skillsforcare

nmds-sc online
national minimum data set for social care

Quick Start Guide
For establishments with an NMDS-SC Number

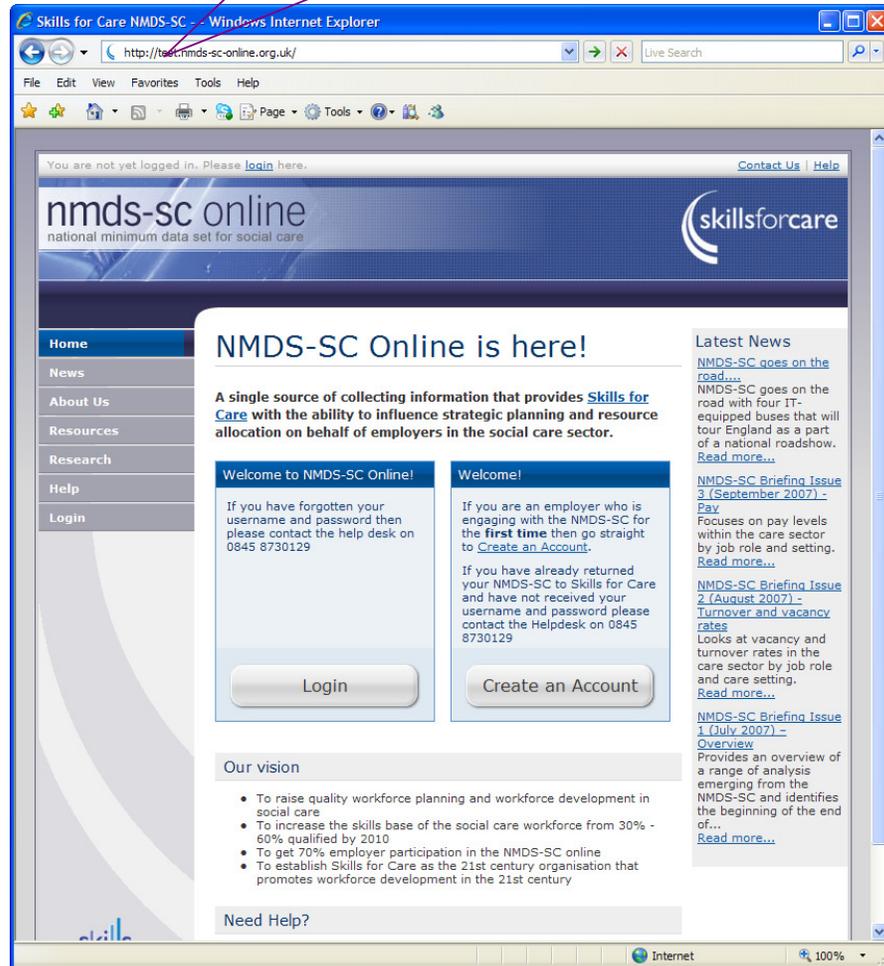November 2007

Version 1.0

TRIBAL

cwdc
Part of the Sector Skills Council,
Skills for Care and Development

1.

NMDS-SC Online is a web-based application – to access it you need an internet connection. In your web browser (for example, Internet Explorer) type in the web address:
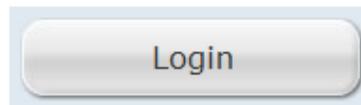
http://www.nmds-sc-online.org.uk

2.

The Navigation Menu is on the left of the screen – click on the 'Login' menu button, or click on the 'Login' button on the home page.

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3.

In your 'Welcome Letter' you will have received a **Username** and **Password**, which you will need to log onto NMDS-SC Online.

Type the username and password carefully and click on the **Login** button.

Login

Username:* stmarys34

Password:* •••••••••

Login

Forgotten your password?

4.

You will also need your **NMDS-SC ID Number**, which you will have received by letter from Skills for Care when you first completed your NMDS Questionnaire.

Confirm Your NMDS-SC Reference

You have reached this page because you have already sent us your NMDS-SC information by paper or spreadsheet.

In order to confirm your identity please supply your NMDS Id.

NMDS-SC Id: G987888

Submit

Use this link if you have lost your NMDS-SC ID Number.

Can't find your NMDS Id?

Having trouble finding your NMDS Reference ? Contact Us and let us know.

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5.

Mandatory fields are marked with a red asterisk *

You can change your **User ID** to something more memorable than the one that was sent to you. The User ID should start with a letter and contain only letters or numbers (i.e. no spaces) and it must have a minimum of 4 characters. You should definitely change your **Password** – the Password is case sensitive, and must contain a minimum of 6 characters (numbers and/or letters).

The **memorable question** is for security – if you forget your password, you will need to be able to provide the answer in order to reset your password..

Your **email address** should be a valid email address that you can access – as before you can fully log into the system, you will have to receive a verification email.

Check that your name has been entered correctly. If not, you can change it.

Provide your Job Title (this is optional)
You must tick the box to accept the **Terms and Conditions**.

Finally, don't forget to click the 'Save' button!

6.

You need to check your email account for a validation email message. Click the link in the message and it will take you back to NMDS-SC Online where you will see this message confirming that you have validated your account.

Click on the '**Proceed to login**' link.

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7.

This is the same Login screen that you encountered in **Step 3**.

However this time you use the **Username** and **Password** that you created in Step 5, rather than the one that was sent to you.
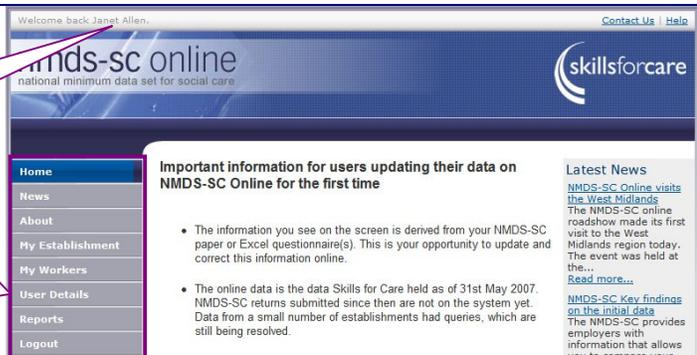
Login

Username:* [jallen]
Password:* [●●●●●●]

[Login]

Forgotten your password?

You are now logged in and your name should be visible.

By using the menu you can now click on **User Details** to update your details at any time.

Welcome back Janet Allen.   Contact Us | Help

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Important information for users updating their data on NMDS-SC Online for the first time

- The information you see on the screen is derived from your NMDS-SC paper or Excel questionnaire(s). This is your opportunity to update and correct this information online.

- The online data is the data Skills for Care held as of 31st May 2007. NMDS-SC returns submitted since then are not on the system yet. Data from a small number of establishments had queries, which are still being resolved.

Latest News

NMDS-SC Online visits the West Midlands
The NMDS-SC online roadshow made its first visit to the West Midlands region today. The event was held at the...
Read more...

NMDS-SC Key findings on the initial data
The NMDS-SC provides employers with information that allows you to compare your

Now that you are logged in you will be able to use the **Menu** to navigate to the sections for your **Establishment**, your **Workers**, and your **Reports**.

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