

Local Authority User Guide: Change to Local Authority Organisation Codes - And How to Still Log Into Your Account

1. The HSCIC Organisation Data Service (ODS) has introduced a new set of identification codes for Local Authorities in England and Wales. **The previous Local Authority 'V' codes have been withdrawn and replaced with 3-character codes.**
2. The change was required to support Local Authorities with their new responsibilities for commissioning public health services, which, amongst other new activities, will require them to use prescription pads and access/submit data to the Secondary Uses Service (SUS).
3. Further information about the coding changes is outlined in the [Information Standards Notice](#) available on the Information Standards Board website.

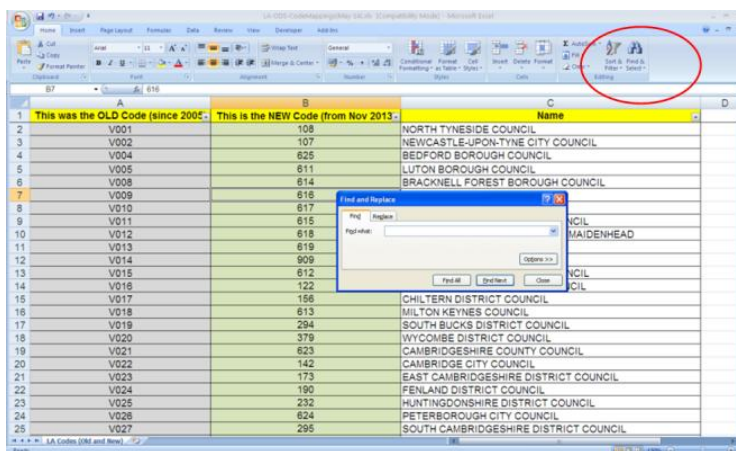
Impact on Local Authority IG Toolkit Users

4. The new 3-character codes have all been entered into IG Toolkit version 12 and you will no longer be able to use your 'V' code to login. You will need to enter the new 3-character code for your Local Authority.
5. To assist you, your user account details from your previous Social Care Delivery/Local Authority account have been copied into the corresponding Local Authority account and a spreadsheet is provided that maps the old 'V' codes to the new 3-character codes. A spreadsheet showing the old and new codes is available from the Local Authorities page of the IGT Help section <https://www.igt.hscic.gov.uk/help.aspx>.

Finding Your New Code

6. Open the spreadsheet

- Select the 'Find & Select' menu option.
- Type your old 'V' code into the resulting 'Find & Replace' box, then
- Click 'Find Next'
- You should be taken to the spreadsheet row with your 'V' code and your new code
- Ensure the resulting organisation matches the full name of your Local Authority.



7. If you do not know the 'V' code, enter part of your Local Authority's name into the 'Find' box and click 'Find Next'. Ensure the resulting organisation matches the full name of your Local Authority.

Logging Into Your IG Toolkit Account

8. If you have a pre-existing IG Toolkit account, use the new 3-character code with your User ID and Password to log into the IG Toolkit.
9. If you have forgotten your user login details, use the 'Forgotten User Details' functionality in the 'Registered Users' panel on the IG Toolkit Home Page, and follow the steps to create a new Password, and/or retrieve your User ID.
10. If your Local Authority is not registered to use the IG Toolkit, follow the steps in the 'How to Register' User Guide, available at: <https://www.igt.hscic.gov.uk/resources/UserGuide-HowToRegister.pdf>