



TARN Username and Password Policy

2021

Introduction

This policy covers how to request a TARN account including site or network level requests. How to keep TARN up to date with contact changes and TARNs password policy.

How to request a TARN account

Site Level account

This is for any user requesting access to a hospital/trust but not an entire network.

Please complete the site level user account form available on the TARN website [here](#).

Please note the account will not be created unless the TARN clinical lead, Network Manager or Network Clinical Lead has been named on the form and the tick box confirming they have authorisation has been ticked.

If the request is for multiple hospital but not an entire network the site level account should still be used however TARN requires authorisation from the each clinical lead for each hospital or authorisation from the network manager.

Please complete this in full and return to Support@tarn.ac.uk making sure to copy the member of staff authorising the account in to the email.

Network Level accounts

To request access at a network level e.g. network manager or network clinical lead please complete the network access request form available on the TARN website [here](#).

We require authorisation from the Network Manager or Network Clinical Lead before generating or amending a network level account. The account will not be set up or amended unless the Network Manager or Network Clinical Lead has been named on the form and the tick box confirming you have authorisation has been ticked.

Please complete this in full and return to Support@tarn.ac.uk making sure to copy the member of staff authorising the account in to the email.

TARN analytics accounts

TARN analytics will be used extensively for TARN reports including dashboards and clinical reports, please follow the below link to register for your account:

https://www.qualtrics.manchester.ac.uk/jfe/form/SV_e3cz3YHx1Ww9ZZk

Once your details are on the University of Manchester system, you will then receive an email prompting you to set up your unique TARN Analytics user account

You must have an active TARN EDCR account to access TARN analytics

Staff Exit/Contact Change

If there is a contact change including a staff exit please complete the TARN user contact update form available on the TARN website [here](#). Please return to support@tarn.ac.uk

It is the trusts responsibility to inform TARN of any contact changes to allow TARN to keep its contact list up to date.

TARN Password Policy

All new passwords generated by TARN and any password resets will be set to comply with the following standards: at least 10 characters in length and must contain upper and lower case letters, at least 1 number and a special character (excluding \$).

Passwords set by TARN are temporary and users are required to change their passwords once they have logged in to <https://www.tarn.ac.uk/>.

The password must be 10 characters in length and must contain upper and lower case letters, at least 1 number and a special character.

It is the users responsibility to adhere to this protocol when changing password. Weak passwords will put patients data at risk.

If you have any questions about your account please get in touch with TARN support

Passwords should not be shared, not written down in plain view and changed periodically. You should not leave your account logged-in. If you believe that your account has been compromised, change it and contact the TARN team immediately on support@tarn.ac.uk

TARN will then log this with the University of Manchester's IT security and Information Governance Teams.

Quarterly Username Audit

A user audit is carried out by TARN every quarter.

All users who have not logged into their TARN account within the last 60 days are emailed reminding them to log in or they will be disabled.

Any users who have not accessed their TARN account within the last 90 days have their rights removed and their account deactivated.

To reset up the account a new user form will be required.