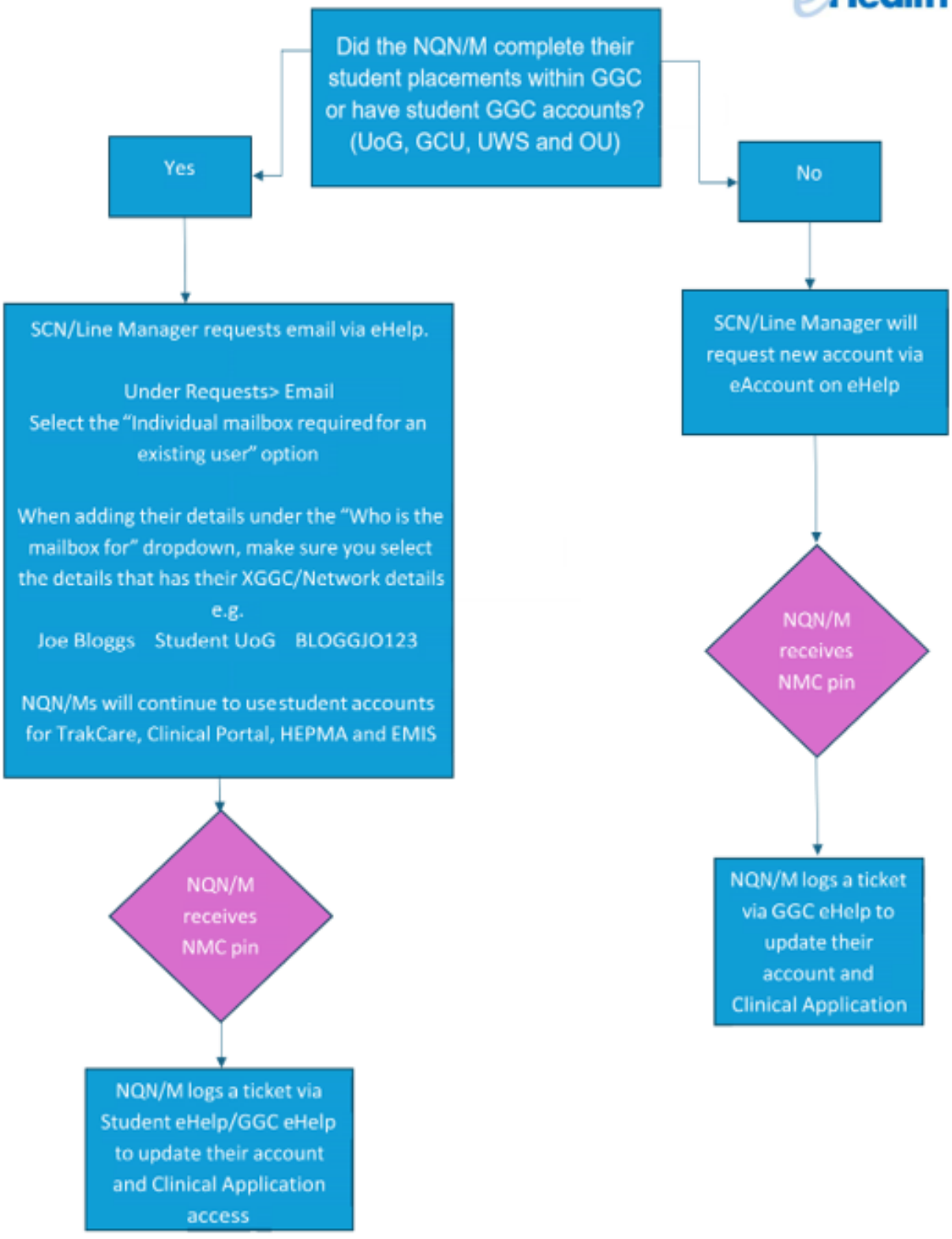
Process for requesting ehealth accounts for NQN/Ms



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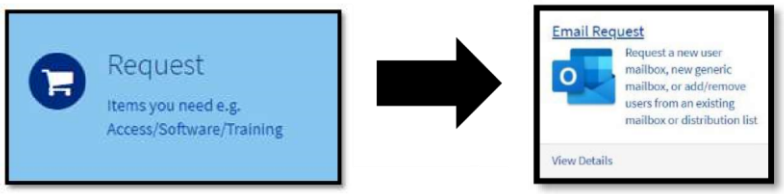
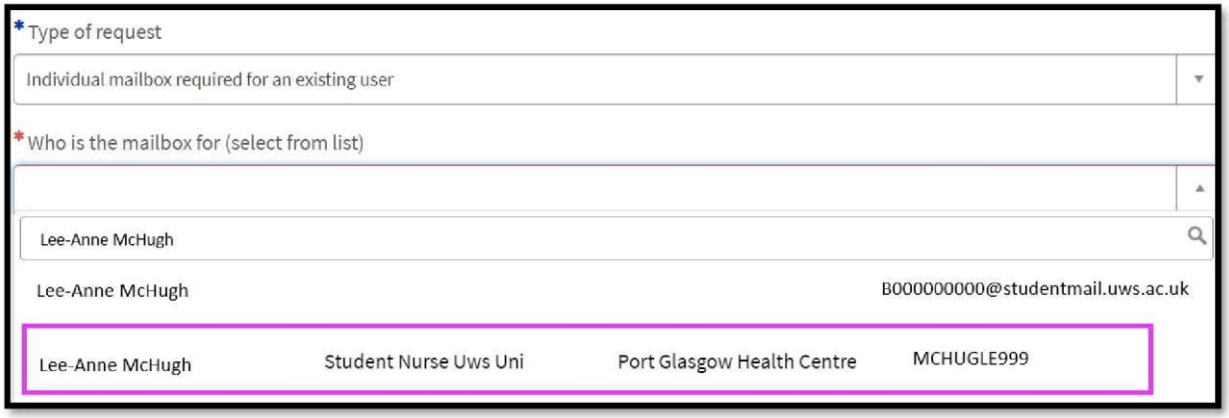
How to request a mailbox for a pre-registration nurse working as a Band 4

Step 1: Open eHelp

Step 2: Select Request and then Email Request



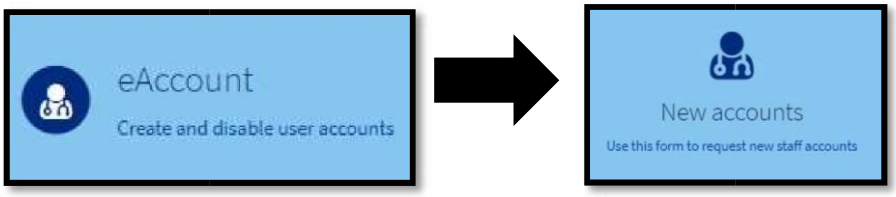
Step 3: Complete the request form with their details.
Select the "Individual mailbox required for an existing user" and in the who is the mailbox for, search for their account.



You will see two accounts appear, please select the account that has their XGGC/Network details showing as shown in the image above.

Step 4: Once you have finished completing the request form, press the Submit button to log the ticket with eHealth

Please note it is important for line managers/SCNs to be aware that new staff coming into GGC, who were not previously placed in GGC as nursing students, should be requested via eAccount.



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