Step-by-Step Guide

How to register for the NCDA

Visit [https://nww.canceraudit.phe.nhs.uk](https://nww.canceraudit.phe.nhs.uk) (only accessible from NHS networked PCs)

Click the ‘Sign Up’ button

Select ‘NCDA’ from the list of audits to register for

Complete the registration form with the required details:
• Your full name and your wales.nhs.uk email address (to enable us to send you your login details – only secure for nhs.net and wales.nhs.uk email addresses)
• Your mobile number (for the authentication code you will need when you first log in)
• Your GMC number
• Your practice code and address
• For the CCG field please select “No CCG – Wales”

Complete the consent form:
• Confirm Public Health Wales and Public Health England can hold your details and use them to create an NCDA account for you (consent required)
• Confirm if PHW/PHE can share your details with Cancer Research UK and the Wales Cancer Network for the purposes of monitoring and funding (consent recommended)
• Confirm if Cancer Research UK and the Wales Cancer Network can contact you about the NCDA (consent recommended)

When finished, click the ‘Sign Up’ button and you will see a confirmation page to confirm you registered

Log into the wales.nhs.uk email account you registered with

There will be an email asking you to verify your email address: click on the link in the email, which will take you to a verification page asking you to re-confirm your GMC number

Enter your GMC number and click ‘Confirm’

You will see a confirmation page and receive an email to confirm your email address was verified

Staff will now undertake further verification steps and set up an account for you

You will receive an email to confirm your account has been set up

You will receive a separate email with your password
Trouble shooting:

• If the link doesn’t work:
  • Ensure you are on an N3 connected PC, as the link only works within the secure NHS network
  • Check your internet browser version, as the link will only work with Internet Explorer version 8 (IE8) or above (or equivalent other browsers); you can normally do this by accessing the ‘Help’ menu or the gear or dotted line icon (top right) from inside your browser and selecting “About Internet Explorer/Google Chrome/Firefox”
  • Check you have opened your internet browser through your clinical system (Vision, Microtest, SystemOne, EMIS etc.)
  • If none of the above appear to be the problem, contact your local IT support team to ask them if the local Firewall is preventing access to the NCDA site (https://nww.canceraudit.phe.nhs.uk) as some local Firewall settings within NHS Trusts may require the link to be made a ‘trusted link’ before it will work

• If you do not receive email confirmation to verify your email address:
  • It may take up to a day for the email confirmation to arrive
  • Check your spam or junk folder
  • Try registering again if the email hasn’t arrived after 24 hours (there may have been a typo preventing the email from going through)
  • Ensure you have used a wales.nhs.uk email address (or an nhs.net email address) and not any other email address, as the system won’t allow other domains due to data security requirements

• If you do not receive emails to confirm your user name and password:
  • If you register before the data collection begins in mid-October, you won’t receive your login details until shortly before the audit fully opens
  • If you register after mid-October, it may take up to 48 hours for our staff to fully verify you and create your account; if there are additional verification steps needed, you may receive a letter with further instructions and it may take longer than 48 hours to set you up
  • Note that our staff do not usually work on weekends and any requests received in the evening or on weekends will be processed from the next working day
  • Check your spam and junk folder
  • Contact PHE.ClinicalAudit@nhs.net to check the status of your registration

If you have any problems that cannot be resolved with the above solutions, please email: PHE.ClinicalAudit@nhs.net and one of the team will be in touch to help

Additional Information:

• The NCDA is a partnership project led by Cancer Research UK and Public Health England (PHE), in partnership with other partner organisations, including the Royal College of General Practitioners and academic partners
• In Wales, the audit is supported by Public Health Wales (PHW) and the Wales Cancer Network; however the data collection is managed through the Public Health England NCDA online portal as per existing data sharing agreements between PHW and PHE

This guide is a technical document for use by health professionals as part of the NCDA. If you require a Welsh version of this document, please request this by emailing NCDA@cancer.org.uk