

1MED ACCOUNT REGISTRATION

The University of Manchester School of Medical Sciences is introducing a new student and staff information system, 1Med. In order to carry out your role in the MBChB programme, you will be working with 1Med and for this **you will require University of Manchester IT credentials.**

As a 1Med user, you will have a staff profile containing information on your preferred contact methods, professional details and your role(s) in the MBChB programme. We will create a 1Med user account for you but in order to do this we kindly ask you to take a few minutes to complete the 1Med staff data survey online via the following URL: <http://bit.ly/2oYvN6N>

Your responses will remain confidential and be used only for the purpose of creating your University IT account and updating your 1Med staff profile. The data we collect will enable us to communicate with you effectively and appropriately. Your 1Med staff profile is not public and is only used within the School of Medical Sciences Administration team. When your account is ready in the University system, we will send you instructions on how to activate it – you will only need to do this once.

N.B. Date of birth is a mandatory field on the survey as it is required by the IT account management system - without it we cannot create an IT account.

If you have any problems registering for, or accessing 1Med, please contact Stephen Quinlan at onemed@manchester.ac.uk / 0161 275 1335.

****IMPORTANT INFORMATION FOR MEDLEA USERS****

Over the coming months the way you access MedLea is changing. To- date, MedLea users have been able to log in via a non-University email address & password. This method of logging into accounts is being phased out. As part of the migration of services to 1Med, **you will be required to log in to MedLea via University of Manchester IT credentials.**

If you currently access MedLea using a non-University email address, please complete the 1Med staff survey via the URL <http://bit.ly/2oYvN6N>, to be issued with a University IT account. You will be able to use MedLea to perform the same tasks that you were able to perform beforehand such as timetabling and viewing and completing forms.

Your University IT credentials can also be used to access the suite of 1Med services including:

- 1Med – www.onemed.manchester.ac.uk : PPD portfolio, notifications, timetable, forms
- 1Med Learn – www.onemedlearn.manchester.ac.uk : Learning content
- 1Med Buzz – www.onemedbuzz.manchester.ac.uk : non-core Programme information

Note: You will no longer have to log in more than once to navigate between MedLea and all 1Med services.

If you log in to 1Med you will find that the timetable and forms functions, Learn and Buzz are available from your main menu. To ask a question or report a problem, please contact onemed@manchester.ac.uk