



Leeds Care Record Smartcard Authentication Guidance

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

1

On the Login page, select “**Login Smartcard**” and select the appropriate organisation from the drop-down menu

ppm+ LEEDS CARE RECORD

Log in NHS.net Connect (NHSmail) Terms & Conditions

Organisation
The Leeds Teaching Hospitals NHS Trust

Remember Me?

NHS Log in with my Care Identity

By logging on to PPM+ I hereby declare that I will adhere to the Terms and Conditions of its use.
Please note that if you access our service using your NHS Care Identity credentials, the identity access and management services are managed by NHS England. NHS England is the controller for any personal information you provided to NHS England to get a national digital identity and authenticate your claim to that identity, and uses that personal information solely for that single purpose. For any personal information, our role is a "processor" only and we must act under the instructions provided by NHS England (as the "controller") when verifying your identity. To see NHS England's Privacy Notice and Terms and Conditions, view the NHS Care Identity Service 2 page. This restriction does not apply to the personal information you provide to us separately which is managed in accordance with our Privacy Policy.

Information held within PPM+ forms part of the medico-legal patient record at LHHT.
Information contained within PPM+ does not need to be printed and stored in the paper case notes.
Some relevant information may not be captured electronically and therefore will only be available through the paper case notes.

Help Using the Service
If you are having problems with logging in or using the service, please contact the Trust IT Service Desk.
Leeds Teaching Hospitals Trust - Log a call via the portal on the desktop directly.
Mid Yorkshire Hospitals Trust - Log a call with IT service desk.

*Tip: If you tick “**Remember Me?**”, the system will automatically take you to the Smartcard login page each time you access Leeds Care Record.*

2

You will be redirected to the **CIS2 Authentication** page. Ensure **Smartcard** is selected (it should be by default), then click **Continue**

NHS CIS2 Authentication

Select your login method

Smartcard

Windows Hello

Security key

iPad app

Authenticator app

NHSmail

Passkey (private beta)

Agree to our Terms of Use
By continuing, you agree to our [Terms and Conditions](#)

Continue

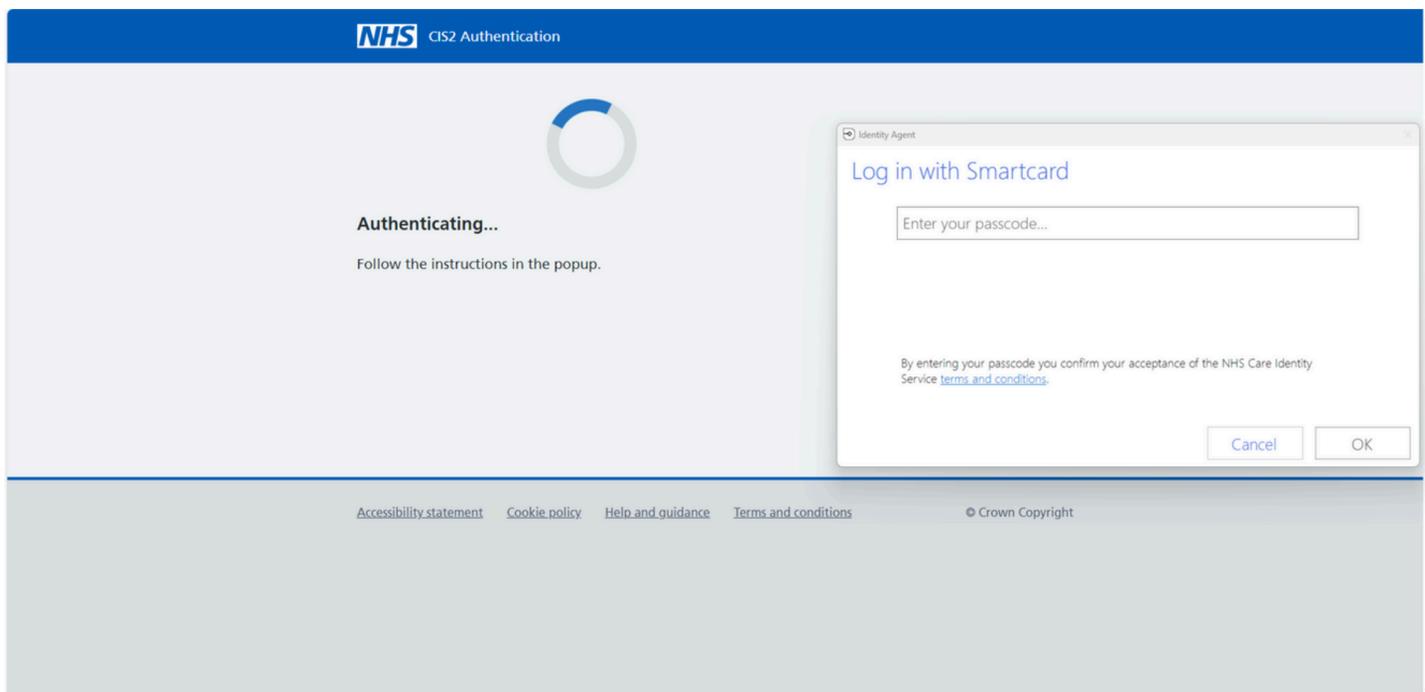
Remember my selection
Do not check this box if you are on a shared computer.

For further information please contact:

✉ leeds.carerecord@nhs.net

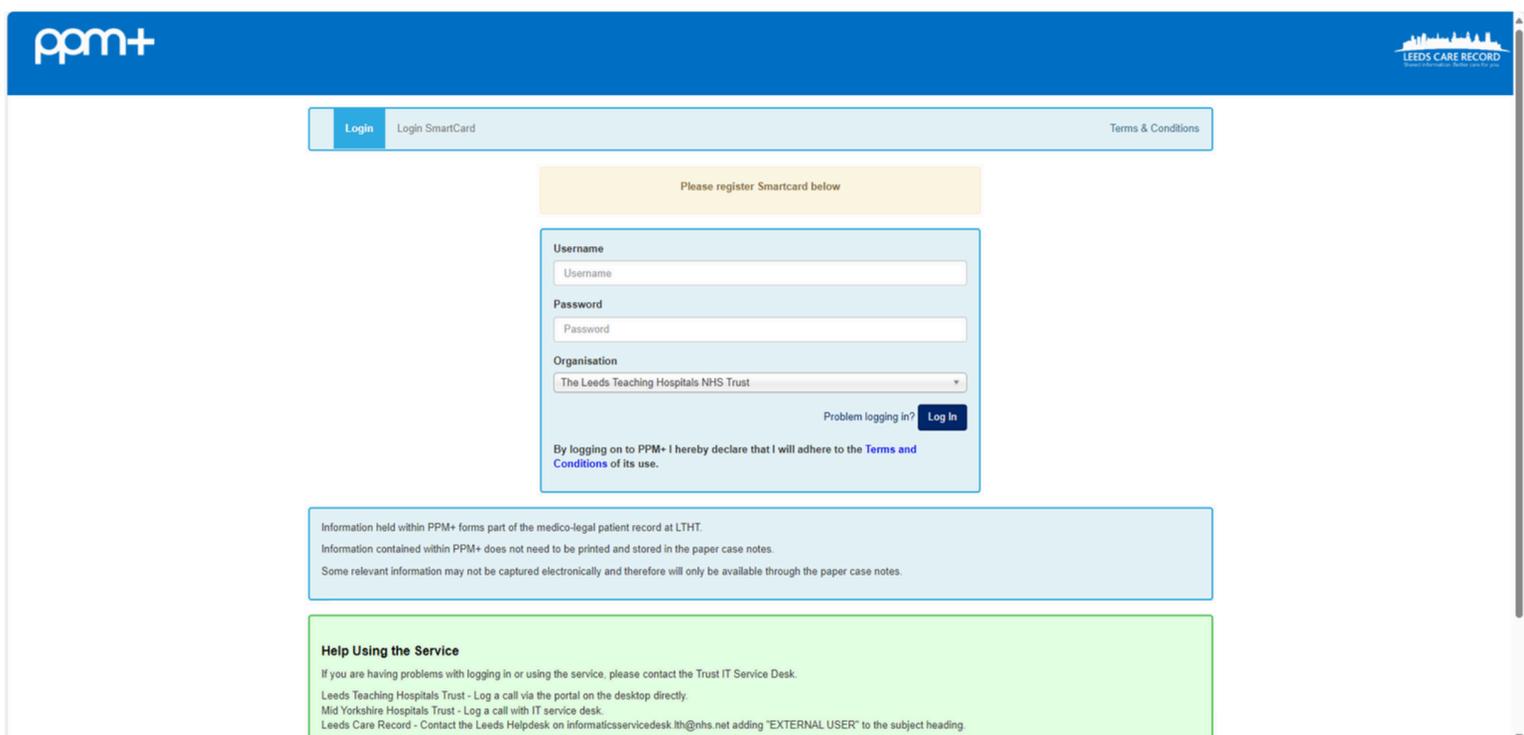
3

Follow the on-screen prompts to complete the **Smartcard** authentication process



4

After authentication, you will be taken back to the Leeds Care Record login page. Enter your **username, password**, and select your **Organisation** from the drop-down menu



5

Your **Smartcard** is now successfully linked to your **Leeds Care Record** account

For further information please contact:

✉ leeds.carerecord@nhs.net

Useful Contacts

Please contact the **Leeds Care Record** team if you require any further support

 leeds.carerecord@nhs.net

IT Service Desk

Please contact the **IT Service Desk** to:

- Reset your password.
- Report a problem you are having within Leeds Care Record functionality.

 informaticsservicedesk.lth@nhs.net

 0113 3926655

Please note that the following requests are now handled by your organisations authoriser via the Leeds Care Record Training Portal:

- Request new user accounts for Leeds Care Record.
- Disable Leeds Care Record accounts for any leavers from your department.