

How do I register with the EASY System

Modified on: Fri, 27 Oct, 2017 at 7:20 PM

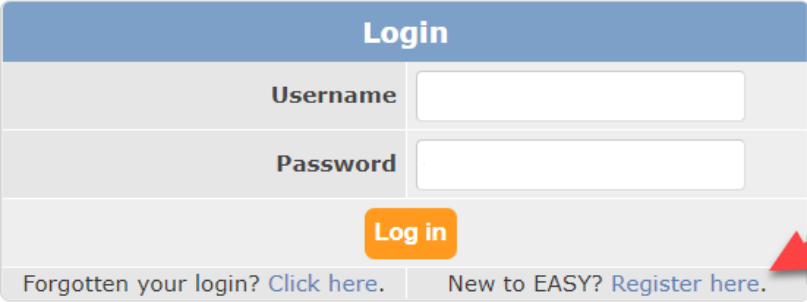
Introduction

This article is intended to assist users who haven't already got a user account with the EASY system. Sometimes, particularly if you manage staff, a user account will be created for you and you should [click here](#) (<https://helpdesk.giltbyte.com/solution/articles/1000186998-how-do-i-contact-my-local-easy-system-administrator->) to find out how to contact your local system administrator for assistance.

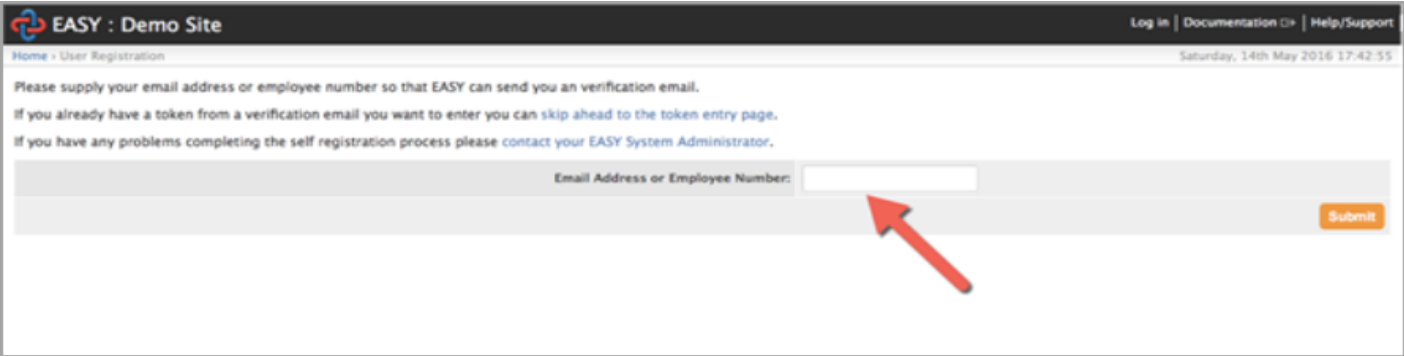
To self register with the EASY system and obtain a user account just follow the guidance below. You will firstly need to make your way to the EASY Login page for your NHS Organisation. Your manager should be able to advise you how to reach the Login page, which may be through a link on your Organisation's Intranet page, or a shortcut may have been added to your desktop.

Self Registering with EASY

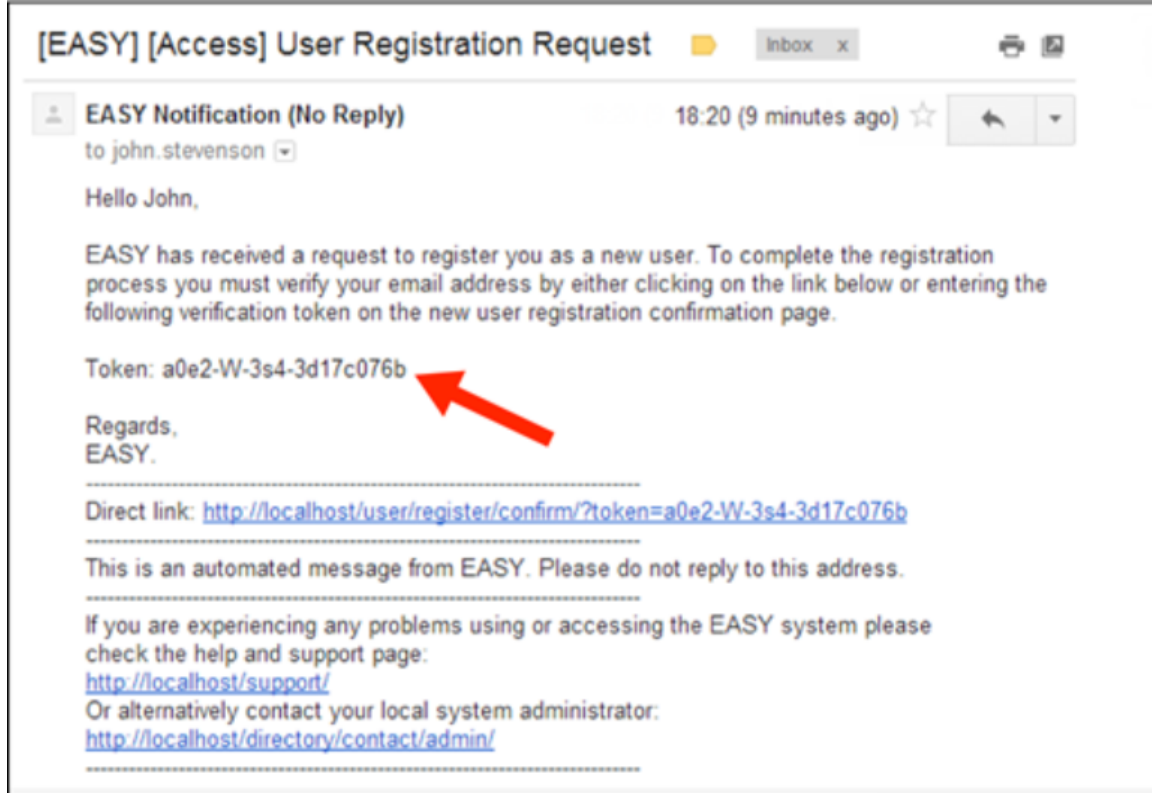
1. If you've never made an expenses claim using the EASY System, you will need to register with the system to create a user account. To do that click on the *Register here* link on the login page.



2. You will then be asked to provide your your Email Address or Employee Number

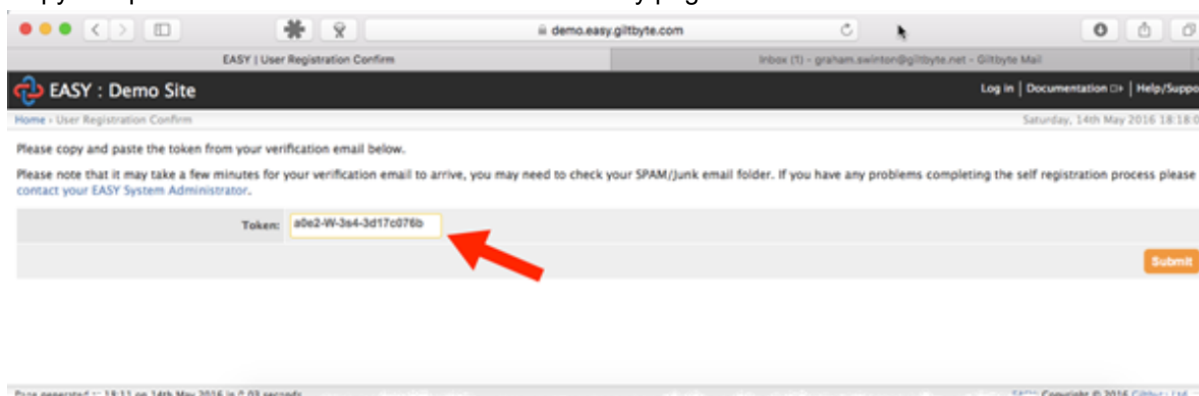


3. You will receive an email that has a token (this is just a temporary password). Please note that the token is only valid for 2 days

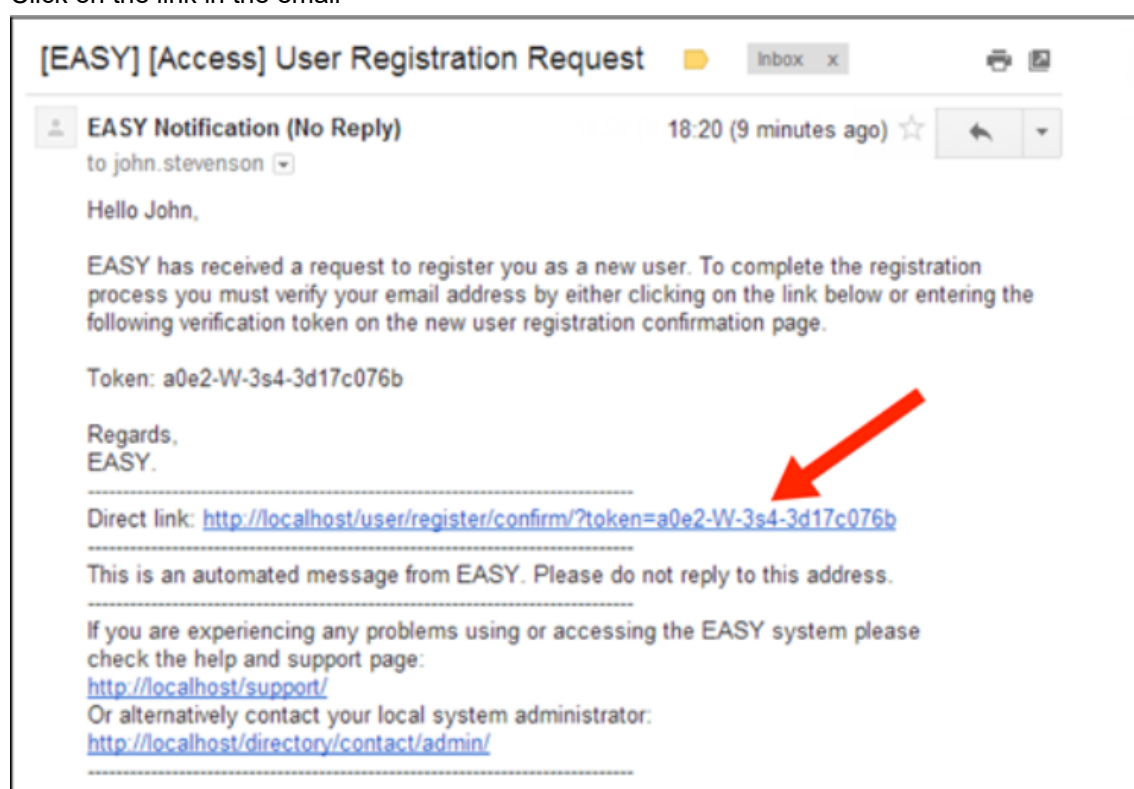


4. You can use one of the following two methods to notify the system of the token.

1. Copy and paste the token into field on the Token Entry page and click on the Submit button



2. Click on the link in the email



5. You'll then be asked to create a Password.

EASY : Demo Site John | Documentation | Help/Support

Home > User > Password change Monday, 16th May 2016 21:29:41

Please enter your new password twice so we can verify you typed it in correctly.

Passwords must:

- be at least 4 characters long.
- not match your previous password.

It tells you here what the password must contain

New password

New password confirmation

Submit

The system will remind you to change your password from time to time, e.g. every three months, in accordance with your employer's policy.

6. Next you'll be asked to provide a security word, which acts as your electronic signature

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:

Retype security word:

Password:

This is the password you entered in the previous screen

Set Security Word

7. Lastly, you will receive a welcome email confirming your Username, which cannot be changed

[EASY] [Access] User Registration Confirmation Inbox x

EASY Notification (No Reply) <EASY@gitbyte.net> to John.Stevenson 21:28 (4 minutes ago)

Hello John,

Congratulations you have successfully registered an account on the EASY system.

Your EASY user name is 64667427

Help on how to use EASY can be found by following the links for Documentation and Guidance in the top right of all pages in the EASY system.

Regards,
EASY.

Direct link: <https://demo.easy.gitbyte.com/>

This is an automated message from EASY. Please do not reply to this address.

If you are experiencing any problems using or accessing the EASY system please check the help and support page: <https://demo.easy.gitbyte.com/support/>
Or alternatively contact your local system administrator: <https://demo.easy.gitbyte.com/directory/contact/admin/>

Preview