

## Appendix 11 - Guidance for Student Access to GP Practice IT System October 2010

-- The following procedure should be followed to allow student access to the practice IT system:

- Students use their own network username and password, as for the Suttie Centre and Foresterhill site.
- Practice IT administrator contacts IT Help desk on 54444 or emails the IT service desk on [grampian.servicedesk@nhs.net](mailto:grampian.servicedesk@nhs.net) and gives them the details, who will allow access for the period of time that the student is on their attachment.
- Practice IT administrator sets up the student for Vision and Docman as they would for any new member of staff and issues the student a username and password for this.
- Practice IT administrator should disable the student access when the student leaves the practice.
- Also good practice for the IT administrator to notify the IT dept when the student has completed their attachment to disable access their end.

Any queries please get in touch with Fiona Garton on [f.garton@abdn.ac.uk](mailto:f.garton@abdn.ac.uk)