Great North Care Record®

Management Portal – Create an organisation

<table>
<tr><td>**Scenario**</td></tr>
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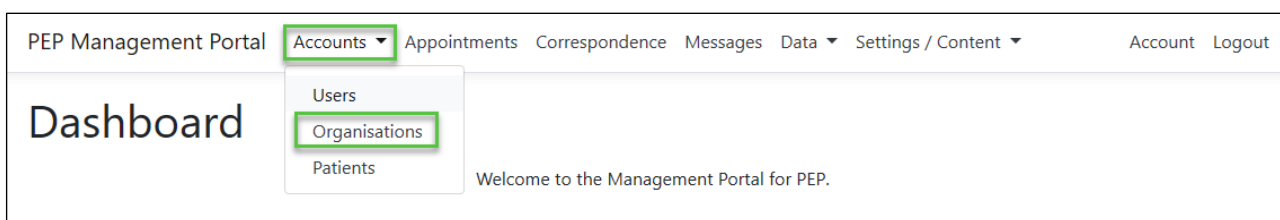This guide shows how to create an Organisation in the My GNCR Management Portal.

Organisations can be created by users with the role **Global Administrator**.

Before starting, you will require details from GOV.UK Notify at
https://www.notifications.service.gov.uk/

The **Notify API Key** and **Notify API template ID** will be required during the set up process.

<table>
<tr><td>**Create an Organisation**</td></tr>
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1.   Select the **'Accounts'** menu and then select **'Organisations'**

| PEP Management Portal | Accounts ▼ | Appointments | Correspondence | Messages | Data ▼ | Settings / Content ▼ | Account | Logout |

Dashboard

Users
Organisations
Patients

Welcome to the Management Portal for PEP.

2.   Click **'Add'**   Add

3.   Enter the **Organisation ID**. For most Organisations this will be their ODS code.

4.   Enter the **Organisation Name** and the **Organisations Telephone Number**

5.   Enter the Gov.uk Notify **API Key** and the Gov.uk Notify API **Template Id**

6.   **Complete** all other required details

7.   Click **'Submit'**, a confirmation message will display   Submit

8.   The **Client Secret** will be displayed. This is required when Organisations link their systems to My GNCR.

   Take note of the secret as it will not display again

Organisations - Created

New organisation created!

Back

The organisation Test Org has been created

Below you will find authentication details for the newly created organisation. Please make note of the below details as you **will not** be able to retrieve them later.

Client Id   Test Org
Secret   TTGIYR7VSE10JK&C^*)&_2K!+KZQT+)T