



Creating your Profile ID

Why do I need a Profile ID?

Before you can use your CATQR mobile app, you will first need to have a Profile ID – this is essentially your unique identifier from which your Organisation (Employer, University, etc.) can see and track your attendance.

Creating your Profile ID is an easy one-off task. Please use this **CATQR Profile page**:

<https://profile.classattendancetracker.com>

Click **Create Profile ID** button



1 Screen 1: Enter your **FIRST NAME** and **LAST NAME**.

Click the **Next** button.

2 Screen 2: Enter your **POSITION TITLE** and **DEPARTMENT**; leave the **EMPLOYEE NUMBER** blank if you don't know as this field is optional.



Important

Your Organisation (Employer, University etc.) will only be able to see your attendance records if you give your consent to your Organisation in your Profile ID.

It is very important that you choose your Organisation correctly. If you are unsure of your Organisation please contact your Organiser – this may be your Training department or your Faculty leader.

In the example screenshots, the Organisation chosen is "University Hospitals Birmingham NHS Foundation Trust" – do not choose this unless this is your employer.

Click on the ORGANISATION field and search for your Organisation (Employer, University etc.) by typing in the search field.

In the example screenshot, we have searched for "**birmingham nhs**" and chosen "**University Hospitals Birmingham NHS Foundation Trust**".

Click the **Next** button

Now we need your organisation details.

POSITION TITLE

DEPARTMENT

EMPLOYEE NUMBER ?

Organisation **University Hospitals Birmingham NHS Foundation Trust** ▼

Please note, your organisation will have access to your information.

Next



Important

If you don't have a NI number or don't want to share it then make one up using the NI number format: **2 Letters**, followed by **6 numbers**, then **1 Letter**.

3

Screen 3: Click **NO** (unless you want to share your data with another Organisation (Employer, University, etc.))

You have selected University Hospitals Birmingham NHS Foundation Trust as your Primary Organisation. Do you also have another Organisation?

YES **NO**

< back to the previous step

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Screen 4: Enter your **E-MAIL** address and **CONFIRM E-MAIL** address – you can use any e-mail address;

To identify you uniquely we use your National Insurance number in an encrypted format which ensures your data is secure.

In the **ENCRYPTED NI field** enter your **actual NI number** and click the **Encrypt** button (this will encrypt your NI number);

Click the **Save** button

Your National Insurance number is required to set up your Profile. If an incorrect NI number is used, your training record will not be updated and you will show as non-compliant. An encrypted version of your NI number is used to protect your data. Access to your actual NI number is restricted. Please see the Privacy Notice for details.

E-MAIL

CONFIRM E-MAIL

ENCRYPTED NI **Encrypt**

Enter your actual National Insurance number then select Encrypt to generate your Profile ID.

Save

< back to the previous step

A **Profile ID Activation E-mail** is sent to the e-mail address you registered automatically confirming all the details you submitted and your **15 digit PROFILE ID**.

Your Profile has been saved successfully. You will receive an Activation E-mail. If you do not receive your Activation E-mail, you need to contact your Organisation / Training Hub Administrator to resolve this issue.

Note: You can find your Profile ID in your Activation E-mail.

You will receive an instant email confirming the details you submitted.

Click on the link "**Click here to complete your Profile ID registration.**" in the email to complete / activate your Profile ID registration, an internet page will open for you to click the "**Activate**" button.

That's it! The aforementioned process was a **one off** exercise, you have now created and activated your **PROFILE ID**.



Important

Make a note of your unique 15 digit PROFILE ID from the email you received above – you will need to copy your **PROFILE ID into your CATQR mobile app**.

Profile ID Registration



iPDF <no-reply-profile@shinetchdigital.co.uk>
To uhb@catqr.com

Dear Florence,

Thank you for registering for a Profile ID.

Here are the details you submitted:

First Name:	Florence
Last Name:	Nightingale
Position Title:	Nurse Practitioner
Department:	Education
NHS Trust:	University Hospitals Birmingham NHS Foundation Trust
Secondary NHS Trust:	
Employee Number:	
Encrypted NI:	5HCITVUOGQ7WSHR
Profile ID:	5HCITVUOGQ7WSHR
E-mail:	uhb@catqr.com

Please keep this E-Mail so that you can copy your Profile ID into the Sign in page of the system.



Click [here](#) to complete your Profile ID registration

You must click the above link otherwise your Profile ID will not be activated.

Regards,

Interactive PDF

DO NOT REPLY to this E-mail as no-reply-completion@shinetchdigital.co.uk mailbox is not monitored.