



cinnamon digital applications

Digital Immunisations

School Access

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Purpose

This document outlines our approach to user accounts and verification. Before any user is able to access the Cinnamon system they must:

1. Register an email address and password
2. Verify the email address by clicking on the link in the verification email
3. Have permissions assigned by the Immunisation Service.

All permissions to access the system must be confirmed by the Immunisation Service before permissions are added for each user. Under no circumstances must any user be granted access to the system without prior authorisation from the Immunisation Service.

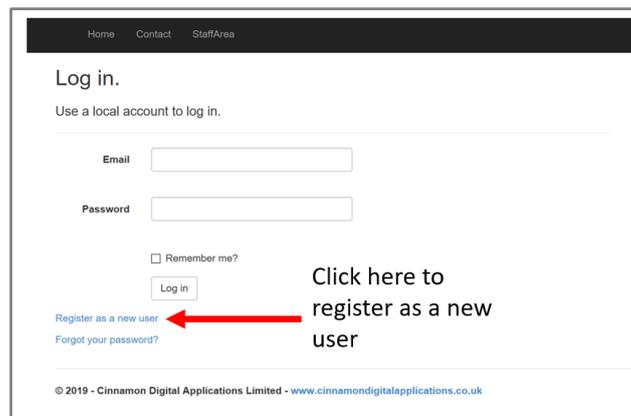
Account Register

To Register a Cinnamon account:

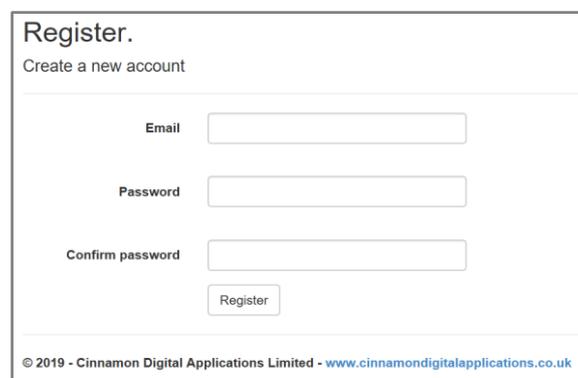
1. Go to web address provided by your immunisation service. Open the “School Area” link.



2. Click the link to register as a new user.

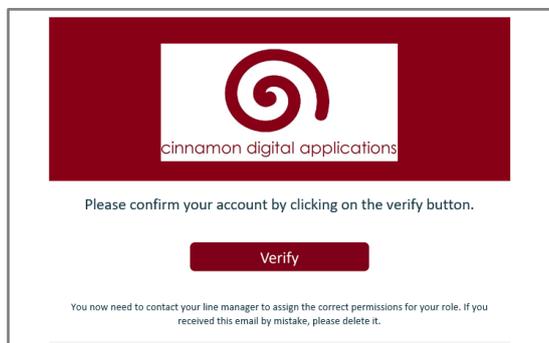


3. Complete the registration details



4. You will now receive an email asking you to verify your account. Please click on the link in the email. You may need to check your 'spam' or 'junk' folders.

The email will look like this:



If the email is delivered to your spam folder then you must:

- a. Copy the email to your inbox
- b. Ensure that you "download pictures".

Then click on the verify button.

If you do not receive the verification email you need to:

- a. Double check that the email address used to register is valid.
- b. Check again that the email address used to register is valid!
- c. Contact your local IT team to ensure that email messages from Cinnamon are not blocked by a local policy. Account notification messages from Cinnamon will be from noreply@cinnamondigitalapplications.co.uk

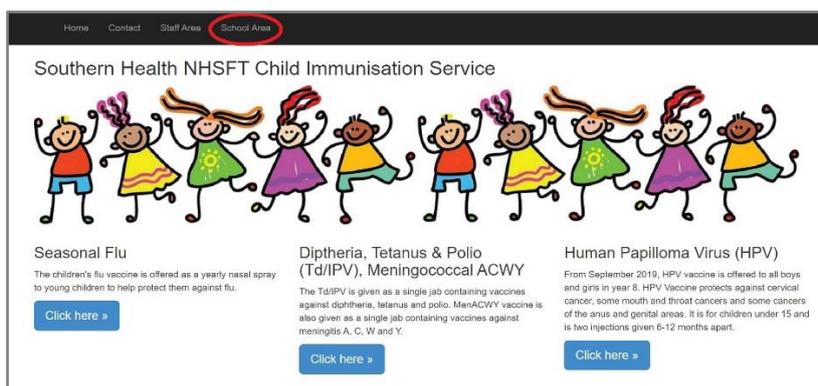
Now that you have registered your account, you **MUST** contact the School Immunisation team so that they can apply permissions for your account.

You will be unable to access any information until this final step is complete.

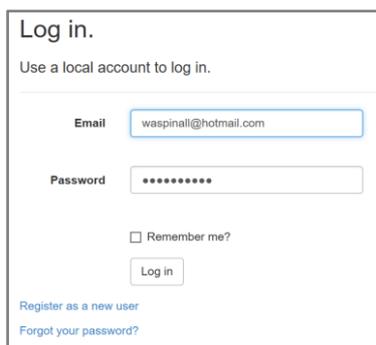
Account Verify

All Cinnamon users must have a confirmed email account. You must confirm your account before you can login to the system. If you have lost the confirmation email then follow these steps:

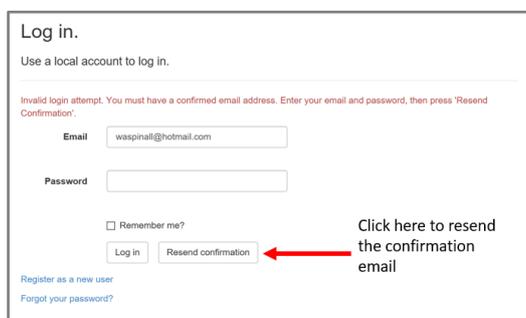
1. Open the “School Area” link.



2. Enter your login details.



3. A prompt will appear if you have not confirmed your account. Click on the “Resend confirmation” link to resend the email.

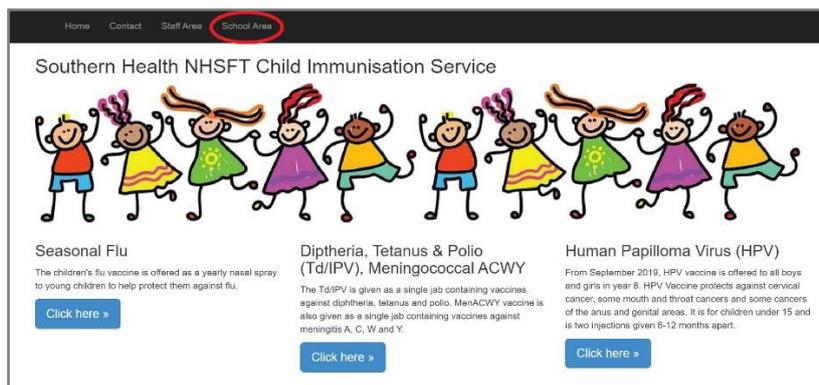


You will now receive an email asking you to verify your account. Please click on the link in the email. You may need to check your ‘spam’ or ‘junk’ folders.

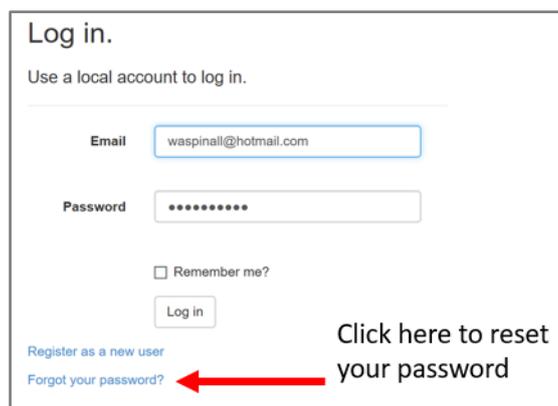
Forgot Password

All Cinnamon accounts can be reset automatically. If you forget your password then follow these steps.

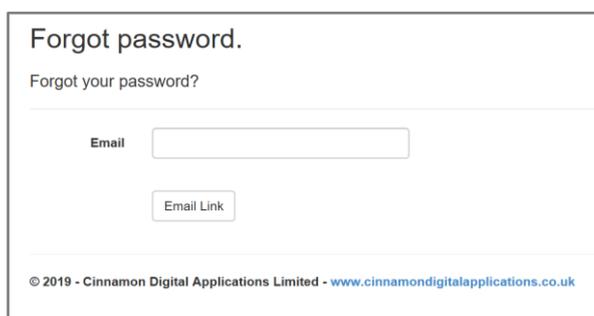
1. Open the “School Area” link.



2. Click on the “Forgot your password” link.



3. Enter your email address.



You will now receive an email asking you to change your password. Please click on the link in the email. You may need to check your ‘spam’ or ‘junk’ folders.

Version Control

Version:	1.0
Version Superseded:	
Owner:	
Date issued:	11 th September 2020
Review date:	Ongoing. This is a live document that should be edited when the process changes.
Target audience:	All users