



Creating and using your NHS OpenAthens Account

What is an NHS OpenAthens account?

OpenAthens is the brand name of a system that controls access to the online resources your organisation has purchased, such as e-journals and databases.

When you register for an NHS OpenAthens account, you will create a username and password. You will need your username and password to access all the resources available to you. All your NHS resources are accessible via the Library and Knowledge Service (LKS) website, including our Knowledge Alerts, e-journals, clinical databases and e-books.

Who can have an NHS OpenAthens account?

Anyone working for or on placement within the NHS in England can register for an NHS OpenAthens account.

What if I have a university OpenAthens account?

Your university OpenAthens username and password will only allow you to access online resources purchased by your university; you will need to register for an NHS OpenAthens account in addition.



How to register for an NHS OpenAthens account

You can self-register on the LKS website. Please note that to have instant access to OpenAthens resources you should register from an NHS computer.

From a Trust computer, click on the Library Icon
From any other computer go to

www.knowledge-nw.nhs.uk and click

REGISTER



On the next screen click **Register with NHS OpenAthens** and start to complete the form.



You must provide a work or professional email address

Type in the beginning of your NHS Trust and click on your organisation in the options that appear

Please enter your organisation. Students enter your student placement

organisation	
mersey and w	
Full	Mersey and West Lancashire Teaching Hospitals NHS Trust – St Helens & Knowsley
Work	Mersey and West Lancashire Teaching Hospitals NHS Trust – Southport & Ormskirk
Place	GPs and Practice Staff in Cheshire and Mersey (inc Wirral, not inc Halton Knowsley St Helens)
Posi	NHS Cheshire and Merseyside (ICB)
	You may find it helpful to include your region or county to find your organisation

Once completed it may say that your account needs to be reviewed before you can use it, by an OpenAthens Administrator. This process should take between 1-2 working days to do.

If you need any further help or need access to the account sooner, please email the library:
library@merseywestlancs.nhs.uk

To complete your registration you need to enter a password that you will use to login.

Enter password

Confirm new password

You will receive an email from **OpenAthens** asking you to click on the link to activate your account.

You will be asked to choose a password of your choice between 8 and 20 characters long, which should contain a mix of letters and non-letters.



Managing your NHS OpenAthens Account

It is now possible to manage your own NHS OpenAthens Account.

If you change organisations within the NHS you can move your account to your new organisation and change your email address and password.

From a Trust computer, click on the Library Icon;



From any other computer go to www.knowledge-nw.nhs.uk and click

REGISTER

On the next screen click **Register with NHS OpenAthens**

A new window will open. Click on **Login** that is on the top right hand side.

On the next screen enter your **NHS OpenAthens** login details

Follow the instructions to change your password, email address or organisation.

What if I forget my log-in details?

Follow the first two steps above and instead of entering your NHS OpenAthens details click on **Forgot Password?**

Enter the email address that is associated with your NHS OpenAthens account and click on **Confirm**.

You will receive an email with instructions on how to reset your password.

To access the Library and Knowledge Service support, training and other helpsheets click on the Library icon on your Trust computer or go to www.knowledge-nw.nhs.uk
E-mail: library@merseywestlancs.nhs.uk Tel: 0151 430 1342

The copyright of this helpsheet is retained by the LKS, Mid Mersey Digital Alliance.