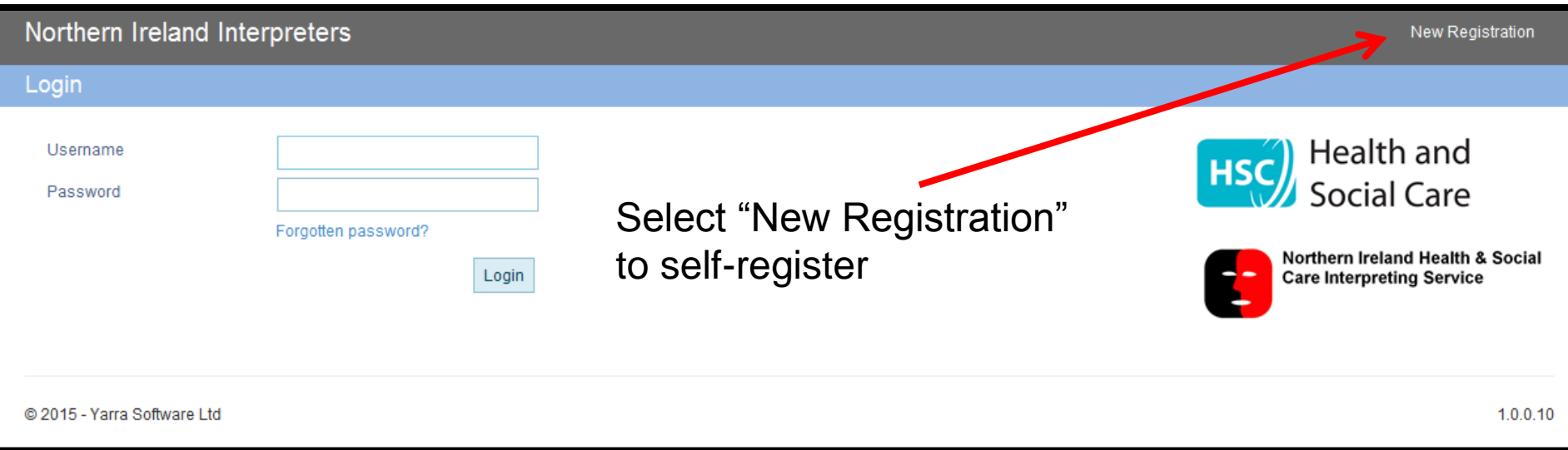


How to Self-Register on the HSC Interpreting System (New Registration)

Interpreting Service Link

- Go to your HSC Trust Intranet Page or GP/Dental/Optomety Portal
- Click on the Interpreting System link
- Select New Registration



Northern Ireland Interpreters


Login


Username

Password

[Forgotten password?](#)

Select "New Registration"
to self-register

 Health and
Social Care

 Northern Ireland Health & Social
Care Interpreting Service

New Registration

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1.0.0.10

Self-Registration – Please read Carefully

GP/Dental/Optician Practices should set up ONE central account using the Practice email address (this will be your Practice username)

HSC Trust Staff must provide hscni.net email addresses – not gmail or hotmail

Users should take care when entering details. Details must be accurate – your self-registration will be rejected if adequate information is not provided

The Manager's name/email MUST be different to the “Your Email Address” on the self-registration form.

Your system username will be the email address provided in the “Your Email Address” section of the Self-registration form

Users will receive a notification email if the account is approved/rejected (normally within 48 hours (working days) of the request being submitted)

Self-Registration Form

Northern Ireland Interpreters

Self-Registration

Please fully complete each field to register your details

Save Cancel

This will be your system username (must be a work email address)

Your Email Address	<input type="text"/>	Job Title	<input type="text"/>
Correspondence Email Address (if different)	<input type="text"/>	Contact Tel. No.	<input type="text"/>
First Name	<input type="text"/>	Extension	<input type="text"/>
Last Name	<input type="text"/>	Fax No.	<input type="text"/>
Role	<input type="text"/>	Manager Name	<input type="text"/>
Please select a Trust from the list or specify other	<input type="text"/>	Manager Email	<input type="text"/>
Trust	<input type="text"/>	Manager Contact Tel No	<input type="text"/>
Trust Other	<input type="text"/>		
Please select a Department / Practice from the list or specify other	<input type="text"/>		
Department / Practice	<input type="text"/>		
Department / Practice Other	<input type="text"/>		

*** Managers email/Name MUST be different to the email address provided in "Your email address"

If your Department/Practice does not appear in the Department/Practice drop down list please type the department name here

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Self-Registration Form

Northern Ireland Interpreters
Self-Registration

X Email Address is valid

Save Cancel

Your Email Address	<input type="text" value="claire.hamilton@belfasttrust.hscni."/>	Job Title	<input type="text" value="Miss"/>
Correspondence Email Address (if different)	<input type="text"/>	Contact Tel. No.	<input type="text" value="028 9536 3777"/>
First Name	<input type="text" value="Claire"/>	Extension	<input type="text"/>
Last Name	<input type="text" value="Hamilton"/>	Fax No.	<input type="text"/>
Role	<input type="text" value="Booker"/>	Manager Name	<input type="text" value="Joy Hollywood"/>
Please select a Trust from the list or specify other		Manager Email	<input type="text" value="joy.hollywood@hscni.net"/>
Trust	<input type="text" value="Belfast HSC Trust"/>	Manager Contact Tel No	<input type="text" value="028 9056 3794"/>
Trust Other	<input type="text"/>		
Please select a Department / Practice from the list or specify other			
Department / Practice	<input type="text" value="Radiology Department"/>		
Department / Practice Other	<input type="text"/>		

Correspondence Email Address (if different)

First Name

Last Name

Role

Self-Registration saved successfully. You will receive an email with your account details once it is approved

OK

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1. Select Save
2. Select OK

- Your HSC Trust Equality Lead or Practice Manager must give approval before your account can be set up (*this will determine how long it takes for you to get access to the system*)
- Users should expect receive a notification email from interpreting@hscni.net when the account is approved (normally within 48 hours (working days) of the request being submitted)
- Click on the link in the email to set your password
- Your Username will be the email address provided in the “Your Email Address” section of the Self-registration form