

# NHSGGC Student IT Access



You will now need an active NHSGGC log in to access the ehealth systems needed to complete your practice Learning Experiences.

It is your **responsibility** to remember these details and ensure your account remains active throughout your university programme.

## What you need to do first

1. NHSGGC will provide you with a username and temporary password via your University.
2. Login to a NHSGGC computer as soon as possible.
3. Change your password (You must ensure you remember this password)
  - Passwords are case sensitive
  - They must be a minimum of 8 characters
  - Must have at least one uppercase letter and at least one number
4. Accept NHSGGC Terms and Conditions & Select and answer security question  
<http://spapps.staffnet.ggc.scot.nhs.uk/MyAccount/AcceptConditions.aspx>
5. Complete the additional 5 security questions in the pop up box that will appear first time you log in. Without these you will be unable to reset your password if required in the future

*If you do not accept T&C's and set up a security question within 28 days of your first log in your account will be deactivated*

## Important things to remember

Keep your account active by logging in via an NHSGGC computer a minimum of once every 60 days (this includes NHSGGC library computers)

Failure to maintain an active account will result in it being deleted and the IT department may not be able to issue you with another.

If you have any IT issues you need to **email: [itservicedesk.nhss-ggc@atos.net](mailto:itservicedesk.nhss-ggc@atos.net)** from your student email address, with **Student Login issue** as the title and provide the following:

- Name:**  
**XGGC Account ID:**  
**Student Matriculation Number:**  
**Contact Number (if mobile number is provided the new password can be sent as a text):**

## You MUST ensure you have read the following

- [FairWarning \(scot.nhs.uk\)](http://scot.nhs.uk)
- [Data Protection Act 2018 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [NHSGGC Data Breach Policy](#)
- [Computer Misuse Act 1990 \(legislation.gov.uk\)](http://legislation.gov.uk)
- [Acceptable Use Policy \(scot.nhs.uk\)](http://scot.nhs.uk)

## **AND FINALLY...**

- Don't allow anyone to use your NHSGGC login details for any account
- Don't look at any patient clinical information unless the patient is in your care
- Don't look up your clinical information, anywhere, at any time
- Don't send sensitive information by unsecure email

Always **LOCK** and **WALK**  when leaving an unattended PC/laptop