Accessing the SHSC Network from home or other non-SHSC location

Secure, web-based access to the SHSC Network (Outlook email and calendars, Intranet, e-learning and e-rostering) is achieved using Aventail Access Manager.
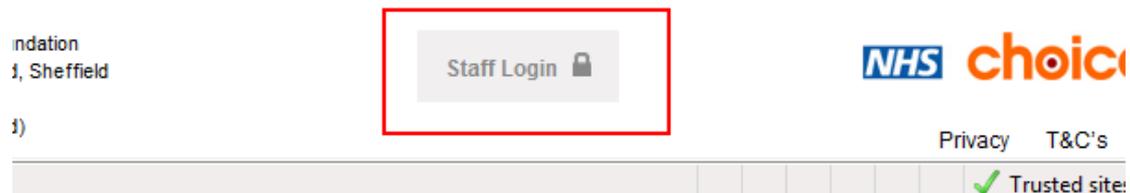
Your computer must have a working Internet connection.

The screens you see on your computer may vary from the ones in this guide depending on the web browser you use and the type of device ie PC, MAC, phone or tablet.

- Open a web browser and navigate to

http://shsc.nhs.uk/

- At the bottom of the page, click *Staff Login*

Sheffield Health & Social Care NHS Foundation Trust
www.shsc.nhs.uk

For SHSC Webmail access

- Click *SHSC webmail access*

SHSC Staff E-mail and Gateway Access

This facility is for SHSC Staff only.

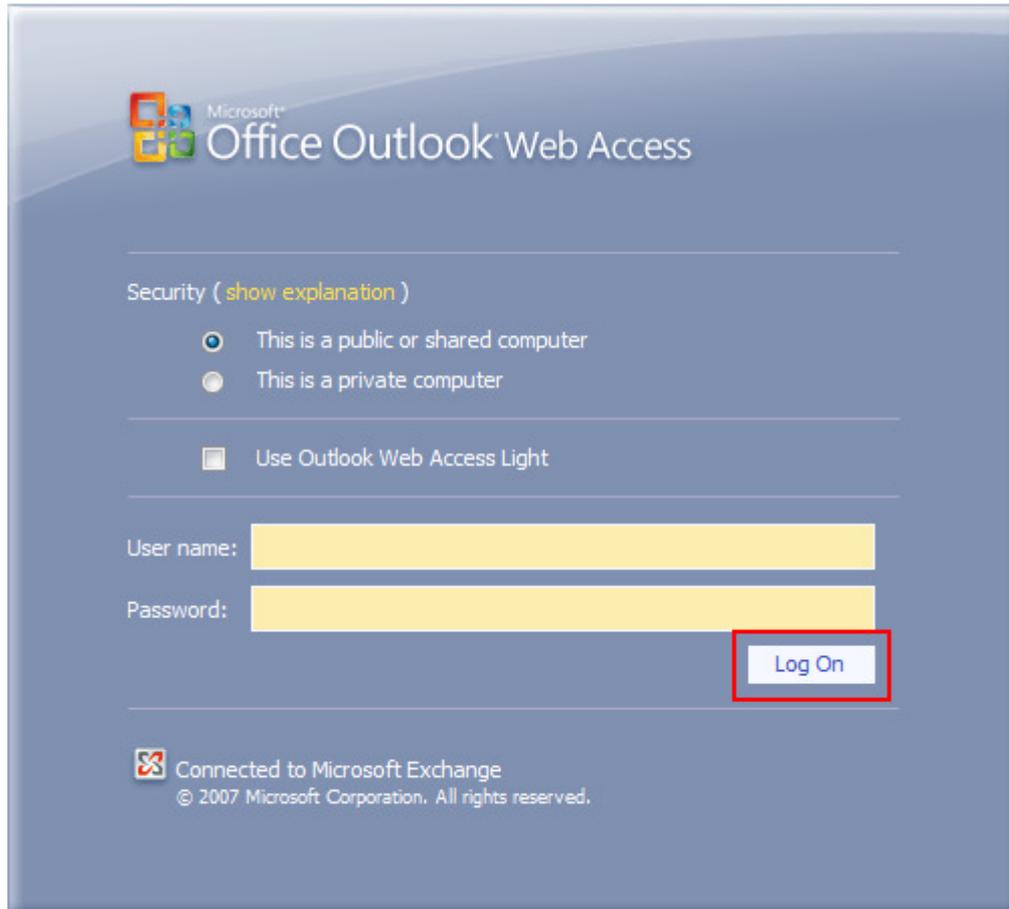SHSC webmail access

All staff with SHSC e-mail accounts have access to webn

SHSC Gateway Access

SHSC Gateway allows staff to access certain Trust syste
Access Guide explaining how to log in to the gateway

Sheffield Health & Social Care NHS Foundation Trust
www.shsc.nhs.uk

- Enter your Trust computer username and password and click *Log On*
- KEEP YOUR LOGIN DETAILS SECURE AT ALL TIMES. DO NOT ALLOW OTHER PEOPLE TO USE YOUR LOGIN.

Sheffield Health & Social Care NHS Foundation Trust
www.shsc.nhs.uk

SHSC Gateway Access

- On the *Staff login* page
- Click *SHSC Gateway Access*

HSC webmail access

l staff with SHSC e-mail accounts have acce

SHSC Gateway Access

SHSC Gateway allows staff to access certain T
ccess Guide explaining how to log in to the g

- Agree to any security pop ups that appear.

- Enter your Trust computer username and password and click 'Log in'

- KEEP YOUR LOGIN DETAILS SECURE AT ALL TIMES. DO NOT ALLOW OTHER PEOPLE TO USE YOUR LOGIN.

SHSC WorkPlace

Please log in

Log in here to establish a secure connection to your network resources.

Log in to: Apps
Username: user.name
Password: ●●●●●●●●

Log in

Sheffield Health & Social Care NHS Foundation Trust
www.shsc.nhs.uk

One time install of Aventail Access Manager

You may need to install some software on your device. You only need to do this once per device and may not need to do it at all

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- Please read the on-screen instructions

Aventail Access Manager

To access resources on your network, you must install the Aventail Access Manager. This one-time process will set up components used to access your network, and ensure that they are kept up-to-date on this computer. Click **Log out** to end your session.

[Install] [Log out]

Important: Your personal firewall may ask you to grant permission to this program to access the internet. You must "unblock" or "permit" this request for the installation to succeed.

⊗ **More info**
- Click **Install** to run the Aventail Access Manager setup program.
- Click **Log out** to end your session.

- Click Install to run the software installer. You will see guidance on screen to help with this.

Once complete you will see the list of available recourses.

SHSC WorkPlace

Log out | Help | Details

Access: Web   Zone: Default zone   User: simon.robinson   Session start: 15:12

Home
To access a resource, click its name from the list below.

🌐 **Intranet**

🌐 **Electronic Forms**

🌐 **Outlook Web Access**
Outlook Web Access

🌐 **e-Rostering**

🌐 **E-Learning**
E-Learning server

Access using a tablet computer or your mobile phone

The process is the same as above but the screens may look a little different

- Open your web browser
- Navigate to www.shsc.nhs.uk
- Tap 'Staff Login'
- Tap either Webmail or Gateway access
- Enter your Trust username and password
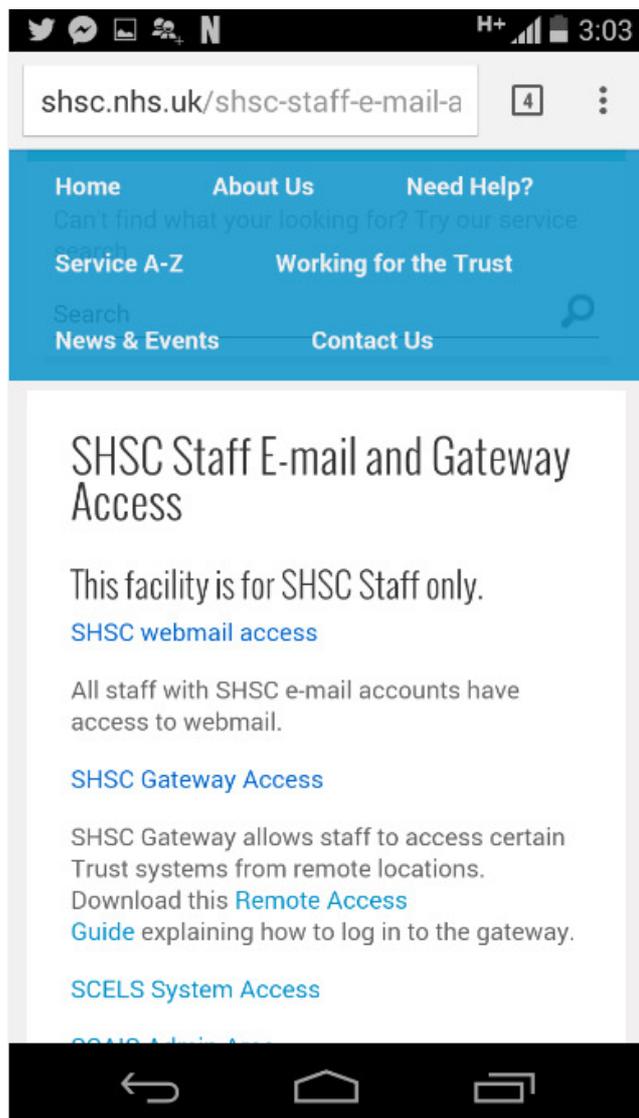
View of the SHSC staff login page on an Android phone using the Chrome web browser

IMPORTANT: Remember to Log off when you are finished and close your browser. This will clear any details from your computer's cache.

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