

Data Landing Portal (DLP)

Introduction

The internet facing (IF) version of DLP (IF-DLP) is being deprecated and all users will now submit data to central DLP.

For users outside of the NHS (e.g. Councils) account verification and access to the DLP will be managed through **NHS England Applications**.

NHS England Applications provides a range of analytical and digital products and uses OKTA as an identity management service. It acts as a central access point to many of the existing business tools and applications, developed by NHS England, including DLP.

Many users will already have an NHS England Applications account for various applications. If you access the ASC CLD Dashboard on Athena, you definitely have an **NHS England Applications** account and can proceed straight to **Section 2, Step 8**.

Section 1: Register for an NHS England Applications profile

1.0 Follow this link to [NHS England Applications](#) and register for an account

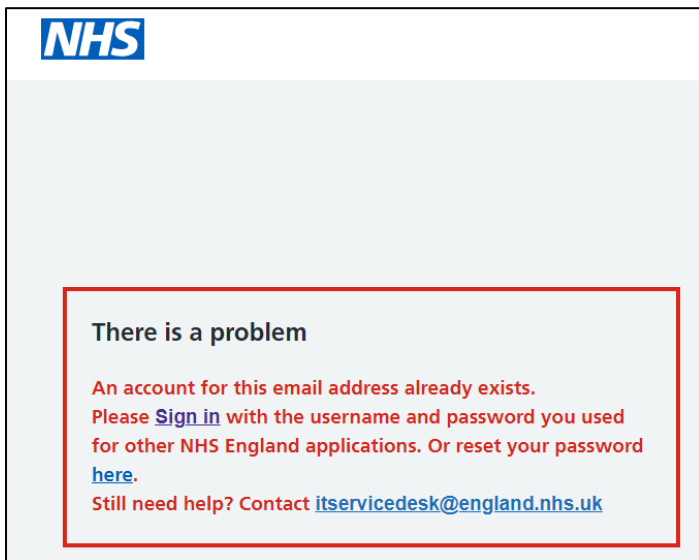
The registration form contains the following fields and instructions:

- Email address:** Enter your main email address. *Do not use nhs.net or nhs.uk emails*
- Job role (main):** Select the role you have at the main organisation that you work for. (Information analyst, coder or auditor)
- Organisation (main):** Select the main organisation you work for. If you work for a GP practice, select Primary Care Network. If you can't find your organisation try **Other (or unable to find organisation)**. *From the drop down, choose 'Other (or unable to find organisation)'. Use your ODS code to find your organisation*
- Terms and conditions:** I agree to the [terms and conditions](#) to access NHS England applications.

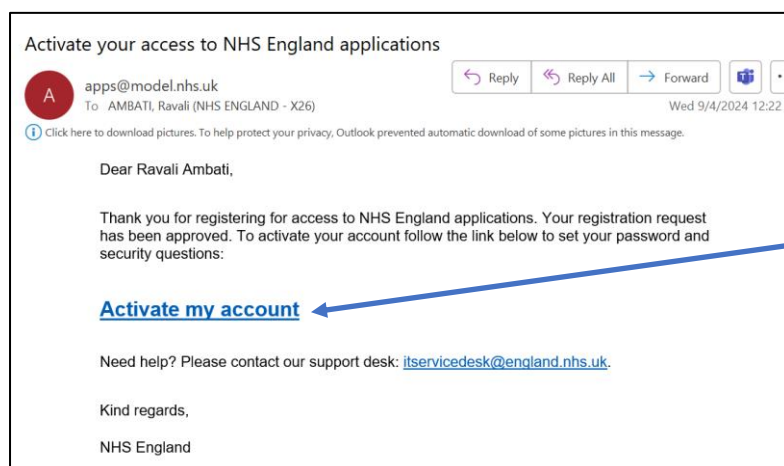
Register

2.0 Once you have clicked 'Register' and submitted your application it may take up to 2 working days for your account to be approved. You will be notified by email (step 3).

2.1 If you see this screen when you try to register it means that you are already registered and have an active profile/account – **please see section 2, Step 8**

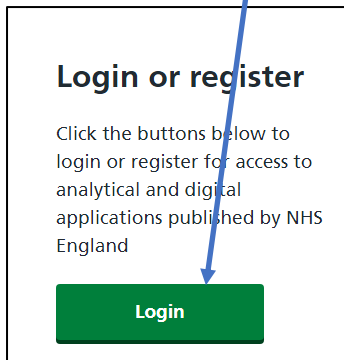


3.0 You will receive email confirmation from apps@model.nhs.uk with the subject: *Activate your access to NHS England applications*. You will need this email to complete the registration process.

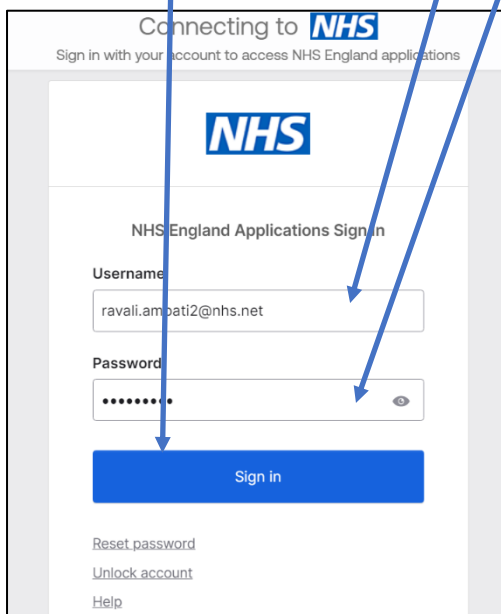


Click 'Activate my account'

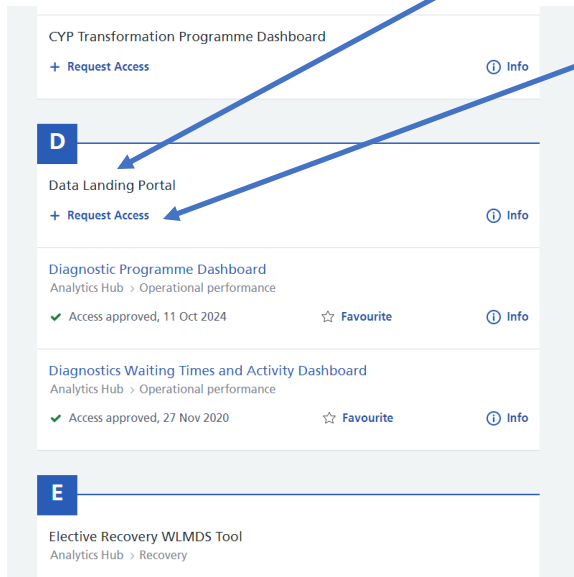
4.0 You can now **'Log in'** to NHS England Applications or use this link [HERE](#)



4.1 And then **'sign in'** using your newly created credentials

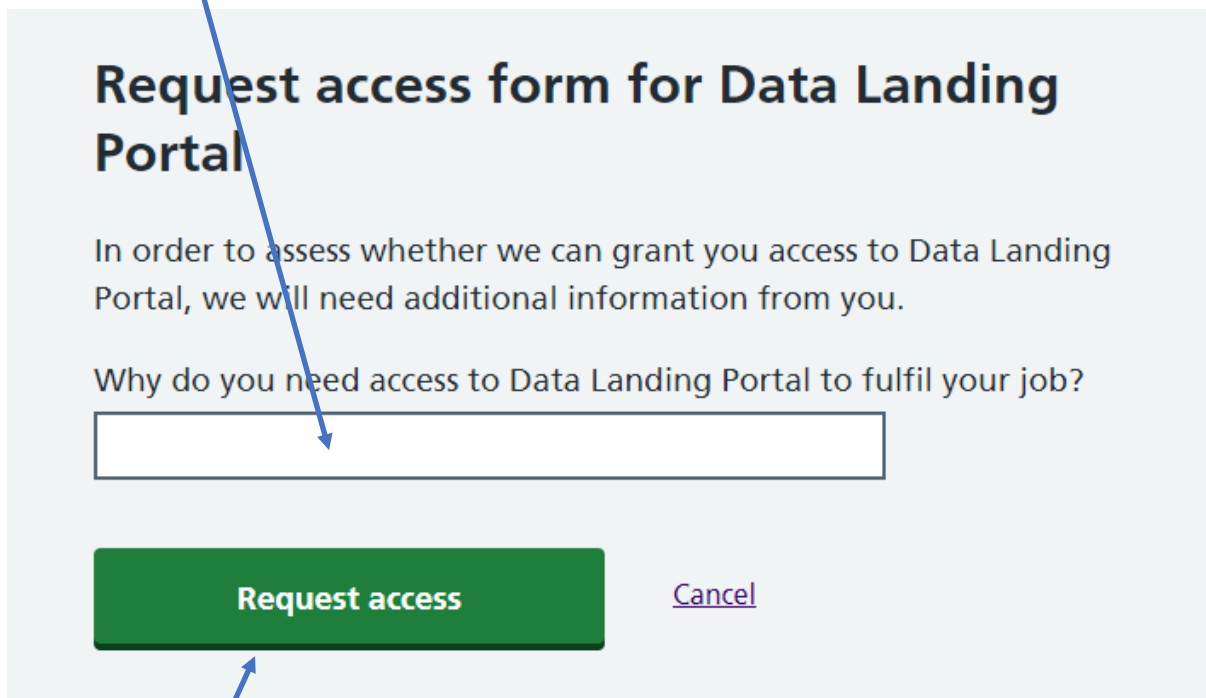


5.0 Scroll down to the letter 'D' and look for the 'Data Landing Portal' and click 'request Access'



If you cannot see the option 'DLP' please go to Section 2, Steps 10 & 11

5.1 Complete this section with a short sentence (e.g. I submit ASC CLD data for the Council)



Request access form for Data Landing Portal

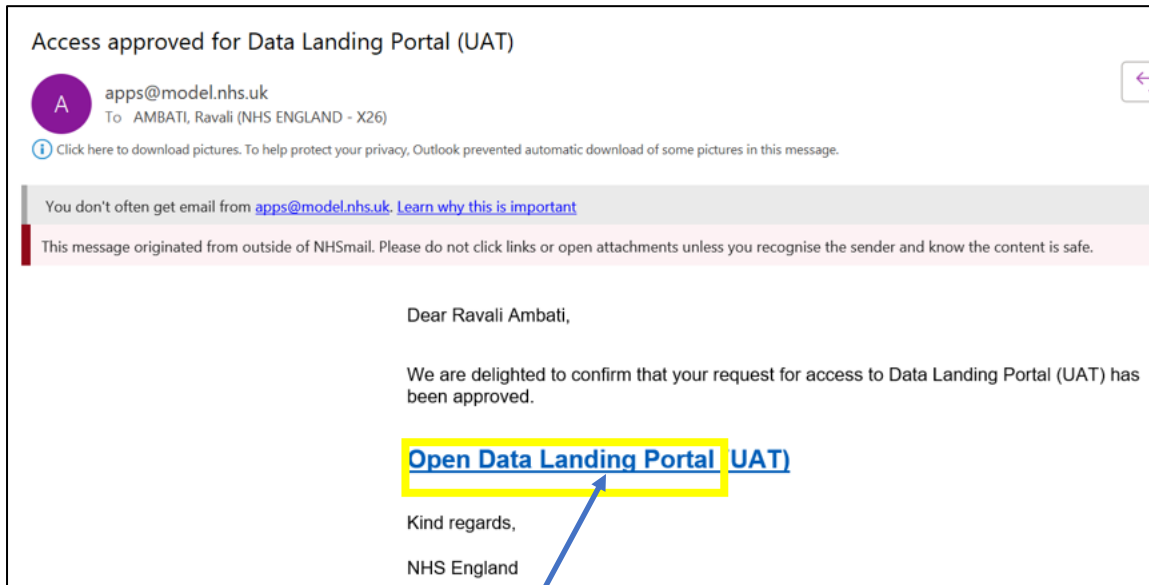
In order to assess whether we can grant you access to Data Landing Portal, we will need additional information from you.

Why do you need access to Data Landing Portal to fulfil your job?

Request access [Cancel](#)

And submit your request

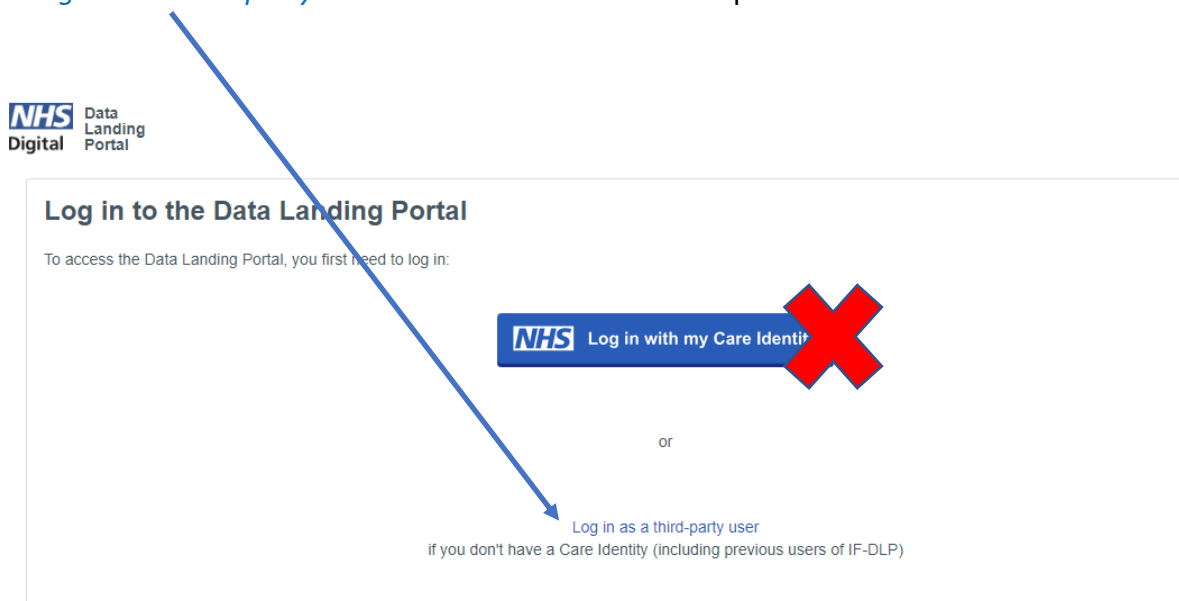
6.0 Once your access is approved (this could take up to 2 working days) you will be notified by email



To access the DLP you can use the link in the email or this <https://dsp-portal.national.nhs.uk>

N.B You do not need to log in to NHSE Applications again to access the DLP – just use this link <https://dsp-portal.national.nhs.uk>

7.0 *Log in as a third-party user* and follow the verification process

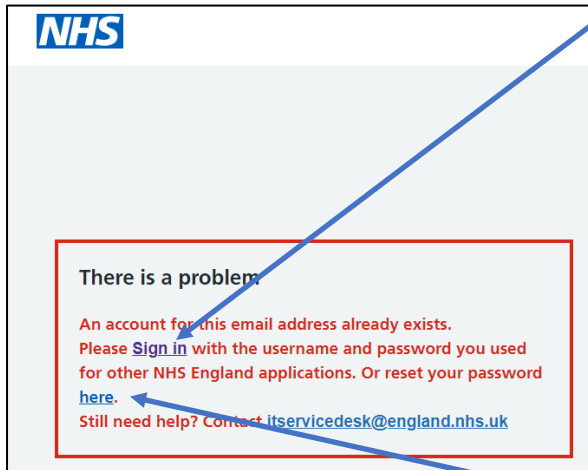


7.1 The DLP Homepage will now be displayed and you can submit your data as normal

The screenshot shows a web browser window with the URL `dsp-portal.refnactional.ncrs.nhs.uk/submit`. The page header includes the NHS Digital logo, navigation links for 'Specifications' and 'Submit', and user information: 'FOUR VSUSTWO Admin/Clinical Support Access Role' and 'NORTHERN LINCOLNSHIRE AND GOOLE NHS FOUNDATION TRUST'. There are 'Switch role' and 'Log out' buttons. Below the header, there are two tabs: 'Submit data' (active) and 'Previous submissions'. The main content area features a large light blue box with the text 'Drag file(s) here or' and a 'Select file(s)' button. A dark blue footer contains the following text: 'CONFIDENTIAL: PERSONAL PATIENT DATA accessed by FOUR VSUSTWO - Support:Support:Admin/Clinical Support Access Role - NORTHERN LINCOLNSHIRE AND GOOLE NHS FOUNDATION TRUST', 'Privacy and cookies Terms and conditions Accessibility Help Accessibility Statement', and '© Copyright NHS Digital'.

Section 2: Issues

8.0 If you already have an NHSE Applications account **'sign in'**. Now go back to Section 1, Step 4 and complete the process



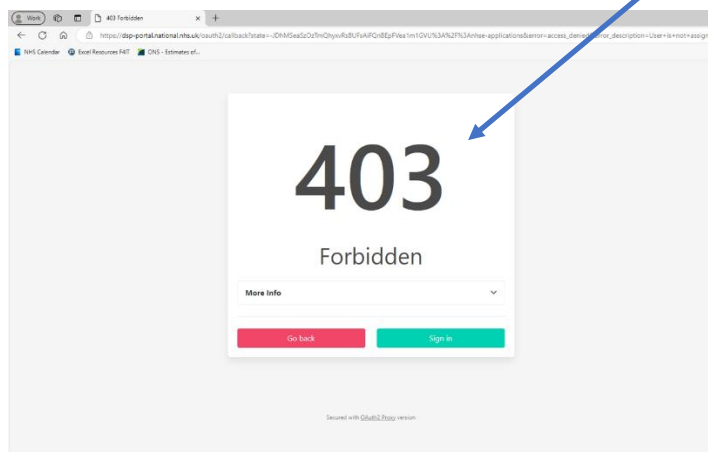
9.0 If you have **forgotten your sign in details** you can reset them here

10.0 Sometimes access to DLP has been automatically approved. If you use this link (below) and can see the DLP then you are approved, set up and ready to submit (Section 1, step 7.1)

<https://dsp-portal.national.nhs.uk>

11.0 If you have registered for an NHSE Applications account and cannot see DLP in the request list (step 5) and the DLP link above produces this error, then email

agem.adultsocialcare@nhs.net



12.0 If you need to submit for 2 organisations email agem.adultsocialcare@nhs.net with the names & ODS codes of both organisations

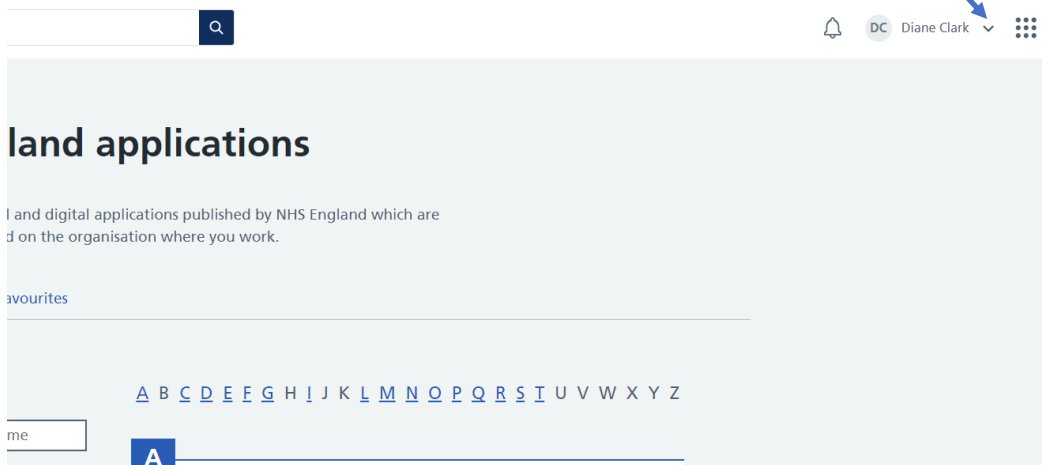
13.0 If you can log in to the DLP but get this screen



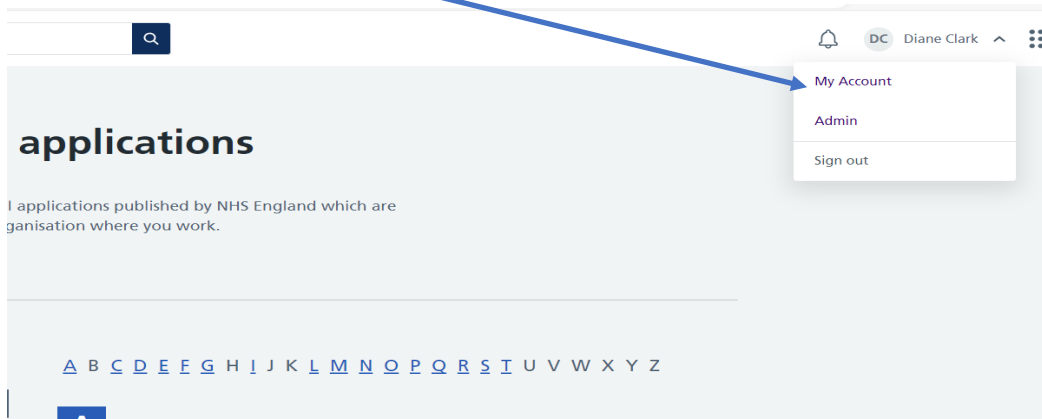
Select a role to use the Data Landing Portal

You do not have any Care Identity roles that may be used to access the Data Landing Portal.

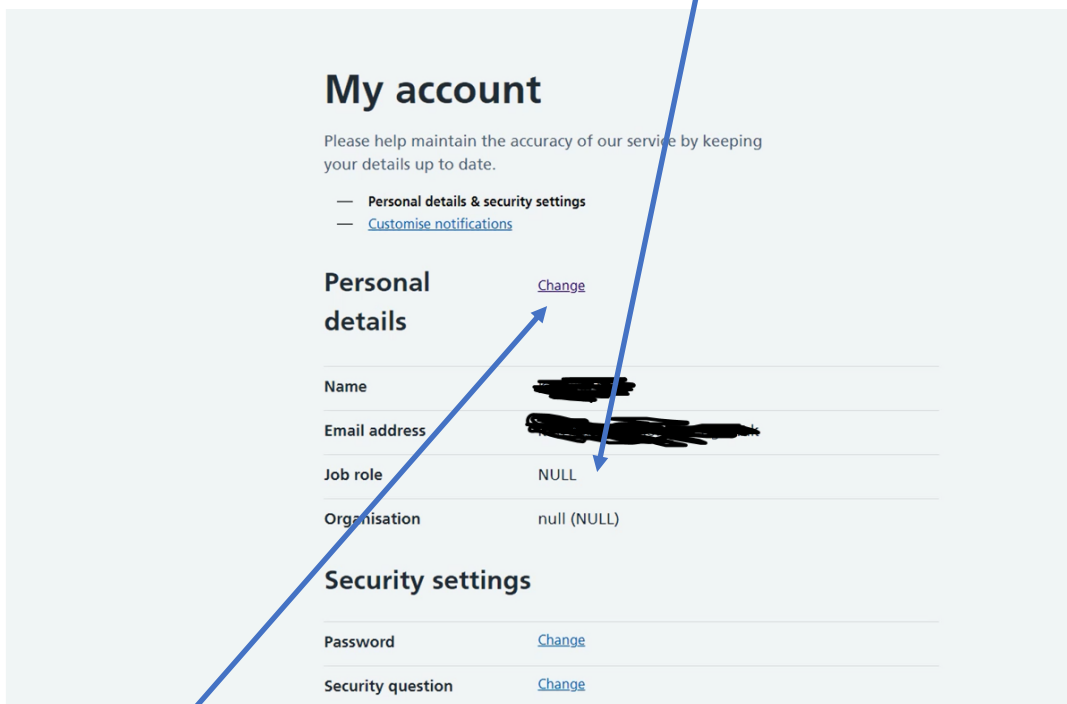
Log in to your NHS England applications account and 'click' on the ^ next your name



And then click 'my account'

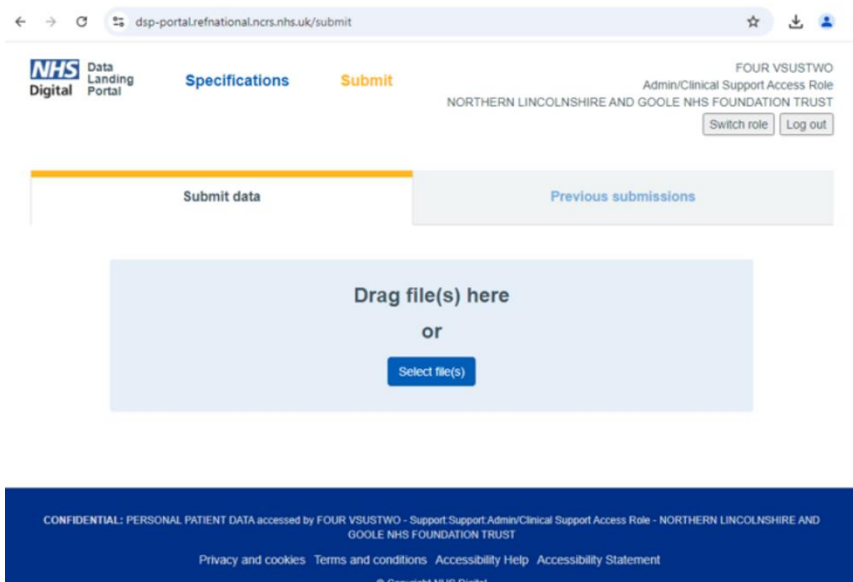


You will see that your organisation is 'NULL' (or has an incorrect ODS assigned)



Click on 'Change' and update your details. The easiest way is to search by your ODS code in 'Other (or unable to find organisation)' (see Step 1)

Ensure you have fully signed out before you try to access the DLP again. (see step 7 for how to log in). You should now see this screen



14.0 For other issues or queries please email agem.adultsocialcare@nhs.net