



NHSBT Pay Support

EASY Login Guide

1. System Access

The system can be accessed through NHSBT IT systems via the Google Chrome browser accessed via your start menu.

If you are a registered user enter your username (assignment number) and password once you are on the EASY: NHS Blood and Transplant **Login** screen, shown below, and click on **Login** to access the system.

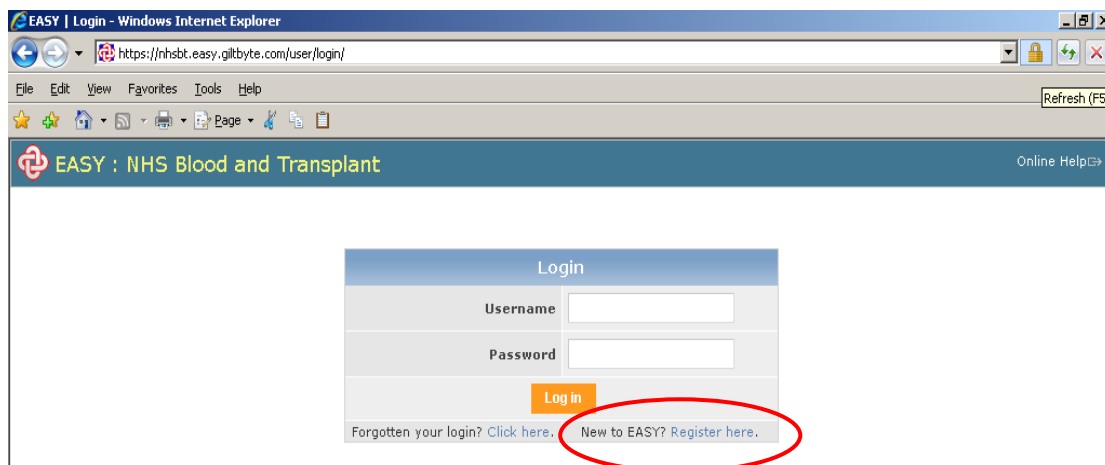
2. Registration

If this is your first **Login** and you have **not** been issued with a temporary then follow the instructions in part 3 below. If you have been issued with a temporary password, then enter your Username (your 8 digit assignment number) and temporary password here. You will be taken straight to the **Password Change** (see page 4) and then **Create Security Word** (see page 5) screens.

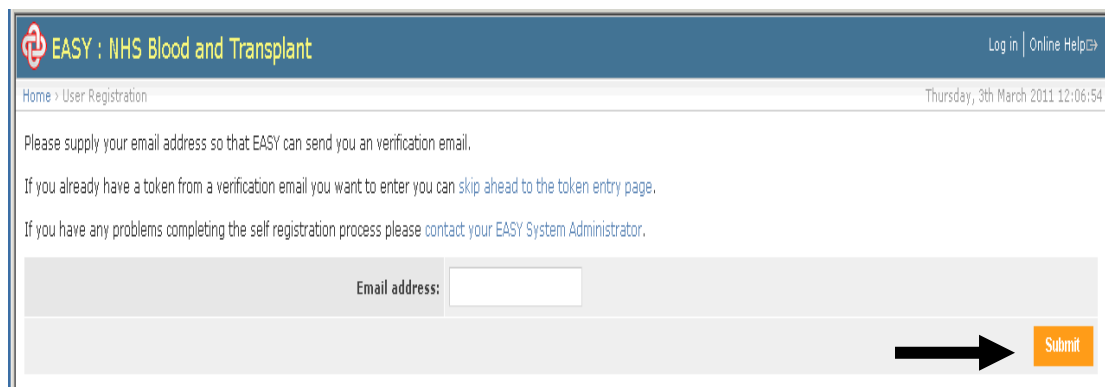
3. Self-Registration

For self-registration you will need your NHSBT e-mail address and to have your NHSBT outlook (email) open.

To Self-register click on '**New to Easy? Register here**'

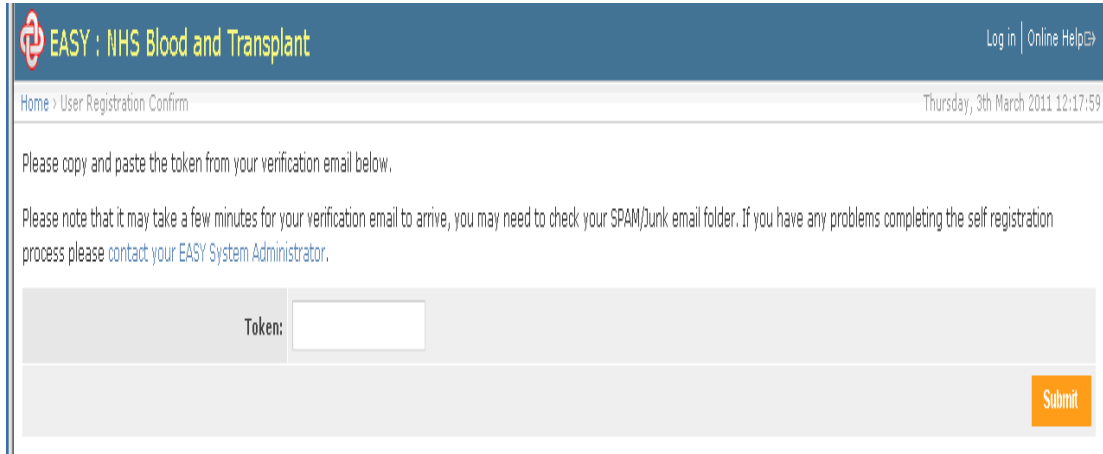


You will now be taken to the **User Registration** screen. Enter your NHSBT e-mail address in full and click on **Submit**.



You will be taken to the **User Registration Confirm** screen.

If this doesn't happen or you have any difficulties contact the EASY system administrator HR Direct via on-line self-service https://nhsbt.service-now.com/hr_knowledge/query.do or telephone 0117 3227700



To continue with your registration go to your NHSBT e-mail inbox where you will have received an e-mail from EASY containing your verification token.

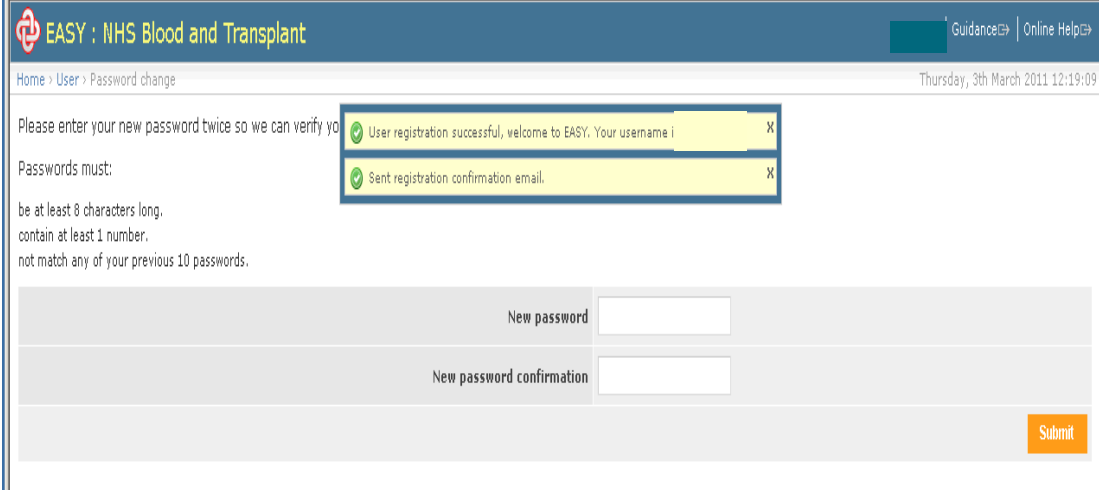


Copy and Paste (or type) the token information from the e-mail into the token field in EASY as shown below and click in **Submit**.



You will be taken to the **Password Change** screen. Here you will need to create a password for the system. You will also see messages indicating your username (assignment number) and successful registration plus confirmation of an e-mail being sent.

These message boxes will disappear after a certain length of time but can be closed sooner by clicking on the X in the top right hand corner of each message box.



The screenshot shows the 'EASY : NHS Blood and Transplant' interface. The page title is 'EASY : NHS Blood and Transplant' and the breadcrumb is 'Home > User > Password change'. The date and time are 'Thursday, 3th March 2011 12:19:09'. There are two yellow message boxes with green checkmarks and 'X' close buttons. The first message says 'User registration successful, welcome to EASY. Your username i'. The second message says 'Sent registration confirmation email.'. Below the messages, there are two text input fields: 'New password' and 'New password confirmation'. A 'Submit' button is located at the bottom right. The password requirements are listed as: 'be at least 8 characters long.', 'contain at least 1 number.', and 'not match any of your previous 10 passwords.'

Enter your new password twice (passwords must be at least 8 characters long containing at least 1 number) and click on **Submit**.



The screenshot shows the 'EASY : NHS Blood and Transplant' interface. The page title is 'EASY : NHS Blood and Transplant' and the breadcrumb is 'Home > User > Password change'. The date and time are 'Thursday, 3th March 2011 12:20:08'. The message 'Please enter your new password twice so we can verify you typed it in correctly.' is displayed. Below it, the password requirements are listed: 'be at least 8 characters long.', 'contain at least 1 number.', and 'not match any of your previous 10 passwords.'. There are two text input fields: 'New password' and 'New password confirmation', both containing masked characters (dots). A 'Submit' button is located at the bottom right.

You will be directed to the **Create Security Word** screen. Here you will need to create a security word for the system.

This should be a memorable word which you will be prompted for certain letters of each time when you are submitting and/or authorising claims /absence. **You also need this when accessing EASY from a new location for the first time.**

EASY : NHS Blood and Transplant | My Preferences | Change password | Log out | Guidance | Online Help

Home > Create Security Word Thursday, 3th March 2011 12:20:24

Set Security Word

Before you can continue EASY requires you to register a security word.

When you attempt certain actions EASY will confirm your identity by asking you for 3 characters from your security word. EASY will never ask you for your complete security word.

If you forget your security word please contact a [System Administrator](#) and they will instruct EASY to collect a new security word from you the next time you login.

Security words must be between 6 and 20 characters long, must contain only numbers and letters, and at least one of each. The case of any letters in your security word is ignored.

Please enter your new security word below and verify it with your password.

Security word:	<input type="text"/>
Retype security word:	<input type="text"/>
Password:	<input type="text"/>

[Set Security Word](#)

Enter your security word twice (between 6 and 20 characters containing at least 1 number and 1 letter), confirm by entering your password and click on **Set Security Word**.

You will now be in the EASY system where you will see the **Home** page. Here you will see confirmation messages indicating that your password has been changed and security word has been set.

S Blood and Transplant | My Preferences | Change password | Log out | Guidance | Online Help

Thursday, 3th March 2011 12:21:12

⚠ Input schedule 2 refer to schedule on the i

✔ A new Security Word has been set. X

✔ Your password has been changed. X

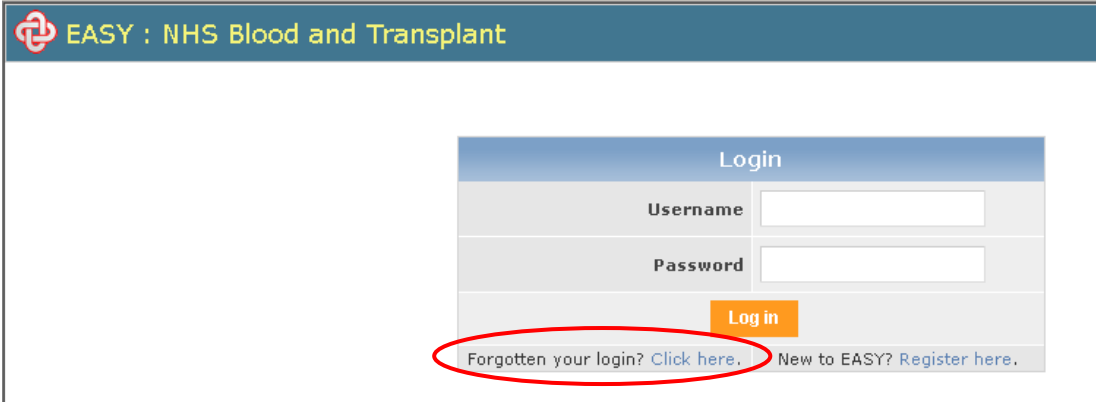
14th Feb 2011 14:46

Once you have self-registered onto the EASY system you will automatically be given access to your online payslips.

To request access to timesheets for the claiming of overtime/ enhancements/ on-call/ call out etc...please contact HR Direct via on-line self-service https://nhsbt.service-now.com/hr_knowledge/query.do or telephone 0117 3227700

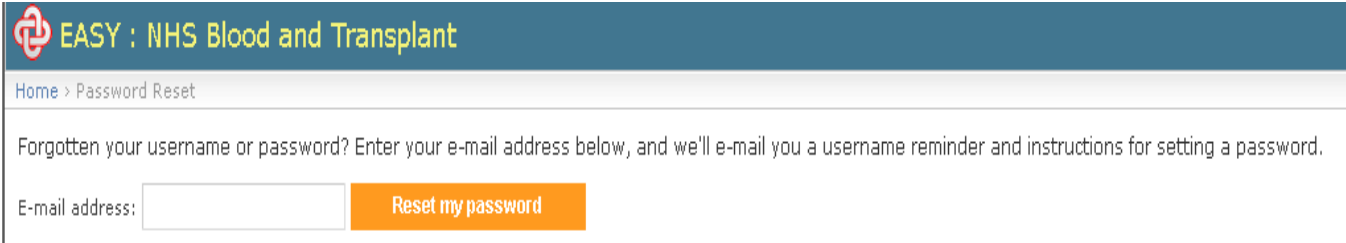
4. Forgotten Login and Security word.

If you have forgotten your password and have an active NHSBT e-mail account please use the '**Forgotten your login?** [Click here.](#)'



The screenshot shows the EASY login interface. At the top, there is a header with the EASY logo and the text 'EASY : NHS Blood and Transplant'. Below this is a 'Login' form with fields for 'Username' and 'Password', and a 'Log in' button. At the bottom of the form, there are two links: 'Forgotten your login? Click here.' (which is circled in red) and 'New to EASY? Register here.'

This will take you to the following screen.



The screenshot shows the 'Password Reset' page. At the top, there is a header with the EASY logo and the text 'EASY : NHS Blood and Transplant'. Below this is a breadcrumb trail 'Home > Password Reset'. The main content area contains the text: 'Forgotten your username or password? Enter your e-mail address below, and we'll e-mail you a username reminder and instructions for setting a password.' Below this text is an 'E-mail address:' label, a text input field, and an orange button labeled 'Reset my password'.

←
Type in your NHSBT e-mail address and click on '**Reset my password**'. You will then receive an e-mail reminding you of your login details and instructions for setting a new password.

If you do not have an active NHSBT e-mail account or if you have forgotten your security word please HR Direct via on-line self-service https://nhsbt.service-now.com/hr_knowledge/query.do or telephone 0117 3227700

5. Home Page Layout

EASY : NHSBT **Menu Bar** Forename y Preferences | Change password | Log out | Guidance | Documentation | Help/Support

Home Tuesday, 25th March 2014 16:16:33

Self Service
 Timesheets
 Payslips

Welcome to EASY
 Thank you for using EASY.

Main Navigation – From here you can click on Timesheets, absence (if relevant) and payslips. To select one of these items just click on the words.

Message Board – relevant messages will be posted here.

Management – if you are an authoriser then from here you can access employees' claims for authorisation.

Related – This section provides any related quick links to other screens.

Filters – This section provides any related filters for the screens.

Reminders – This will provide a list of system actions that require your attention.

Tasks – This will provide a list of any tasks that you have requested.

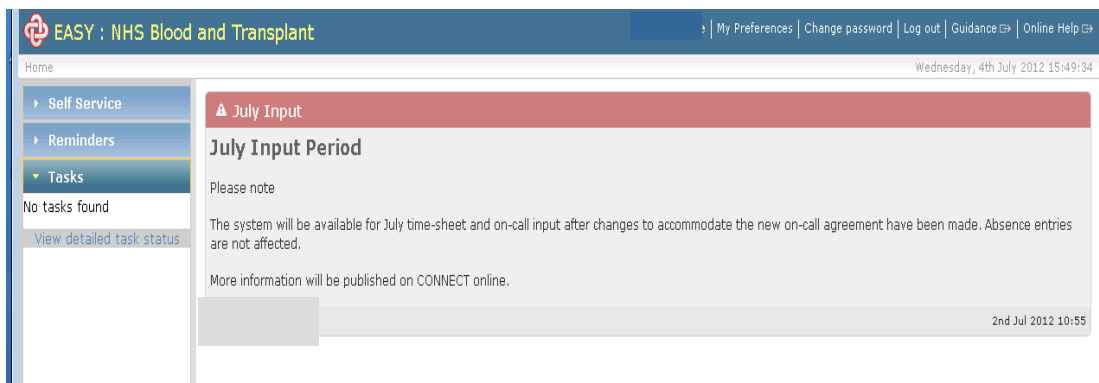
Management
 Related
 Filters
 Reminders
 Tasks

Page generated at 16:16 on 25th March 2014 Copyright © 2014 Giltbyte Ltd.

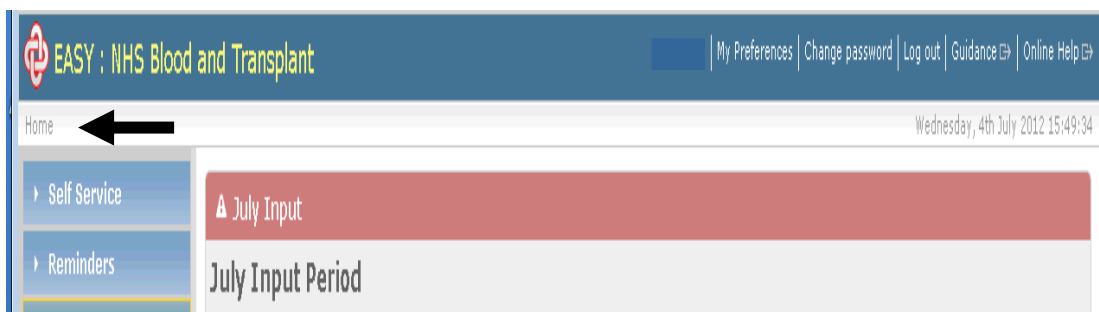
6. System Navigation

The menu bar is located on the left of the screen and contains several banners (depending upon access levels) 'Self Service, Management, Related, Reminders and Tasks'

The Self Services / Management banners will list the activities you are allowed to access. The Related banner provides quick links from screens to other related screens. The Reminders banner will list any outstanding actions you are required to complete and the task banner will list any tasks you have requested.



Alternative Navigation – As you move around the system the alternative navigation option becomes available to you. When you first log in you will see the word 'Home' but as you move to other screens you will be able to move backwards by clicking the relevant screen name.



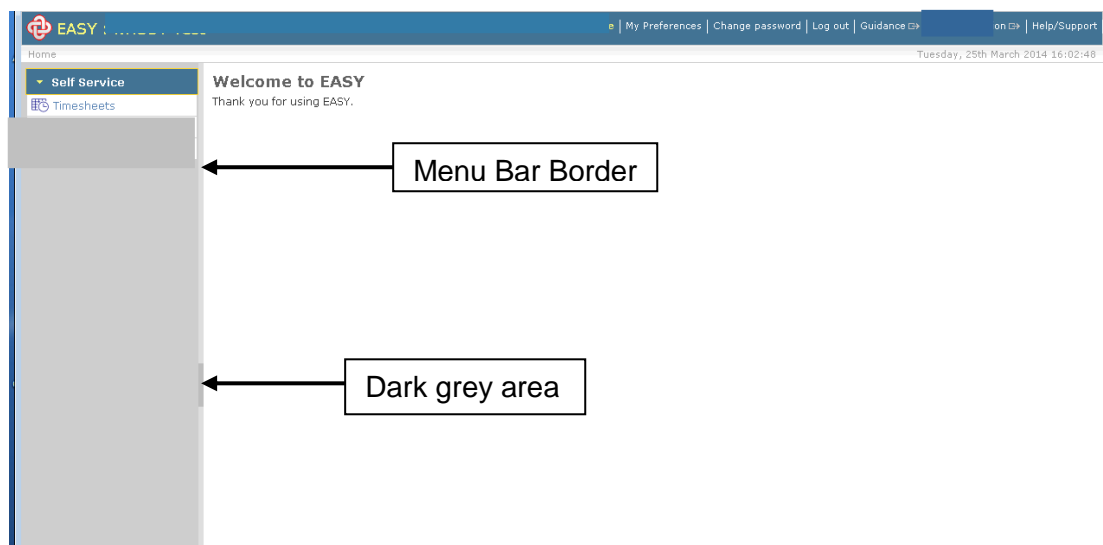
In the example below you will see that we have moved from the **Home** screen to the **Self Service** screen and then onto the **Attendance** screen.



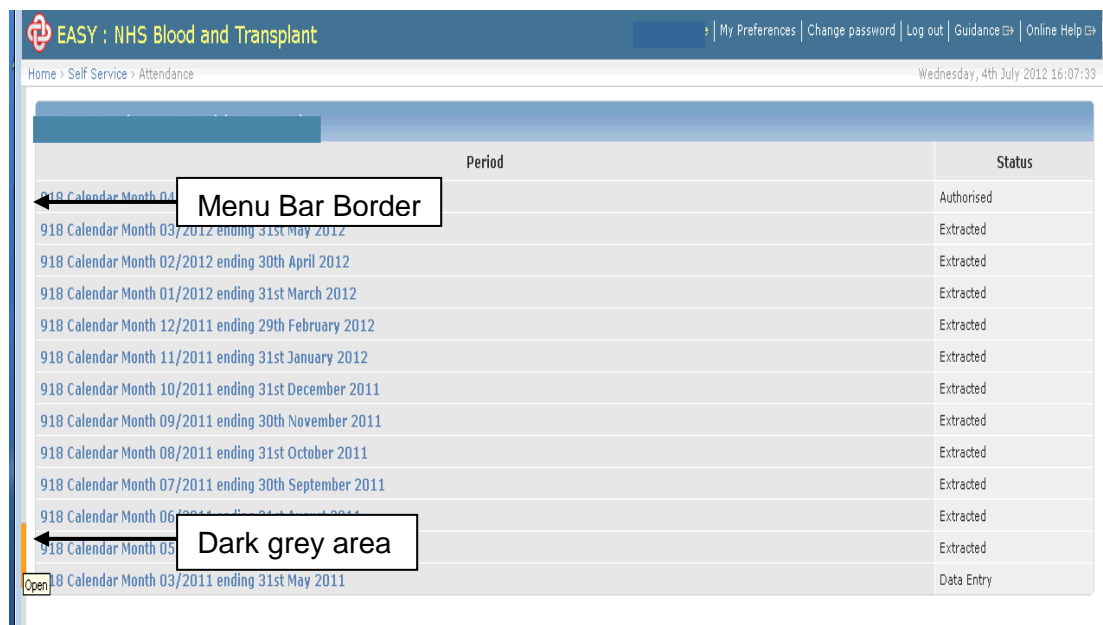
If you want to go back to the home screen just click on the word **Home**, however if you need to return to **Self Service** then click the words **Self Service**.

Hiding and Un-hiding the Menu bar

To hide the menu bar, you **click** on the **dark-grey area** that is in the centre of the border on the right of the menu bar. As you hover over this dark-grey area (before you click) it will change colour and a hand with text underneath saying 'Close' will appear.

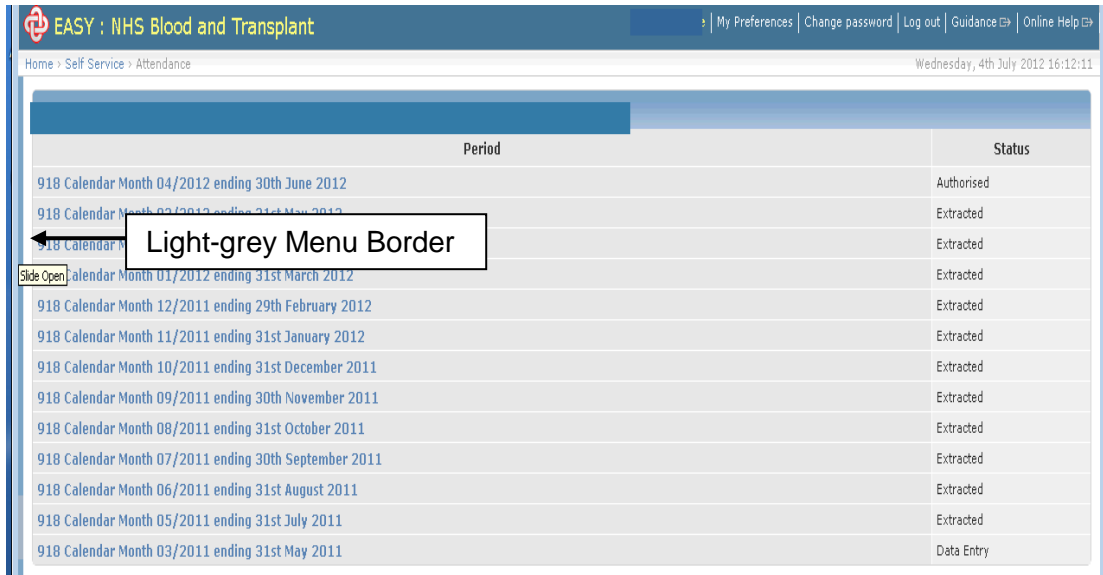


To open the menu bar, you **click** on the **dark-grey area** that is in the centre of the border on the left of the page. As you hover over this dark-grey area (before you click) it will change colour and a hand with text underneath saying 'Open' will appear.



To temporarily slide out the menu bar, you **click** on the **light-grey area** of the Menu Border on the left of the page. As you hover over this light-grey area it will change colour (before you click) and a hand with text underneath saying 'Slide Open' will appear.

When you click the menu bar will temporarily slide out to allow you to select an activity from the menu. Once you have made your selection the menu bar will automatically slide back close.



EASY : NHS Blood and Transplant

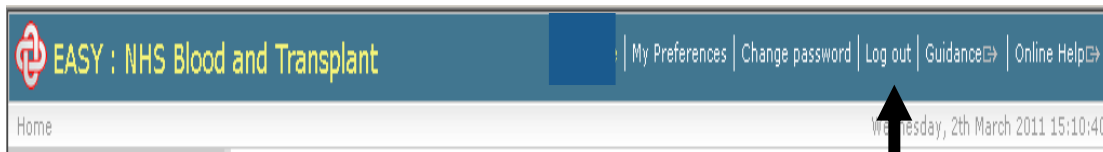
Home > Self Service > Attendance

Wednesday, 4th July 2012 16:12:11

Period	Status
918 Calendar Month 04/2012 ending 30th June 2012	Authorised
918 Calendar Month 03/2012 ending 31st May 2012	Extracted
918 Calendar Month 02/2012 ending 31st April 2012	Extracted
918 Calendar Month 01/2012 ending 31st March 2012	Extracted
918 Calendar Month 12/2011 ending 29th February 2012	Extracted
918 Calendar Month 11/2011 ending 31st January 2012	Extracted
918 Calendar Month 10/2011 ending 31st December 2011	Extracted
918 Calendar Month 09/2011 ending 30th November 2011	Extracted
918 Calendar Month 08/2011 ending 31st October 2011	Extracted
918 Calendar Month 07/2011 ending 30th September 2011	Extracted
918 Calendar Month 06/2011 ending 31st August 2011	Extracted
918 Calendar Month 05/2011 ending 31st July 2011	Extracted
918 Calendar Month 03/2011 ending 31st May 2011	Data Entry

7. Logging out of the system

Once you have finished in the system always log out of the system or your session will still be live - click on **Log out**.



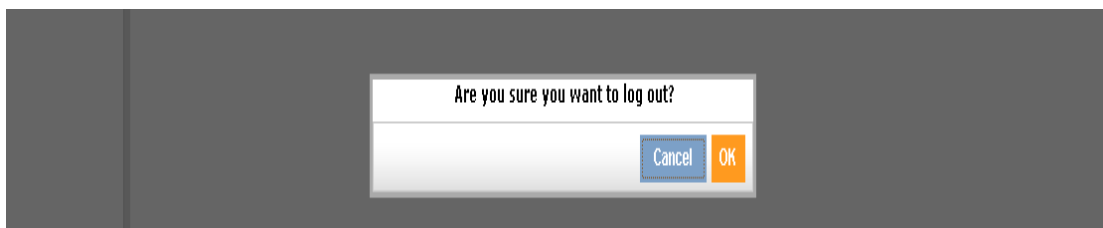
EASY : NHS Blood and Transplant

Home

Wednesday, 2th March 2011 15:10:40

My Preferences | Change password | **Log out** | Guidance | Online Help

Click on OK to exit the system.



Are you sure you want to log out?

Cancel OK

You will then be taken back to the Login screen.

8. Logging on to EASY from another non- NHSBT location.

Before you can log on to EASY from any non-NHSBT location you must have a username, password and security word.

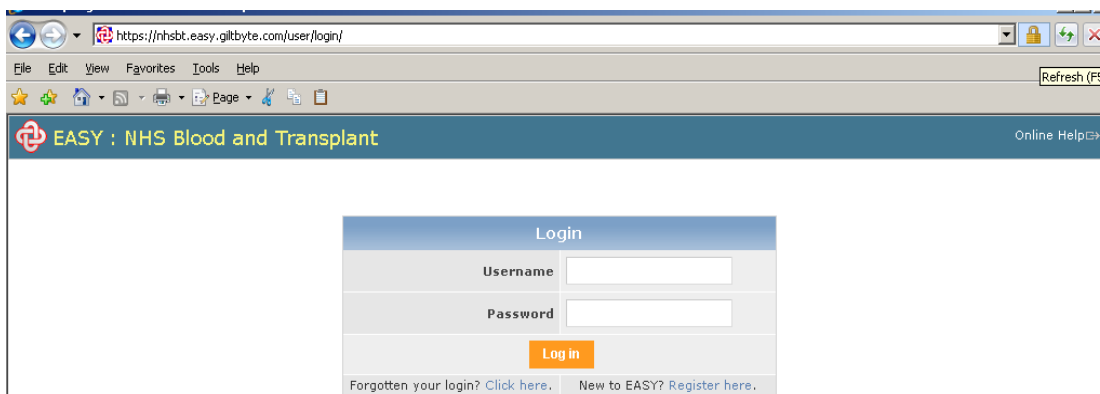
If you do not have these then please self-register onto EASY from a NHSBT location first as per instructions above.

The Authorise **IP** Access screen is used as an additional security measure when you access the EASY System from a new location, which is identified by the **IP** (Internet Protocol) address. You will be asked to confirm that it is you that is accessing the system from the new location by entering **three characters** from your **security word**.

Enter the EASY system **URL** into your browser and search.



Enter your **username** and **password** into the login screen.



Click on **Login** - the system will now ask you to authorise your **IP** address.

Authorise Access from this IP Address

You have not logged on to EASY from this IP address (37.123.118.127) before.

Before you can continue you must authorise this IP address for EASY access.

Authorise access only for the current login session

Authorise

When authorising an **IP** address you will need to consider whether you will be accessing the EASY System from that location at a later date.

If you wish to authorise access for this session/ occasion **only**, click on the field.

Authorise access only for the current login session

If you wish to permanently authorise your **IP** address **leave** the box empty.

If you choose to authorise just for the session/occasion then you will still be able to access the system from this **IP** address at a later date, but you will have to re-authorise the **IP** address at that time.

Click on **Authorise**.

When you click on the **Authorise** button the following screen will appear for you to confirm that you wish to access the EASY System from that **IP** address.

A request to **authorise access from 37.123.118.127 for admin** has been made.

This action requires that you authenticate your identity by providing a sample of characters from your security word. If you do not wish to proceed or did not initiate this request please click Cancel.

Please enter the the following characters from your security word:

Character 3	Character 5	Character 6
<input type="text"/>	<input type="text"/>	<input type="text"/>

To complete the authorisation process, enter the three characters requested from your **security word** and click on the **Authorise** button. You will then receive an email to your NHSBT account advising that the **IP** address has been authorised for your user account.