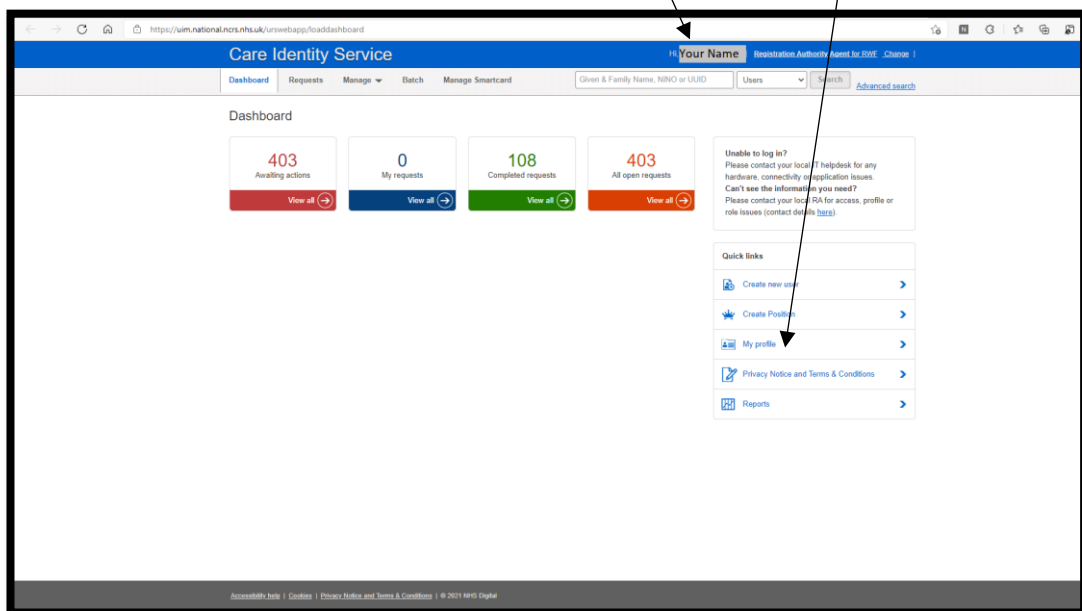


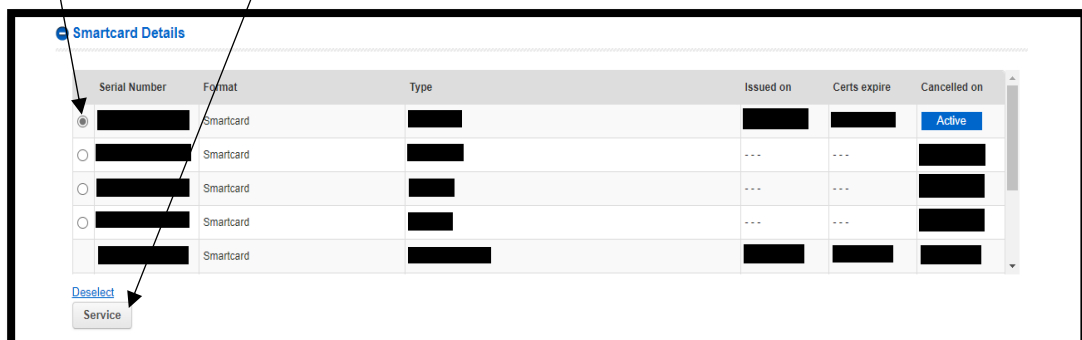
Changing the Smartcard Passcode

- To change the passcode of your smartcard, you will need to have your smart card inserted in to your computer and logged in with your password. Once you have done this, please access the following link on Microsoft Edge or Google Chrome
<https://uim.national.ncrs.nhs.uk/urswebapp/>.

- Once the following page appears, click either your name or the 'my profile' link to access your smartcard profile.



- Your smartcard profile page will then appear. Halfway down the page under the 'Smartcard Details' tab there will be a list of smartcards issued to you. Select your active card on the left of the list and click 'Service'.



- Once you have chosen the smartcard the following box will appear. Click on the 'change passcode' button. Once selected, click the 'continue button'.

- In the box below, you will need to insert your current passcode along with your new one. You will need to input the new passcode twice to confirm it. Your new passcode must be between 6 and 8 digits in length and can only be numbers. Please avoid commonly used passwords such as 123456, 111111 etc.
- Please note: no one should know your passcode, please do not disclose this to anyone, even an RA Agent. If disclosed, this would then be a breach of the smartcard terms and conditions as well as the 'Computer Misuse Act 1990'.**
- Once you have chosen your new passcode, please click confirm.

- If the system has accepted your new password, the following box will appear on your profile.

Further information and support

If you experience any issues and need assistance, please contact the smartcard team on one of the following:

- Email - mtw-tr.smartcard@nhs.net
- Phone – 01622 228978 (option 3)

If you are a doctor, please contact the Medical Staffing team on - mtw-tr.medicalstaffing@nhs.net.