

This Quick Reference Guide covers the following topics:

1. How to login in to the DCC
2. How to change (reset) your password
3. What to do if you have forgotten your password
4. What to do if you didn't request a password change
5. Log out of the DCC

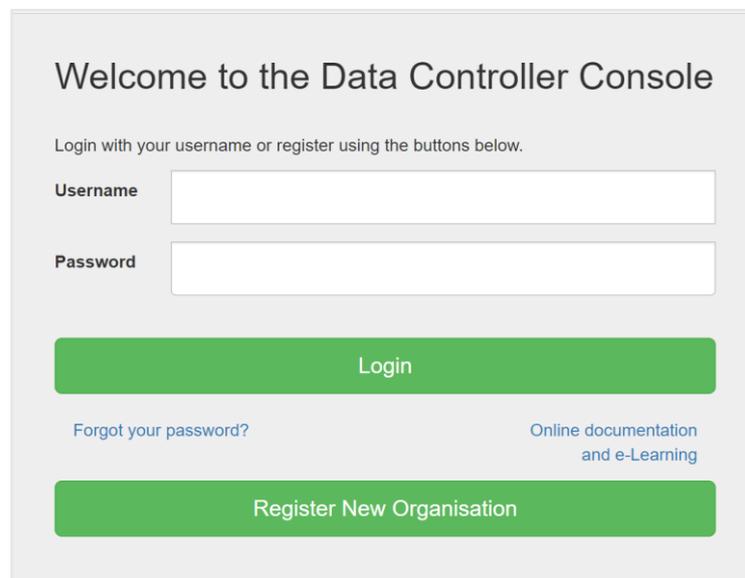
If you are an Organisation Super User (OSU) your login details would be sent from the Data Controller Console (DCC) after the Regional Super User (RSU) has accepted your request to Join the DCC.

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 details 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.

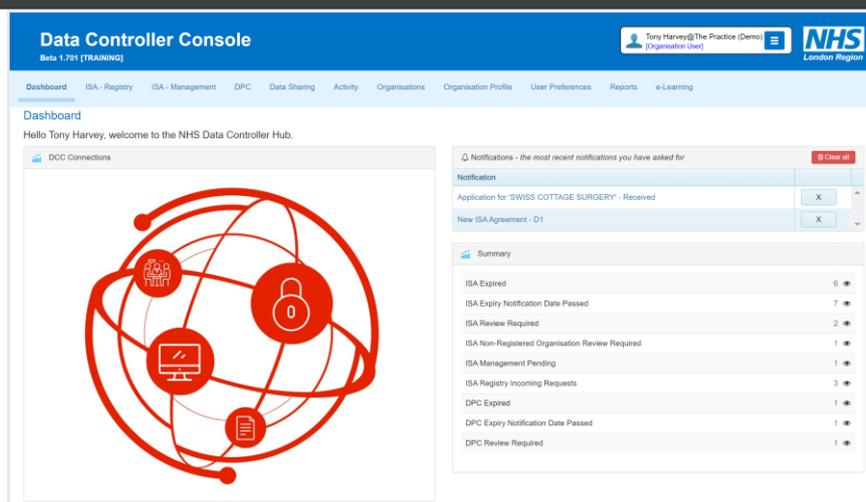
1. Login to the Data Controller Console

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. It features a title 'Welcome to the Data Controller Console' and a subtitle 'Login with your username or register using the buttons below.' There are two input fields: 'Username' and 'Password'. Below these fields is a green 'Login' button. To the left of the 'Login' button is a link 'Forgot your password?' and to the right is a link 'Online documentation and e-Learning'. At the bottom of the form is a green 'Register New Organisation' button.

3. Enter your **Username** and **Password** in the respective fields and click on the **Login** () button
4. You are logged in to the application and the dashboard is displayed

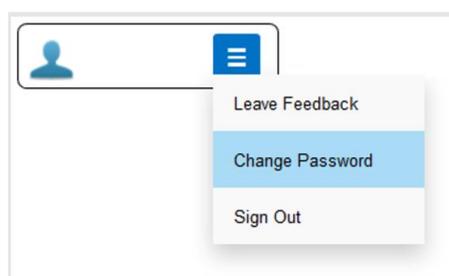


Problems Accessing the DCC?

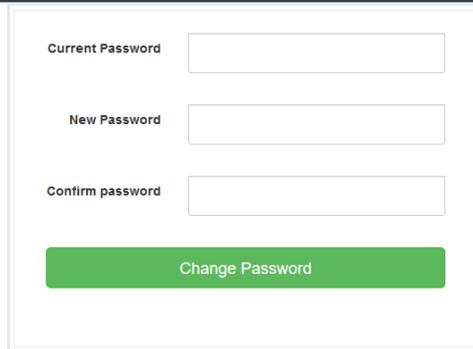
If you are having any problems with the logging into your existing account using the new website address (<https://app.datacontroller.org.uk>) please contact the DCC team at england.dccsupport@nhs.net and let them know immediately.

2. Change (Reset) Password

- 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
- From the drop-down menu, select 'Change Password'

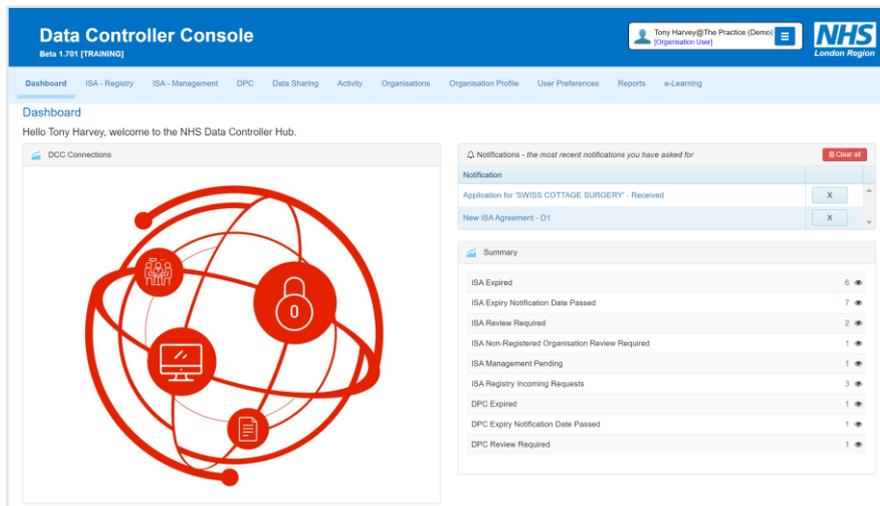


- A 'Change Password' screen is displayed with fields to enter your current password and new password



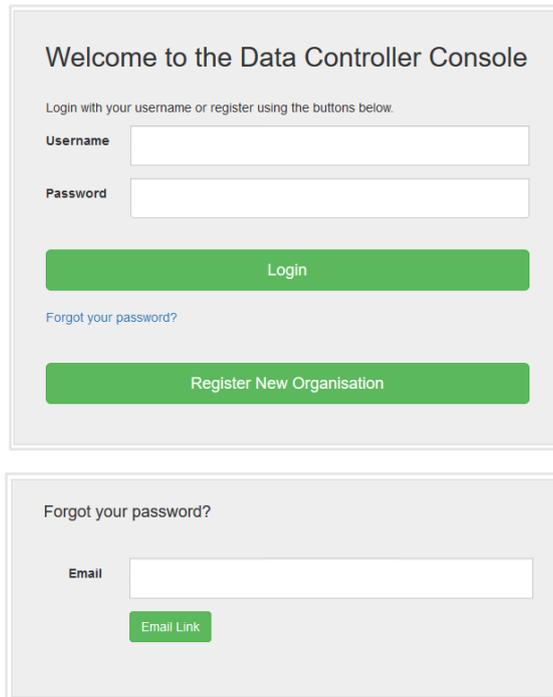
A form for changing a password. It contains three input fields: 'Current Password', 'New Password', and 'Confirm password'. Below the fields is a green button labeled 'Change Password'.

8. 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
9. You are now logged in to the Data Controller Console and the dashboard is displayed



3. Forgotten Password

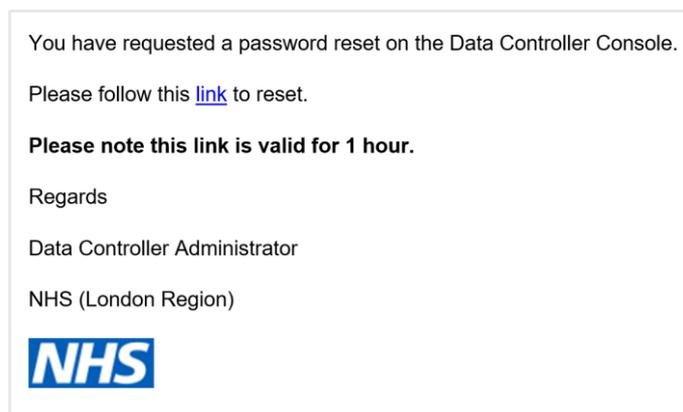
10. Launch the DCC application with the given URL (<https://app.datacontroller.org.uk>). The login screen is displayed
11. Click on the 'Forgot your password?' link below the Login button. The 'Forgot your password?' screen is loaded with an **Email** field



The image shows two screenshots of the Data Controller Console interface. The top screenshot is the login screen, titled 'Welcome to the Data Controller Console'. It includes a login form with fields for 'Username' and 'Password', a green 'Login' button, a blue link for 'Forgot your password?', and a green 'Register New Organisation' button. The bottom screenshot is the 'Forgot your password?' screen, which features an 'Email' input field and a green 'Email Link' button.

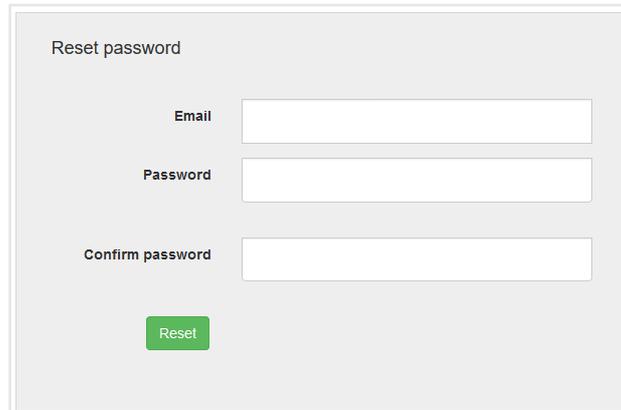
12. Enter the email address in the **Email** field that you used to register and login to the Data Controller Console
13. Select the **Email Link** () button
14. A 'Forgot Password Confirmation' screen is displayed with a message 'Please check your email to reset your password'

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



The image shows a screenshot of an email message. The text reads: 'You have requested a password reset on the Data Controller Console. Please follow this [link](#) to reset. Please note this link is valid for 1 hour. Regards Data Controller Administrator NHS (London Region)'. At the bottom of the email is the NHS logo.

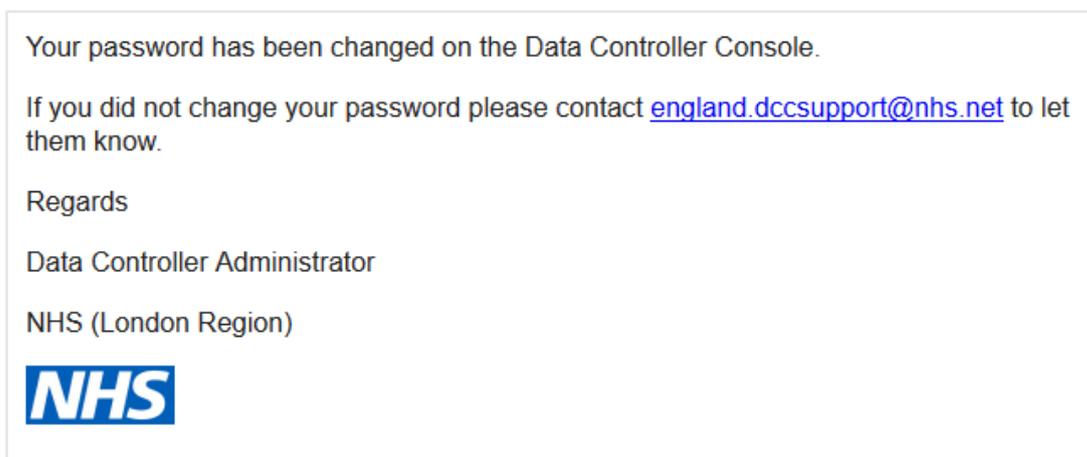
15. Check your email for a message with the title 'Password reset on Data Controller Console' and click the 'link' text in the body of the message that states 'Please follow this link to reset'



16. The 'Reset password' screen launches in the browser with fields to enter your **Email**, **Password** and to **Confirm password**
17. 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'

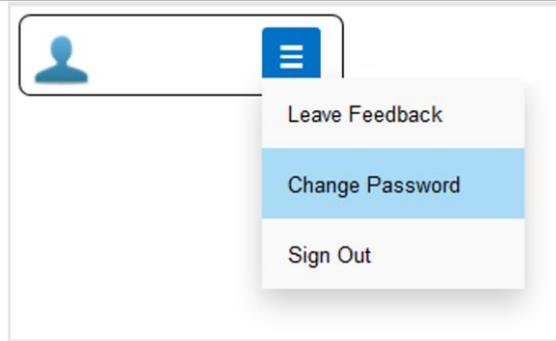
4. Notification of Password Change

Once a password has been reset, you will receive an email notification. If you **didn't** initiate the password change, please contact the DCC team at england.dccsupport@nhs.net and let them know immediately.



5. Logging Out of the Application

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