

nmds-sc™
national minimum
data set for social care



Quick Start Guide – Registration For Establishments with an NMDS-SC Number

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Version 1

T R I B A L

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

NMDS-SC Online is a web-based application – to access it you need an internet connection.
In your web browser type in the following web address

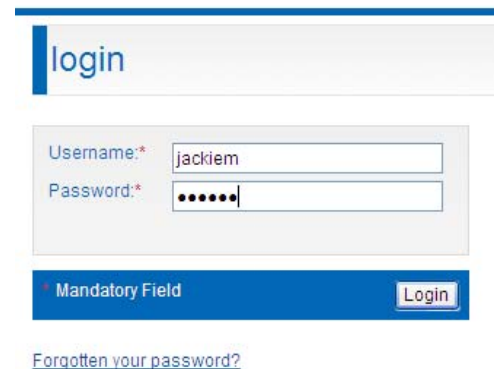
<http://www.nmuds-sc-online.org.uk>

The Navigation Menu is on the left hand side of the screen – click on the “Login” menu button or click on the “Login” button on the home page.

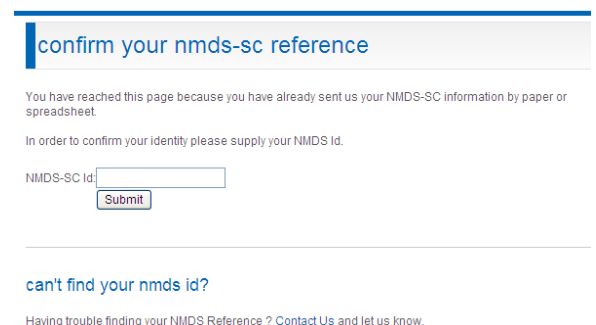


In your welcome letter you will have received a Username and Password which you will need to log onto NMDS-SC Online.

Type the username and password carefully and click on the login button.



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.



If you have not received or have misplaced your username and password or your NMDS-SC ID number please contact the Helpdesk on 0845 8730129.

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.

Check that your name has been entered correctly, provide your job title (this is optional) and tick to accept the Terms and Conditions.

Do not forget to click save, this will automatically log you into your NMDS-SC Account.

- [home](#)
- [news](#)
- [about us](#)
- [resources](#)
- [research](#)
- [help](#)
- [login](#)

update details

As this is the first time you have logged into NMDS-SC Online please provide us with a password and other information for your user account.

After updating your details you will be sent a confirmation mail to the email address you provide below.

Enter Details

User ID:*

User ID must be 4 characters or more

Password:*

Passwords must be at least 6 characters in length and must contain at least one number and one letter

Confirm Password:*

Security Question:*

The security question should be something unique for you, eg. What is your mothers maiden name?

Answer to Security Question:*

The answer to the security question will be needed to reset your password

Email:*

The email address supplied is used for receiving information from the site

Confirm Email:*

Title:*

First Name:*

Last Name:*

Job Title:

I accept the [Terms and Conditions](#).

By completing the National Minimum Data Set (NMDS-SC) Online your establishment agrees to the information provided being held and used by Skills for Care (SfC) for reporting on the social care workforce in England, in order to provide accurate information regarding skills, employment and workforce demographics. This is to reduce the number of vacancies and to encourage new entrants; improve recruitment and retention; increase the numbers of staff with relevant qualifications and skills and to modernise the workforce.

The information stored within NMDS-SC Online will be held in...

From here you can click on any of the links on the left hand menu giving you access to your establishment data, your worker data and reports on your organisation.

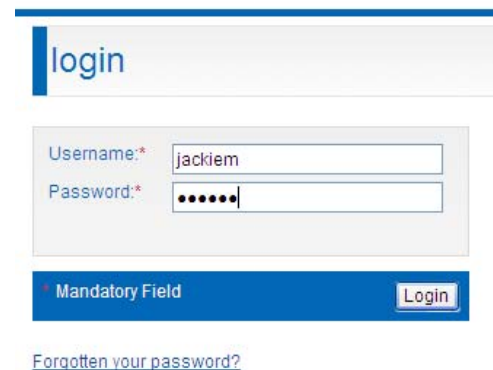
There are also very good help, news and resource areas to gain more information regarding updating/amending your accounts, what else is available on NMDS-SC and general articles keeping you up to date with any changes that may affect you or your organisation.



The screenshot shows the 'nmds-sc online' website. At the top right, it says 'nmds-sc online national minimum data set for social care'. On the left is a navigation menu with links: home, news, about us, resources, research, my establishment, my workers, users, reports, help, changes to the dataset, and logout. The main content area is divided into several sections: 'welcome' (Your details were last updated on: 29/09/2009), 'research' (Take a look at some of the latest NMDS-SC findings), 'resources' (Find materials that will inform or support you in using the NMDS-SC), 'help' (A collection of articles that guides through the NMDS-SC Online), 'news' (See the latest NMDS-SC news), 'about us' (Learn more about the history of the NMDS-SC and who is driving it), 'user details' (View and amend your user details), 'my workers' (View, add and edit your worker details), and 'my establishment' (View and edit your establishment details). At the bottom right, there is a 'latest news' section with several news items, including 'nmds-sc changes ahead', 'Social care employers missing out on free NMDS-SC resource', 'Information Centre report: the sooner CASSRs complete the NMDS-SC regularly, the sooner the SSC5001 can be discontinued', and 'New survey pinpoints workforce commissioning priorities in adult social care'.

Logging back in:

Please remember that you updated your details when you first logged into NMDS-SC therefore your username and password may be different to that received on your letter from Skills for Care.



The screenshot shows the login form. It has a 'login' header. Below it are two input fields: 'Username:*' with the value 'jackiem' and 'Password:*' with masked characters. Below the fields is a blue bar with the text 'Mandatory Field' and a 'Login' button. At the bottom, there is a link for 'Forgotten your password?'.