

Newborn blood spot failsafe (NBSFS) – new user request form

You can request access for a new user via the NBSFS [customer portal](#) rather than using this form. This form should be completed by the site lead when they have members of staff who are new NBSFS users. The site lead and new user(s) should have the same role – maternity site lead for maternity users, child health site lead for child health users, laboratory site lead for laboratory users. If there is more than one NBSFS site, use a different form for each site (unless you are part of a ‘NBSFS hub’).

Site name (as it appears in NBSFS) or NBSFS hub for which access is required:

Details of site lead authorising access

Name:

Job title:

Email address:

Phone number:

Type of user (delete as appropriate): **Mat/CH/Lab**

I confirm that the new user(s) has/have been provided with the NBSFS training materials, including the NBSFS training guide, provided in the NBSFS user guide.

	Name of person requiring access	Existing NBSFS login ID if applicable	Email address	Phone number	Type of user Mat/CH/Lab
1					
2					
3					

If any users need to be deleted from the system please add below.

	Name of person requiring access	Existing NBSFS login ID if applicable
1		
2		
3		

Additional lines can be added if necessary. The completed form should be emailed to the NBSFS helpdesk and must be **sent from the email address of the authorizing site lead above**.

Call the NBSFS helpdesk on 0845 070 2778 or email NBSFS.helpdesk@nhs.net.

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