

BSO Interpreting Service

How to Self-Register to use the BSO Interpreting Online Booking System



How to Self-Register

GP/Dental/Optician Practices should set up ONE central account using the Practice email address (this will be your Practice username)

HSC Trust Staff must provide hscni.net email addresses – ***not gmail or hotmail***

Users should take care when entering details. Details must be accurate – your self-registration will be rejected if adequate information is not provided

The Manager's name/email MUST be different to the "Your Email Address" on the self-registration form.

Your system username will be the email address provided in the "Your Login Email Address" section of the Self-registration form

Users will receive a notification email if the account is approved/rejected (normally within 48 hours (working days) of the request being submitted)

How to Self-Register

NIIR UAT 1

New Registration ←

Login

Username

Password

[Forgotten password?](#)

Login

Go to your HSC Trust Intranet Page or GP/Dental/Optometry Portal

Click on the Interpreting System link

Select New Registration

Self-Registration Form

Self-Registration

X Email Address is valid

Save Cancel

This will be your system username (must be a work email address)

This should be your work email address and all account related correspondence will be sent to this address

Login Email Address (your HSCNI work email address)

corey.smith@hscni.net

This should be used when multiple users can manage bookings from your location - all job related correspondence will be sent to this address

Correspondence Email Address (if different)

First Name

Corey

Last Name

Smith

Role

Booker

Please select a Trust from the list or specify other

Trust

Northern HSC Trust

Trust Other

Please select a Department / Practice from the list or specify other

Department / Practice

Cardiac Investigations

Department / Practice Other

Job Title

Receptionist

Contact Tel. No.

028 9536 3777

Extension

Fax No.

Manager Name

Claire Hamilton

Cannot be the same as the user's email / correspondence email

Manager Email

claire.hamilton@hscni.net

Manager Contact Tel No

028 9536 3777

*If your Department/ Practice does not appear in the drop down list please type the Department/ Practice name here

Message from webpage



Self-Registration saved successfully. You will receive a link to complete your registration within 1 hour

OK

Managers email/Name MUST be different to the email address provided in "Your email address"

Once complete please click "Save". You will receive an email within the hour asking you to check and confirm your details (see next page)

Confirm your Details Email – Action

-----Original Message-----

From: interpreting@hscni.net [<mailto:interpreting@hscni.net>]

Sent: 20 August 2018 14:19

To: Amy McErlean

Subject: Confirm your details

Please review your self registration and confirm your details or click link below to amend.

Username: amy.mcerlean@hscni.net

Email: amy.mcerlean@hscni.net

First Name: Amy

Last Name: McErlean

Role: Booker

Trust: Southern HSC Trust

Department / Practice: Pre-Operative Assessment

Job Title: Receptionist

Contact Tel No: 028 9536 3803

Manager Name: Claire Hamilton

Manager Email: claire.hamilton@hscni.net

Manager Contact Tel No: 028 9536 3777

Click here to confirm the details are correct: <http://10.210.75.104/niir.website/SelfRegistrationDetail/Confirmed?username=7DAWGCTb8Gng3cWz0DDNDxTzaqesvJxqGX3xQ7Ue2s%3d>

Click here to correct your details: <http://10.210.75.104/niir.website/SelfRegistrationDetail/Edit?username=7DAWGCTb8Gng3cWz0DDNDxTzaqesvJxqGX3xQ7Ue2s%3d>

- You will receive a “confirm your details” email immediately after of submitting your self-registration (IF the email address was entered correctly)
- You must click on the link in the email to either edit your details (if you notice an error) or confirm your details (if correct).
- Your request will only flow through to the BSO Systems Team once this has been actioned.

Check the details and then click on the relevant link to confirm or correct

Self-Registration

Once you click to confirm your details the following message will show

Northern Ireland Interpreters

Login

Self Registration Confirmation

Your self registration is now being processed. You will receive an email with a link to set your password if/when your account is approved. Your request will now be sent to your manager / equality lead for confirmation and your account will be activated once BST receive approval

© 2018 - Yarra Software Ltd

1.0.9.0

- Your HSC Trust Equality Lead or Practice Manager will receive an email requesting approval to create your account – The HSC Trust Equality Lead or Practice Manager must give approval before your account can be set up
- Users should expect receive a notification email from interpreting@hscni.net when the account is approved (approx. 2-3 working days of the request being submitted)
- Click on the link in the email to set your password
- Your Username will be the email address provided in the “Your Login Email Address” section of the Self-registration form



Business Services
Organisation



Contact Details



Email us: interpreting@hscni.net



Tel: 8am to 5PM Monday To Friday:
028 9536 3777

Tel: Out of Hours 028 9615 8200



Working together



Excellence



Openness & Honesty



Compassion

<http://bso.hscni.net>

INVESTORS IN PEOPLE®
We invest in people Silver