encrypted formats of secure media exchange. This is important as exchange of patient identifiable data maybe required, as allowed under the Controlled Drugs legislation.

Select a password of your choice, enter it, and enter it again in the confirmation field. For the strongest passwords, please use mixed capital and lower case letters, numbers, and symbols (such as &, £ or %), and it should be a minimum of eight characters long in total.

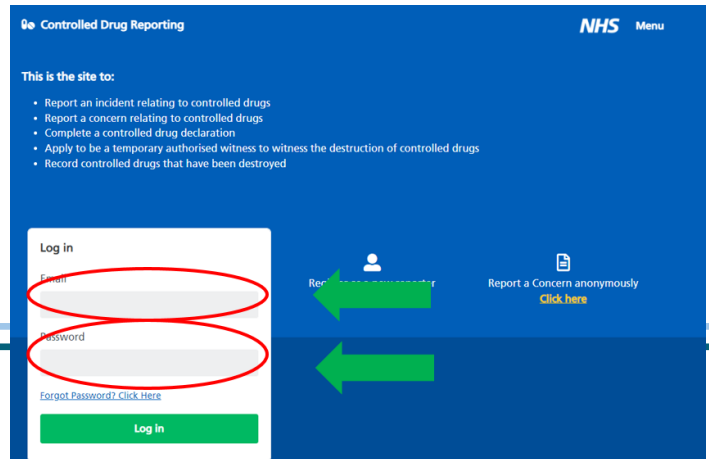
Click the green button marked **Register**

You have now successfully registered and will be taken to the website Home Page to start reporting.

4. Once registered... next time you visit the website you can go straight to entering your log in details (your work e-mail and your chosen password) and press the green **“Log in”** button.

If this doesn't work first time, please check you don't have the Caps Lock switched on, on your laptop or keyboard, and try again.

5. Forgot your password? – if you forget your password, please click on the link entitled **“Forgot Password?”** (under the password field), the system will then guide you through re-setting your password to enable you to continue to log in.



6. What happens next? - once registered you will be able to utilise the new features on the Controlled Drug Reporting website, these includes:

- viewing the **Contact** information for the different regional CD teams.
- Adding information to reports, through the **View or Amend Reports** section. You can also view all the reports you have submitted or saved here.
- **Adding additional organisations to profile:** Click on “View Profile” and then “Add Organisation”. When reporting you will be able to select from this list of organisations and the report will be sent to the correct team to action.
- Viewing **Message** from the CD Teams regarding your reports, that you can reply back to.

7. How to get help? - If you need technical support using the Controlled Drug Reporting Website, or would like to comment on the changes to the website, please email:



england.cdreportingtechnicalhelpdesk@nhs.net

For all other CD queries, please contact your Regional NHS England Controlled Drug Team. Contact information is given below.

NHS England Controlled Drug Team emails:

East of England:

england.ea-cdao@nhs.net

London:

england.londoncdaccountableoffice@nhs.net

Midlands:

england.centralmidlands-cd@nhs.net

england.northmidlandscd@nhs.net

england.westmidlandscd@nhs.net

North East & Yorkshire:

england.cumbrianortheast-cds@nhs.net

england.yhcdao@nhs.net

North West:

england.nwcdreporting@nhs.net

South East:

england.southeastcdao@nhs.net

South West:

england.southwestcontrolleddrugs@nhs.net