ePACT2 User Guide

Accessing the system

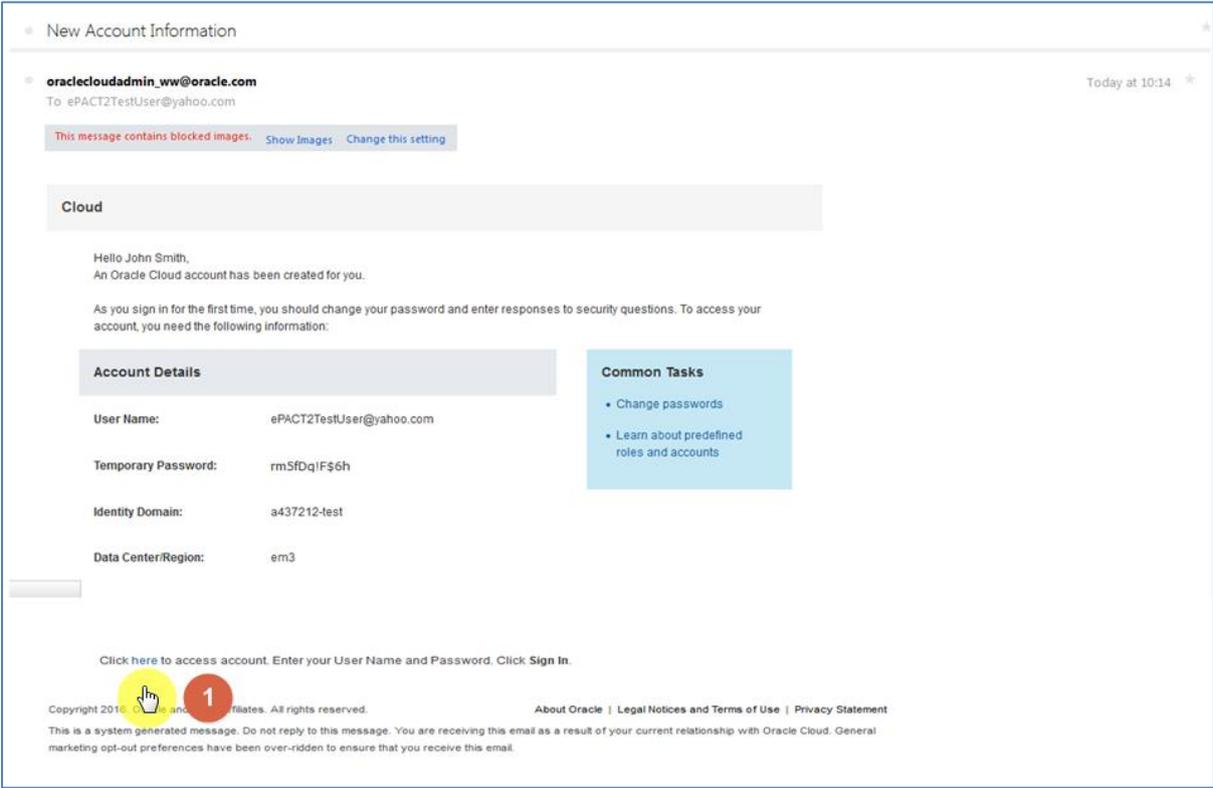## Contents

Logging into ePACT2

Activating your account

Once users are registered for the system the user account must be activated and password and security question details set to allow the user to access the system.

An email will be sent containing account details and a link to the system.

1. Enter the user ID (email address) and temporary password provided in the email.
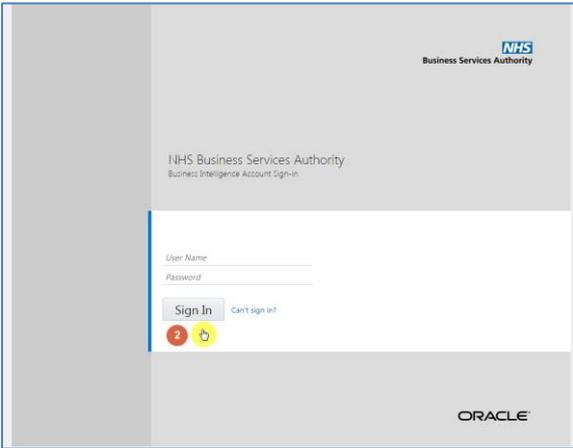
2. Select the 'Sign In' option to access the system.

The user will be directed to the 'Oracle Identity Self Service –Identity Management' page to set a new password.

3. Enter and confirm a new password.

4. Passwords entered must match all of the criteria listed under 'Password Criteria'

Signing in

Once account set up is complete, to sign into the system, navigate to the NHSBSA ePACT2 webpage to access the system:

https://www.nhsbsa.nhs.uk/epact2

Select 'Access ePACT2'

You will then be taken to the sign in page

1)	Email address	Enter the email address your account is registered under
2)	Password	Enter the password for your ePACT2 account

Select 'Sign in to access the account.

Please be aware when you sign out of ePACT2 and then sign back into the system without closing your browser, it will take you to the oracle sign in page:
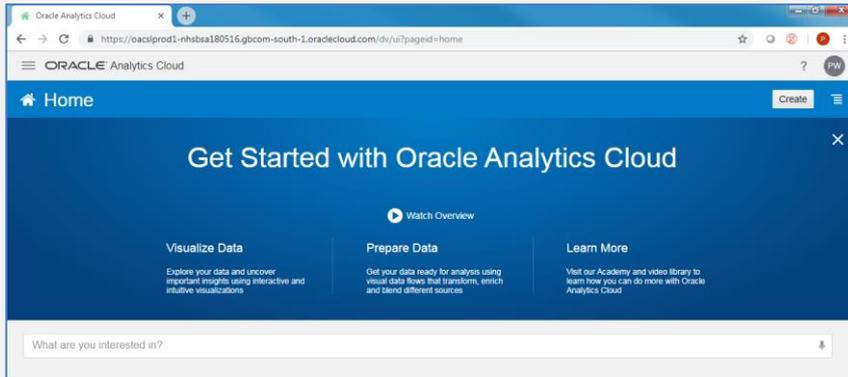
To ensure you always sign into the correct system:

1. Close and then reopen your browser

2. Then use your bookmarked link or navigate to sign in from the ePACT2 webpage:
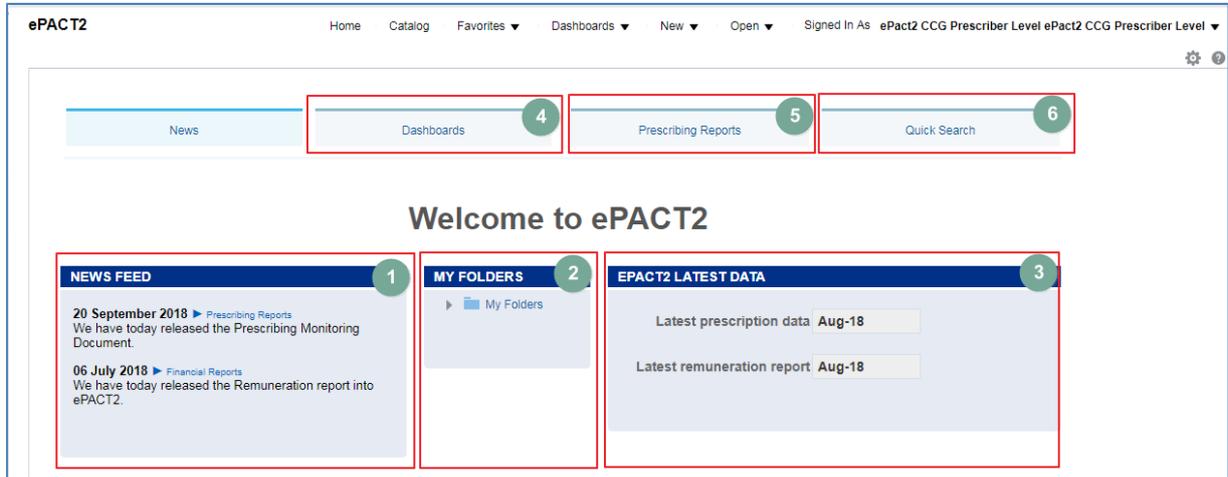
    https://www.nhsbsa.nhs.uk/epact2

    Select 'Access ePACT2'
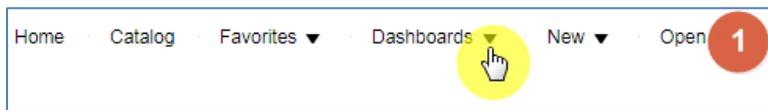
Understanding the Landing page

When you sign into ePACT2 you will be taken to the Landing page, the landing page enables you to quickly select the part of the system you would like to view:


1) News feed	The News feed will display the latest news for ePACT2, it will keep you up to date when new reports are released.
2) My Folders	You can navigate to your saved content from the 'My Folders section.
3) ePACT2 Latest Data	This section informs you the latest month's data that is in the system, and the latest month's remuneration report.
4) Dashboards	You can select this tab to view all available dashboards.
5) Prescribing Reports	You can select this tab to view all available prescribing reports.
6) Quick Search	You can select this tab to run a 'Quick Search' analysis.

If you wish to navigate back to the landing page after you have viewed other ePACT2 content complete the following steps:
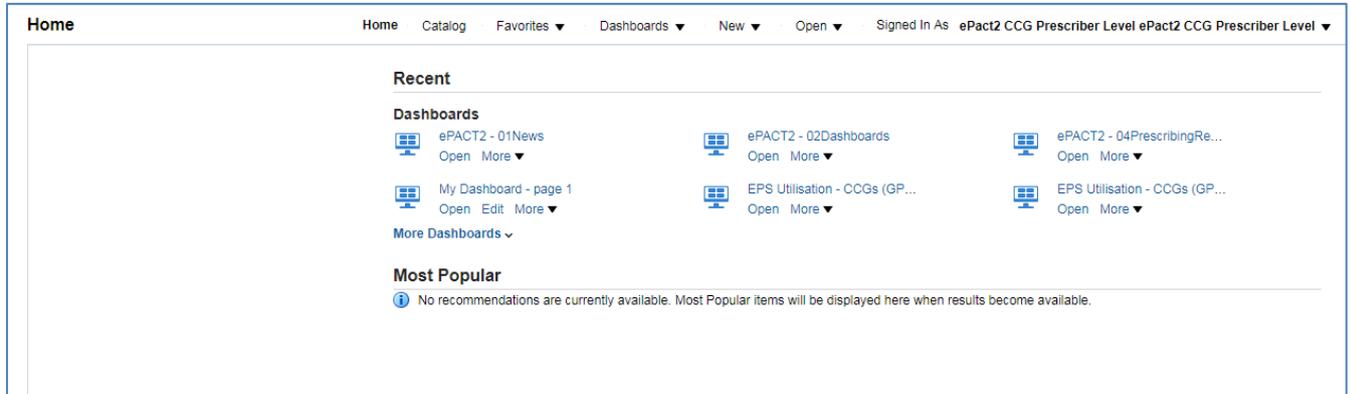
1.   From the 'ePACT2' toolbar select 'Dashboards

2.   From the available list select 'ePACT2'
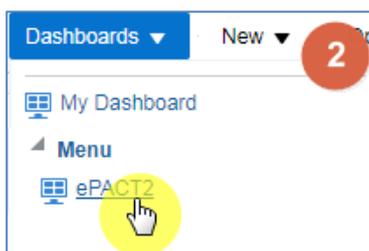
Understanding the Home Page

If you select the 'Home' icon from the 'ePACT2' toolbar you will be taken to the system homepage:

The system home page will display the most recently accessed dashboards.

Getting Help

Additional training material and user guides

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2. These can be found at: Additional User Guides

WebEx sessions

WebEx will be provided on a number of different topics and features. More information about these can be found here: WebEx Training