

Registering for Access to the e-KSF Tool for the First Time

Most people in the NHS will be registered on the e-KSF tool automatically by their organisations. However if you want to self-register, follow these steps:

1. Go to www.e-ksf.org

This is the website address for all parts of the e-KSF tool, both live access and guest access.

2. Click the “new user registration” link

You'll find this link on the first page of the e-KSF tool, underneath the boxes for registered users to enter their username and password.

3. Check your organisation is registered

Select your SHA/Board from the drop-down box on the right hand side of the page. The screen will blank for a few seconds, and when it reappears you can select your organisation from the “employing organisation” drop-down box. If your organisation does not appear, please email us at support@e-ksf.org and we'll get it added for you.

4. Enter your details

Over a series of 3 pages you'll need to enter information about yourself. On the first page, also identify whether you'll be reviewing staff under the KSF or now, and also select or enter your own reviewer's name.

5. Confirm your details and log on!

Click the “submit” button, and again to confirm, and your details will be saved in a queue. Your organisation's e-KSF administrator will then need to approve your access, at which point you'll receive an email with logon instructions. If you have problems at any stage, please email us at support@e-ksf.org.

If you want to learn more about the e-KSF tool, please take a look at our news, information and resource website - www.e-ksfnow.org