

JETS – JAG Endoscopy Training System

JETS User Guide - Registering and Logging On

USER ACCESS

The JETS website has two main levels of access:

- A basic user has the ability to book onto the advertised endoscopy courses. This is the level a user receives when they manually register from the JETS homepage.
- An e-Portfolio user can book courses and utilise the JETS e-Portfolio (record procedures, objectives, DOPS etc). This level of access can only be granted by a JETS trust administrator.
- Other access such as trust leads, training centre administrators etc are setup by the JAG office directly.

REGISTERING TO JETS

If you have been on a JAG approved course at a regional training centre since April 2006 you will most likely already be registered on the system.

USERNAMES

- **If a user is a doctor or a registered nurse they must use their GMC/NMC number as their username**
- If the user is a member of a certification body e.g. Health Professions Council they should use their registration id prefixed with the issuing bodies initials e.g. HPC_XXXXX as their username.
- If the user is an administrator with no unique code they should use their email address as their username.

MANUALLY REGISTERING TO JETS WEBSITE (BASIC ACCESS):

- Go to the website www.jets.nhs.uk
- Click on the Register link at the bottom of the sign in box (Fig 1)
- Click 'Register for JETS'
- Enter your details noting your username (GMC/NMC #) and password
- Select a security question and answer (used for password reminders) and click register
- You will be taken to your profile page, please complete as much detail as possible (used for booking courses and contacting users)
- You will be sent a 'New User Account' email which will contain your JETS username and password

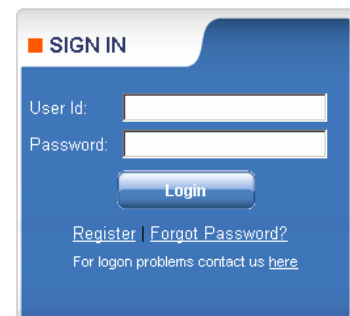


Fig 1 – Sign In Box

REGISTERED BY JETS TRUST ADMINISTRATOR:

When a JETS trust administrator is setting up the e-portfolio in their trust it is possible for them to register new users themselves. If users have manually register prior to this however it simplifies the process and reduces the chance of incorrect data being entered. If you are registered by the trust administrator registers you will receive a 'New User Account' email. Please ensure your GMC/NMC number is correct, if not contact enquiries@thejag.org.uk.

It is also possible to be registered by a Training Centre Administrator if you are a course faculty.

ACCESSING THE E-PORTFOLIO MODULE

To access the e-Portfolio you need to be a member of an e-Portfolio Trust.

A list of active e-Portfolio trusts is available in the e-Portfolio section of the JAG website. If your trust is using the e-Portfolio contact your Trust's e-Portfolio administrator to request access. If your Trust is not currently using system see the JAG website and the Implementation document,

After being invited to join an e-Portfolio trust:

- You will receive an 'Invite to Join Trust' email
- When you logon you will be taken to the outstanding actions page and a list of your pending trust invites will be displayed (Fig 2).
- By accepting the trust invite you will be granting the trust lead and any trainers you record a list with access to review your portfolio. The trainers will only be able to submit DOPS assessments on you if the invite is accepted. **Please read the privacy statement before accepting the trust invite.**

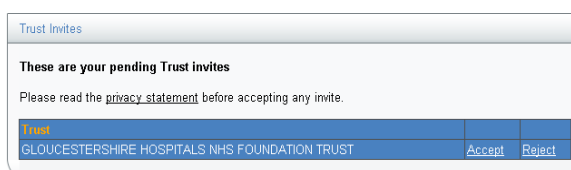


Fig 2 – Trust Invite

USER PROFILE

When you first use the JETS site or become a member of a new trust you should update your profile to ensure your contact details are up to date as these are used as the main route of communication for courses and within the system.

- When you first register you will automatically be taken to your profile page
- If you were registered by the trust administrator you can access your profile page by:
 - Click the 'Review My Portfolio' button on the left hand menu
 - Click the 'Profile' tab near the top of the page
- Fill in or amend the details
- **Please double check your GMC/NMC number and email address**

FORGOTTEN PASSWORD

If you have forgotten your password click the 'Forgot Password?' link under the sign-in box (Fig 1) on the JETS homepage.

If you have set up a security question on your profile you can retrieve your password immediately by entering your username (GMC/NMC #) in the lower section, selecting the correct security question and entering your answer (Fig 3).

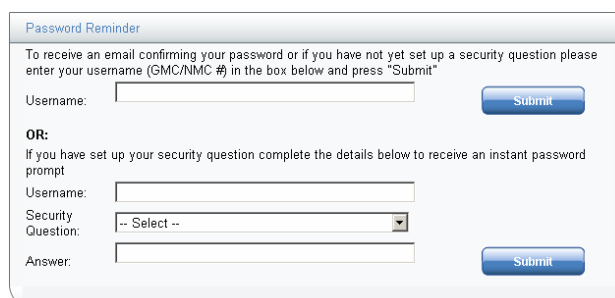
The screenshot shows a web form titled 'Password Reminder'. The first section says 'To receive an email confirming your password or if you have not yet set up a security question please enter your username (GMC/NMC #) in the box below and press "Submit"'. It has a text input field for 'Username:' and a 'Submit' button. The second section is separated by 'OR:' and says 'If you have set up your security question complete the details below to receive an instant password prompt'. It has three input fields: 'Username:', 'Security Question:' (a dropdown menu with '-- Select --'), and 'Answer:'. Each of these three fields has a 'Submit' button to its right.

Fig 3 – Forgotten Password

If you have not yet set up a security question enter your username in the top username box and press submit, your password will be emailed to your registered email account. If you do not receive an email with your password within 15 minutes please contact enquiries@thejag.org.uk and ask them to check the correct email address is setup.

You can setup or amend your security question / answer within your User Profile, see above.

CHANGE PASSWORD

If you are logged on you can change your password either from the JETS homepage or from the e-Portfolio left hand menu by clicking on the change password links.

JETS / E-PORTFOLIO USER ROLES

In the JETS there are a number of roles which give the user additional access to the system. All users who manually register are initially assigned basic access.

Role	Access Given	Granted by
Basic	Book JAG endoscopy courses	Registering on JETS homepage
e-Portfolio User	Access trainee e-portfolio	Added to e-portfolio trust by Trust Administrator
Trust Trainer	Trainer portfolio, submit DOPS, review portfolios of trust's trainees.	Set as Trainer by Trust Administrator
Trust Administrator	Invite / register users to e-portfolio trust, manage certification levels.	Setup by JAG office Additions /removals by Trust Lead / Administrator
Trust Training Lead	All above access of Trust Trainer & Trust Administrator plus review trainers portfolios, review independent trainees' portfolios.	Setup by JAG office Additions /removals by Trust Lead / Administrator
Regional Training Programme Director	Access to review regional trainees' portfolios, review quantity and quality of training in units	Setup by JAG office
Course Faculty	Manage collection of course feedback and review personal faculty feedback	Setup by Training Centre Administrator
Training Centre Administrator	Manage advertised training courses and training centre pages	Setup by JAG office Additions /removals by Training Centre Administrator
Training Centre Assistant	Manage advertised training courses	Additions /removals by Training Centre Administrator

All e-portfolio users have access to the basic personal portfolio. **Additional access is determined by their procedure certification levels.**

Certification Levels	Role	Access
All procedures below trainer level	Trainee	Basic portfolio with quick list setup buttons
Any procedure provisional or	Independent	Basic portfolio with quick list setup buttons

full certification		Added to Independent Trainee Performance Monitor table
Any procedure trainer or above	Trainer	Basic portfolio without quick list setup buttons Additional trainer portfolio Can review trainees' portfolios & submit DOPS Added to Training activity table

FAQ

REGISTRATION

1. When I try to register it says my 'A user with this GMC/NMC number already exists'
 - a. You may previously have been registered on JETS by a training centre administrator if you have been on an endoscopy course since April 2006.
 - b. Click the 'Forgot Password?' link on the sign in box on the JETS homepage, see above.
 - c. If you do not receive an email with your password within 15 minutes (i.e. an incorrect email address setup) please contact enquiries@thejag.org.uk.

LOGGING IN

2. When logging on it says 'Login Failed!'
 - a. Check you are entering your username correctly. Your username is generally your GMC/NMC number (if an administrator is may be your email address). NMC ids have a letter as the 3rd and last characters, these can often contain errors with 1 instead of l or 0 instead of O.
 - b. If username is correct, click the 'Forgot Password?' link on the sign in box on the JETS homepage, see above.

E-PORTFOLIO ACCESS

3. I logon by only have access to book courses (no e-Portfolio access)
 - a. Contact your Trust's e-Portfolio administrator to request access (see the 'e-Portfolio Trusts' document on the JAG website for a list of active e-portfolio trusts and their administrators).
 - b. If your trust is not currently using the e-portfolio see the 'How to get involved' document on the JAG website.
4. When I logon I have access to the e-Portfolio but not as a Trainer
 - a. Contact your Trust's e-Portfolio administrator to request your profile is set to Trainer access.

Any other problems please contact enquiries@thejag.org.uk.