

NHS IG Training Tool (IGTT)

Change Control Release note

27th April 2011

Changes to the NHS IG Training Tool

The following changes have been introduced based on user feedback over the past year to improve the usability of the website for all Members and to provide more specified/streamlined reports for Members with IGTT Administrative permissions.

1. Registration and log in for new users

The registration process updates:

- Screens reordered to help users through the process.
- Content has been stretched across the screens, which allows the search engines to include more data and for text to be more visible.
- The organisation search engine has been improved to bring up all organisations starting with the characters entered into the search field. The words 'NHS' and 'The' are excluded from the search, when appropriate, so that your search is not too restricted.
- Generally more guided text has been included to help users complete the registration details from screen to screen. The error messages are more informative when they enter information which is not accepted by the system.
- New users can register with or without an email address – and have more guidance text to inform them of this.
- All new users can now set up their security question, answer and password as part of the registration process.
- Once the registration is complete a new user (registered with a work email address) is no longer reliant on receiving an email with an access code to create their own unique password. This is now all completed on screen.
- If a new user has successfully registered with a correct email address they will now receive two confirmation emails with security details in one and the password in a separate email.
- All new users will view a confirmation screen with their username, security question & answer and password set up, before they can go to the login page.

2. Login and updates to the 'Your profile' page for existing users

2.1 Additional guidance text has been provided for Members who try to login, but are unsuccessful, supported by a ? icon which gives a hint of what the username could be.

The screenshot shows the 'Information Governance Training Tool' website. The header features the NHS logo and the tagline 'Connecting for Health'. The main content is divided into several sections:

- Welcome to the Information Governance Training Tool**: A red banner indicating this is a staging site.
- Why is Information Governance (IG) important?**: A section explaining the importance of IG practice.
- What is the purpose of the IG Training Tool?**: A section describing the tool's purpose for staff training.
- What's in the IG Training Tool for me?**: A section with three sub-points: 'Need Information Governance training?', 'Need training materials for your own sessions?', and 'Just want to browse?'. A photo of a woman in a nurse's uniform is included here.
- Registered users log in here:**: A login section with a 'Sorry, your login has failed' message, a 'Username' field with a '?' icon, a 'Password' field, and a 'Login' button. It also includes links for 'Reset my password' and 'Help'.
- New users Register now**: A section for new users with a 'Register now' link and a 'Visit the content in this tool:' section with a 'Take the guest tour' link.

Annotations include:

- A green arrow pointing from the 'Why is Information Governance (IG) important?' section to the 'Registered users log in here:' section.
- A blue box with a '?' icon and text: 'Tips - Your username could be your work email address or firstname.lastname created upon registration with this site. If you don't know this go to 'Register now'. If you have forgotten this go to 'Help'.' A green arrow points from this box to the '?' icon in the login field.
- A large green arrow pointing from the bottom right towards the login section.

The browser address bar at the bottom shows: <http://www.igle-learningstaging.site.connectingforhealth.nhs.uk/igle/index.cfm#>

2.2 New security update will appear when existing Members, registered with a work email address username, next log in. This is linked to the new 'Reset my password' tool as this is required to request a new password if forgotten. This is also an opportunity for Members to update their profile if they have changed organisations, job role or department since they were last on the website. Members will receive an email with confirmation of the security question and answer set up.

IMPORTANT MESSAGE:

- We have introduced some additional security updates to the website. You must select a security question and enter an answer in the appropriate field below. You will need this information to re-set your password in future. If you wish to change your organisation you are associated with, start to type your new organisation name or code in the appropriate field below.

Username

Security question

Please make sure your security answer is entered as one word only, and doesn't contain any spaces or special characters.

Security answer

If you wish to change your organisation you are associated with, start to type your new organisation name or code in the field below.

Organisation Code (ODS code)

Job role

Department\Directorate\Division

[Update profile](#)

[Privacy Statement](#) [Copyright Statement](#) [UK DDA](#) [Accessibility Statement](#)

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2.3 Your profile page now includes new editable fields and additional guidance text regarding updating passwords (using simple password creation rules), protected by a security question and answer set up by the Member.

Please note: The Organisation code (ODS) field is not editable for Organisation Administrators or Support Administrators. They need to contact the helpdesk to change their organisation status.

New fields are:

- **Employee number (optional)**
- **Phone number (optional)**
- **Security question**
- **Security answer**

the IG Training Tool: Your profile - Windows Internet Explorer provided by NHS Connecting For Health

http://www.igle-learningstage.igle.connectingforhealth.nhs.uk/igle/profile.cfm

File Edit View Favorites Tools Help

the IG Training Tool: Your profile

Home News Learning tools Trainer materials Resource library **Your profile** Help Logout

Your profile

Please keep these details up-to-date, particularly if you change organisation or job role.

Username

Title

First name

Last name

Employee number (optional)

Phone number (optional)

Please note: The password boxes below appear empty each time you view this screen, you only need to enter a new password if you wish to change it.

Your new password must be a mixture of letters and numbers and be between 6 and 15 characters in length.

It is recommended that you change your password every 45 days for security purposes.

Password

Re-enter password

Security question

Please make sure your security answer is entered as one word only, and doesn't contain any spaces or special characters.

Security answer

Done Internet 100%

2.4 The 'Problems Logging in?' link has now been removed and replaced with two new links:

- **Reset my password** – New tool to help you reset your password more easily.
- **Help** – Includes new frequently asked questions and answers. The 'Contact the helpdesk' form, found at the bottom of the 'Help & Tips' screen, has some extra mandatory fields e.g. Organisation name and type etc. This will help our IGTT helpdesk team contact users and deal with queries more effectively as in the past they have received incorrect contact details and very little information to identify the issues to resolve.

the IG Training Tool - Windows Internet Explorer provided by NHS Connecting For Health

http://www.igte-learningstagingite.connectingforhealth.nhs.uk/igte/index.cfm

File Edit View Favorites Tools Help

the IG Training Tool

Connecting for Health

Welcome to the Information Governance Training Tool

Welcome to the IGT Learning Staging Site. This is not the live website.

Why is Information Governance (IG) important?
Good information Governance practice ensures necessary safeguards for, and appropriate use of, corporate, patient and personal information.

What is the purpose of the IG Training Tool?
The purpose of this tool is to provide training available to all staff to address training needs and learn to support the implementation of an IG framework within an organisation. This site will be regularly updated and developed with additional materials, so watch out for new content.

What's in the IG Training Tool for me?
Need Information Governance training? If so you will need to register as a user to access our training tool so you can complete our modules and gain a certificate.

Need training materials for your own sessions?
If so you may want to download our presentations and tutor notes to use in your own IG training sessions. You can even use this site as an online tool in the classroom. You can do this through either registering as a user or through the guest tour access.

Just want to browse? Have a look at our materials, handouts, useful links and publications without completing the training by taking a guest tour.

Registered users log in here:

Username

Password

Login

- Reset my password
- Help

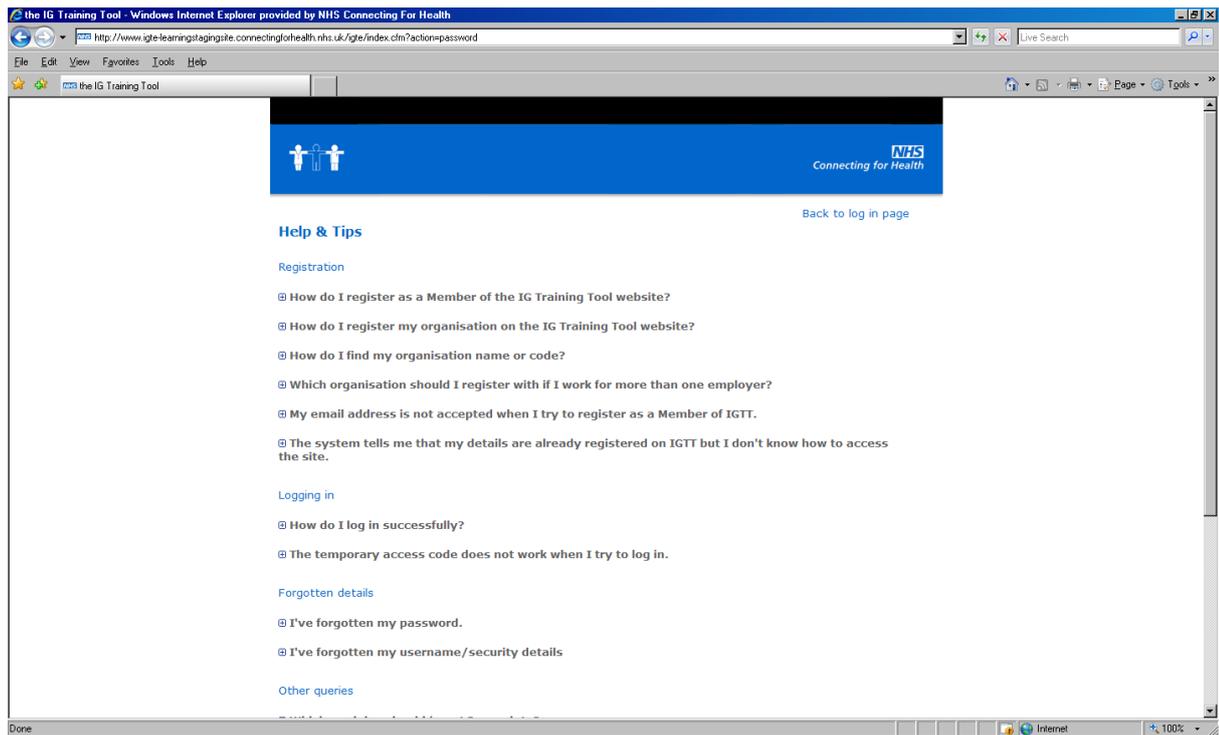
New users
Register now
Sign up to access our IG Training Tool materials here. Alternatively you can access the materials through the 'Guest Tour'.

- Register now

Visit the content in this tool:

- Take the guest tour

Look at what's in the IG Training Tool without registering



[Link to the IG Training Tool website](http://www.igtrainingstagingite.connectingforhealth.nhs.uk/igtrainingtool/index.cfm?action=password) (you may need to refresh your screen if it seems a little distorted when you first access the site e.g. Click F5 or go to the top of the page and click 'View' and then 'Refresh' from the internet browser menu):

www.connectingforhealth.nhs.uk/igtrainingtool

3. Changes for the attention of IGTT Organisation Administrators and Support Administrators only:

3.1 Updates to the Reporting tool within the Administrator's area:

- The **reporting screens have been streamlined** to reduce impact on site performance when Administrators try to pull off large reports.
- The Total Registered, Active and Inactive user statistics have been removed from the summary table presented when an Administrator enters the 'Reporting' tool section. These statistics can now be viewed under Statistical reports>Summary report>Extract summary as numbers or Extract summary as %. Extract the report and the information will be presented at the top of the csv spreadsheet, including a key to explain the column headings and data presented.
- **New 'Assessment status'** and amended 'Module status' fields have been introduced to improve the detailed reporting section. This (supported by additional onscreen guidance text and key within the extracted reports) will help Administrators understand the reports better. This change has split the module 'Passed' status from the 'Incomplete' or 'Complete' statuses. It also

offers further insight into a member's progress with assessments e.g. whether they have passed, not assessed or not passed.

3.2 Updates to the Bulk uploads (Add multiple users tool) within the Administrator's area

- **Additional guidance** has been provided to ensure organisations have sufficiently prepared before conducting a bulk upload of staff onto the IG Toolkit. Guidance has been written based on existing user experience and lessons learned.
- **Updated bulk upload csv template** file now includes an additional field 'Employee number'. All fields on the template must be populated in order for the bulk upload to work. Where the employee number is unknown enter a zero '0' in the cell, but don't leave it blank.
- **New 'Employee number' field** has also been included as part of the 'New users' registration form, User profile (editable by Administrators with the appropriate permissions) and within the member's 'Your profile' page (editable by a registered member).
- **The 'Employee number'** was requested by NHS organisations to assist with linking staff training progress/achievements on IGTT to Electronic Staff Record (ESR). This has been made optional as it will not necessarily be required by all IGTT Members or registered organisations.

3.3 For further detail on 3.1 and 3.2, please see the updated '**NHS IGTT Organisation Administrator & Support Administrator User Guide Version 4.0**'. This will be made available as from the 6th May 2011 and can be found when an Administrator logs into the IGTT website, goes to the 'Learning tools' tab and clicks on the 'Administrator's area' link.

[Link to the IG Training Tool website](#) (you may need to refresh your screen if it seems a little distorted when you first access the site e.g. Click F5 **or** go to the top of the page and click 'View' and then 'Refresh' from the internet browser menu):

www.connectingforhealth.nhs.uk/igtrainingtool