## INITIAL LOG IN FOR ATTEND ANYWHERE

Please follow the step below in order to set up your Attend Anywhere account.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | When a user account is set up on Attend Anywhere the user will automatically receive an email requesting that you set up a password for your account.  
   The title of the email is as follows:  
   [ExternaltoGGC]Set up your video consulting password and sign-in for NHS Attend Anywhere |
| 2    | Open the email and click on the link – Create an NHS Attend Anywhere Account |
| 3    | The link will open an internet page.  
   Please note: In order to gain access to Attend Anywhere you will need a CHROME browsers on your device  
   Your default browser will probably be internet explorer |
<table>
<thead>
<tr>
<th>4</th>
<th>If you open the link within your default browsers and the default browser is not CHROME you will get the following message</th>
</tr>
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</table>

If you get the following message, please select Copy Link.

**Oops! Things aren't quite right...**

To continue on this Windows PC, copy the link below and paste it into the Chrome web browser. Alternatively, use a different device.

https://nhs.attendanywhere.com/signup?
emailId=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJlYXN0ZS1pYiI6MTY0ODE2NzIyMX0.eyjwYXlsb2FkZjoiSm9zaHVhUlJlaWxseUIBNZ2

Please select Copy Link.
| 5 | The “Copy Link” icon will then changed to **COPIED**
Close this web page down |

| 6 | On your desktop you should have the Attenc Anywhere CHROME icon
Double click this

If you do not have this icon on your device please contact IT requesting that you get this – Please ensure you give IT your network account details as this is what they require to give you access to Attend Anywhere *(eg XGGC\SWEENMA877)* |
The Attend Anywhere application will open up.

Click on the address bar and delete the information that appears there currently. You can do this by highlighting all the text then hitting the back bar or Delete key.

Now right click on the empty address bar and paste — now hit return on your keyboard.
You will now be able to create your account and get logged in

Enter your:

First Name
Surname
Password – Confirm Password

Rules for the password are as follows:
At least 10 characters
At least one letter
At least one number
At least one special character

Tick the box to confirm that you accept the terms and conditions of use and then select Create Account

You have now successfully set up your Attend Anywhere account and you will then be logged in
When accessing Attend Anywhere subsequently you can just double click on the Attend Anywhere icon and enter your email address and password.

You can select the tick box to allow access all day.