To enable me to begin the process of activating Trak and other appropriate IT accounts I require the following information from you;

Do you have NHS Borders Intranet Access?	
Have you been supplied with a Microsoft license for mail either at NHS borders or another Scottish health board, and if so what was the email address allocated?	
Do you have an NHS Borders Learnpro account? (This is different to your university community account) *Trak modules from NHS Lothian cannot be used for NHS Borders*	
Surname	
First Name	
Known as	
Title (Miss/Mrs/Mr/Ms etc)	
Previous last name (if applicable)	
Age	
Date of Birth	
Address	
Postcode	
Placement Location & dates (please specify area not just BGH)	
University of Study	
Telephone Number	
Year of study **Please note – you cannot request Trak access if you are in 1st year of university**	

The reason we require all this information is that all TraK activity is monitored by NHS Borders FairWarning system, please see the guidance below that relates to this:

In the course of your duties you may have access to confidential information about patients, members of staff or other health service users. Failure to observe the following rules will be regarded as serious misconduct which will result in your HEI being informed to initiate the relevant disciplinary response.

- **Access information systems only within the terms of the agreed access protocol**

- **Password and User Access must NOT be shared**

- **All patient information accessed must be treated in accordance with NHS and relevant HEI Code of Confidentiality Guidelines and the Caldicott recommendations**

- **Be aware of requirements of NHS Borders and regulatory bodies (NMC,GMC) regarding inappropriate access and use of information**

- **Understand that system access is routinely audited and potential inappropriate access will be investigated**

- **All breaches will be reported to the appropriate HEI**