Add - Access account

Unlike personal accounts, access accounts can be shared, but are restricted by location. As with a personal account there is a four-tab wizard.

Login

First you set the username, password and expiry date. This is a shared account and might even have its details posted on a wall, so giving it a username and password that are easy to type is a common approach and quite OK (there is another limitation on the account).

Permissions

These are the IP addresses where the account will work. You can use wildcards and hostnames for wider ranges, but you must list the external IP address - any starting with 10. or 192. are internal addresses and will not work. There are many online resources that will display your IP address for you.

Create a new access account under 'NHS England'.   ✕

| 1 Login | 2 Permissions | 3 Account | 4 Permission sets |

Authorised addresses

```
1.2.3.4
*.holbycity.nhs
```

Enter one value per line.

Cancel   ← Previous   → Next

Examples:

```
88.104.35-37.*
*.holbycity.nhs.net
121.12.*
100.95.12.22
```

Account

The title of the account so you can easily tell access accounts apart. The department and address fields will inherit from your administrator account but can be changed.

Create a new access account under 'NHS England'.   ×

| 1 Login | 2 Permissions | 3 Account | 4 Permission sets |

Title   [Training account 1   ]

Department   [Training team   ]
(optional)

Postal address   [Holby City NHS Trust,
(optional)   Holby,
                      Wyvern,   ]

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Permission sets

Which permission sets should be assigned to the account. Default permission sets are already selected.

Create a new access account under 'NHS England'.   ×

| 1 Login | 2 Permissions | 3 Account | 4 Permission sets |

Choose the Permission Sets to assign to this account.

☑   Core Content & NHS Evidence
     Default

☑   NHS National Content
     Default

                                        Cancel   ← Previous   Create account