

## Using the Sentinel system

This section is designed to outline how you should manage your online account simply. As a Medical or Training Provider, you should already have access to the Sentinel system here: <https://www.railsentinel.co.uk/Sentinel/Account/LogOn> however if you do not then please call the Sentinel helpdesk on **0330 726 2222**

Once you have logged in, you should be able to see a tab called 'My Account' which gives you an opportunity to:

- Edit details
- Change your password
- Edit your contacts and /or office site addresses
- Manage colleague logins

This should be self-explanatory, however below is a 'step-by-step' guide if you are unsure:

### 1. Edit details

Once you have clicked on 'My Details' you will be able to edit the following account information:

- a) First Name
- b) Surname
- c) Email Address
- d) Date of Birth
- e) Security Question
- f) Security Answer

### 2. Change your password

After clicking 'Change Password' you are able to change your account password by filling out the relevant details:

- a) Old Password
- b) New Password
- c) Confirm New Password

### 3. Edit your contacts and /or office site addresses

Once you have clicked 'Edit My Contacts / Sites' you are able to perform the following actions:

- a) Details – amend Sponsor details
- b) Sites – add / edit / delete site address details
- c) Contacts – add / edit / delete contact details

### 4. Manage colleague logins

After clicking 'Manage Colleague Logins' a list of all users is displayed. You are able to perform the following actions on each of the users:

- a) User Search – using a keyword search you can filter the user list
- b) Add a New User – specifying the user details and sending the new user the login details
- c) Edit Existing User – by double clicking the user record
- d) Delete Existing User – by highlighting the user record and clicking delete
- e) Reset Existing User Password – by highlighting the user record and clicking 'Reset Password'