

Data Controller Console

How to Login, Logout and Manage Passwords

Version 7

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How to Login, Logout and Manage Passwords

This Quick Reference Guide covers the following topics:

1. How to login into the DCC
2. Setting up MFA for your account
3. How to change (reset) your password
4. What to do if you have forgotten your password
5. What to do if you didn't request a password change
6. Log out of the DCC

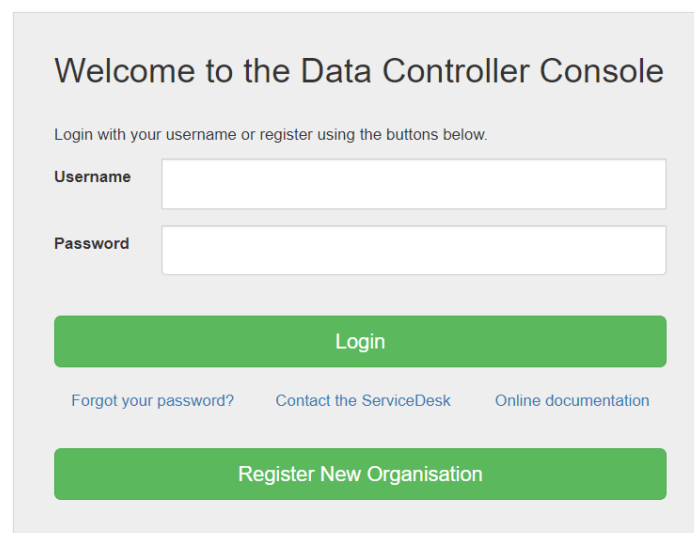
If you are an Organisation Super User (OSU) your login details would be sent from the Data Controller Console (DCC) after the Regional Super User (RSU) has accepted your request to Join the DCC.

If you are a new user and your organisation already has a profile, then please contact your Organisation Super User (OSU) to create your user log in detail for you.

Once you are logged in to the DCC console your session will stay open until you log out or until the session times out automatically after 30 minutes of inactivity. If by error you close the browser tab which is running the DCC session, you will have 30 seconds to re-visit the DCC link to stay in the session otherwise you will be logged out of the console and any work not saved will be lost.

1. How to login into the DCC


1. Launch the DCC application with the given URL (<https://app.datacontroller.org.uk>)
2. The default Internet browser is launched successfully, displaying the Data Controller Console (DCC) login page



The screenshot shows the login page for the Data Controller Console. At the top, it says "Welcome to the Data Controller Console". Below this, there is a prompt: "Login with your username or register using the buttons below." There are two input fields: "Username" and "Password". Below the input fields is a green "Login" button. Underneath the "Login" button, there are three links: "Forgot your password?", "Contact the ServiceDesk", and "Online documentation". At the bottom of the form, there is a green "Register New Organisation" button.

Please note: Below the login button, there are links to the online documentation and the ServiceDesk as well as the forgotten password function covered later in this document.

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3. Enter your Username and Password in the respective fields and click on the Login () button
4. The Two-factor authentication screen is now displayed
[Two-factor authentication](#)

Two-factor authentication

Your login is protected with an authenticator app. Enter your authenticator code below.

Authenticator code


Log in

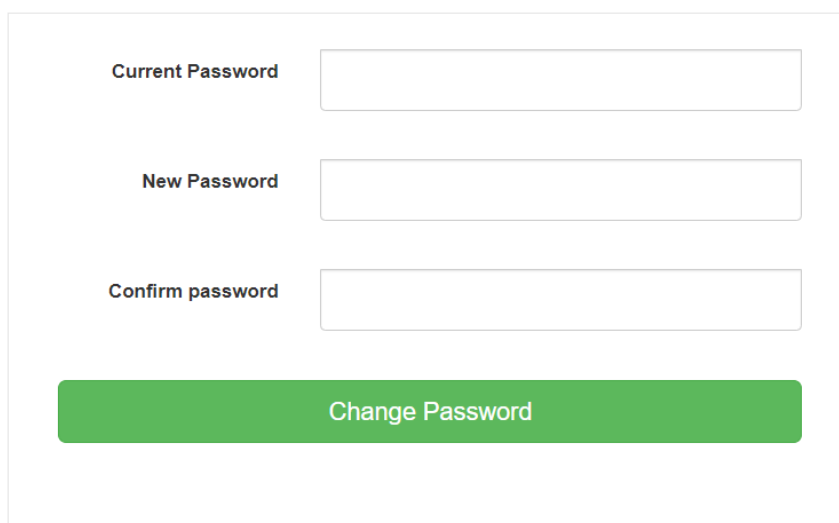
Don't have access to your authenticator device? You can [log in with a recovery code](#).

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5. On your Mobile Device, open the authenticator app and find the entry for the Data Controller Console
6. On your laptop, type the 6-digit authenticator code displayed on your Mobile Device for the Data Controller Console into the Authenticator code text box.
7. Click the Log in button

2. How to change (reset) your password

1. Once you have logged in to the DCC, from the banner section on top of the screen, click on the blue menu () icon adjacent to the logged in user's name
2. From the drop-down menu, select 'Change Password'
3. A 'Change Password' screen is displayed with fields to enter your current password and new password




Current Password

New Password

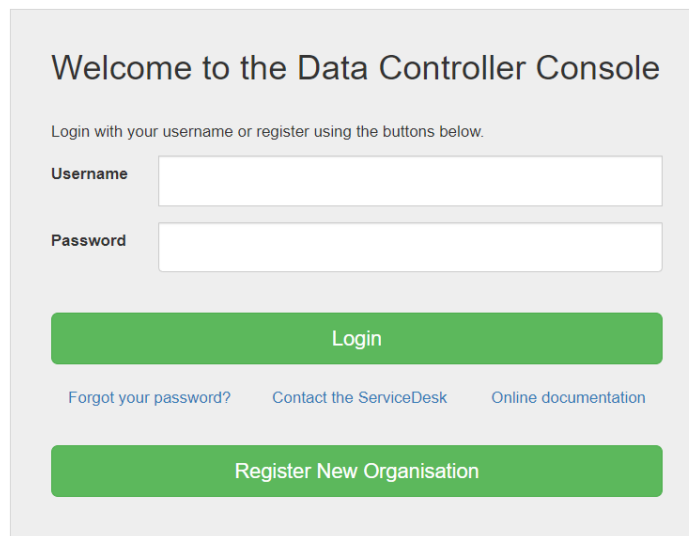
Confirm password

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4. Enter your current password into the **Current Password** field and input your new password into the **New Password** and **Confirm Password** fields. Then click the **Change Password** () button
5. Your password had now changed and please note your MFA setup remains the same for your account.

3. What to do if you have forgotten your password

1. If you have forgotten your password, you can reset it from the login screen URL: (<https://app.datacontroller.org.uk>)



Welcome to the Data Controller Console

Login with your username or register using the buttons below.

Username

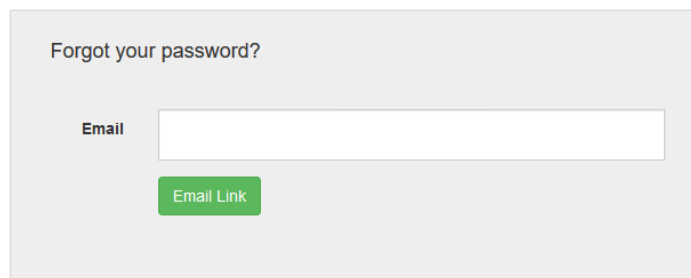
Password

Login

[Forgot your password?](#) [Contact the ServiceDesk](#) [Online documentation](#)

Register New Organisation


2. Click on the 'Forgot your password?' link below the Login button. The 'Forgot your password?' screen is loaded enter the email address you used to register with the DCC



Forgot your password?

Email

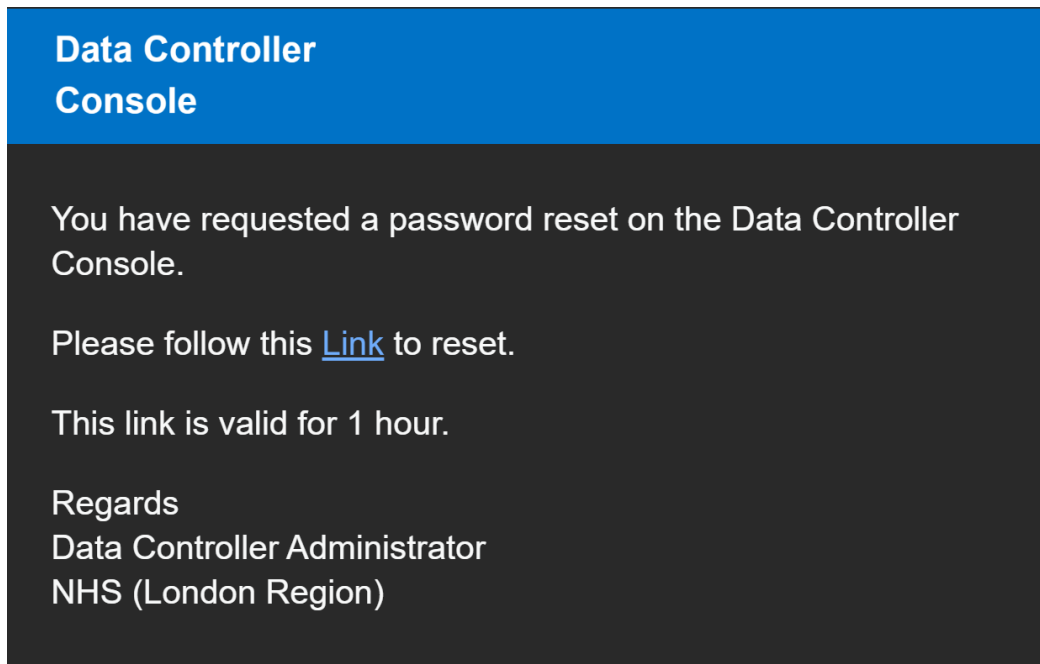
Email Link

3. Select the **Email Link** () button
4. A 'Forgot Password Confirmation' screen is displayed with a message 'Please check your email to reset your password'

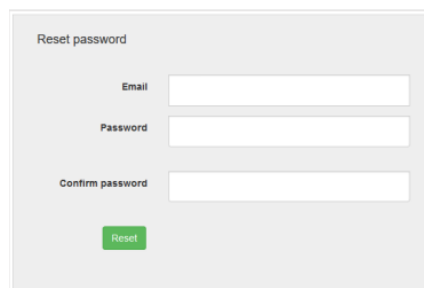
Caution: The password reset token is valid for one hour so please ensure that you follow the instructions immediately after requesting password reset.


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5. Check your email for a message with the title 'Password reset on Data Controller Console' and click the 'link' text in the body of the message that states 'Please follow this link to reset'



6. The 'Reset password' screen launches in the browser with fields to enter your Email, Password and to Confirm password



7. Populate the fields and select the Reset () button. The 'Reset password confirmation' screen is displayed with a message 'Your password has been reset. Please click here to log in'

4. What to do if you didn't request a password change

1. Once a password has been reset, you will receive an email notification. If you didn't initiate the password change, please log a ticket on the ServiceDesk Link: <https://sd.londonhds.nhs.uk/> to let the DCC team know immediately.

5. Log out of the DCC

1. At the top-right of the screen, click on the blue menu (☰) icon adjacent to the logged in user's name
2. From the drop-down menu, select the 'Sign Out' option
3. You are signed out of the application and the login screen is displayed