How to Register

1. Before you can access the SACDA Online system you will need to register. From the welcome page at https://awards.scclea.scot.nhs.uk or https://awards.sacda.scot.nhs.uk click ‘Register’:

2. The following screen will appear:

3. Select any of the boxes that apply to you.
4 On the next screen, enter the required information and click ‘Submit’. Your registration request will be submitted to SACDA. It will be dealt with as soon as possible, but may take up to one working day.

5 Points to note:

- If you are registering as a personal assistant to another user, upon completion of your registration that person will have to assign you as their assistant.

- If you are registering as a Medical Director, Chair or Chief Executive of an NHS Board, or as the authorising user of a supporting body, the SACDA National Co-ordinator will assign you the appropriate role when verifying your registration.

6 If your registration request is rejected for any reason, you will receive an email detailing the reason why. You will need to restart the registration process.

7 If your registration request is authorised you will receive an email with instructions on how to complete the registration process. You will need to select three security questions and answers which will be used to verify your identity each time you access the system.

8 Upon completing your registration you will be able to fully access the system. On subsequent visits to the site you can gain access by selecting ‘Login’ from the welcome page and entering the required information.