



NHS

East London
NHS Foundation Trust

How to
register on

 LifeQI

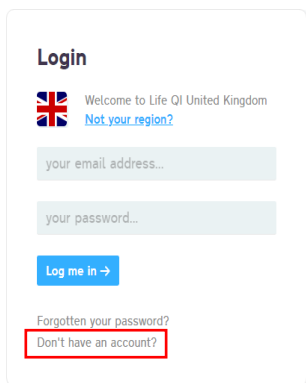
Life QI

Life QI is an online project management tool for Quality Improvement projects. All of ELFT's projects are stored and managed on the platform. To access the platform, please follow the instructions below.

Registering on the platform

Step 1 – Go to www.uk.lifeqisystem.com

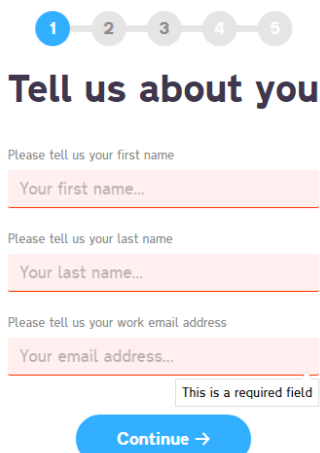
Step 2 – Click on “[Don't have an account?](#)”



The screenshot shows a 'Login' form with a UK flag and the text 'Welcome to Life QI United Kingdom'. Below this is a link 'Not your region?'. There are two input fields: 'your email address...' and 'your password...'. A blue button 'Log me in →' is below the password field. At the bottom, there are two links: 'Forgotten your password?' and 'Don't have an account?'. The 'Don't have an account?' link is highlighted with a red rectangle.

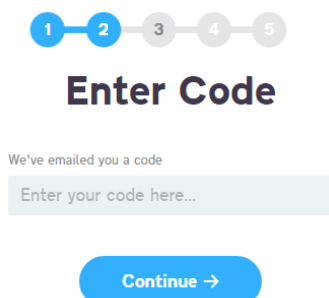
Step 3 – Complete the form

Please remember to use your work email address



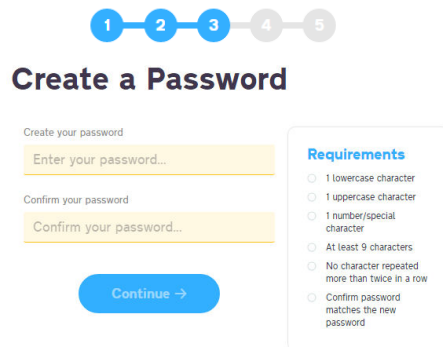
The screenshot shows a registration form titled 'Tell us about you'. It has a progress bar at the top with steps 1 to 5, where step 1 is highlighted. The form has three input fields: 'Your first name...', 'Your last name...', and 'Your email address...'. Below the email field is a small text box that says 'This is a required field'. A blue button 'Continue →' is at the bottom.

Step 4 – An email will be sent from bot@lifeqisystem.com with a confirmation code to verify your email address. You can either enter the code into the next stage of the registration form or click on the link in the email.



The screenshot shows a registration form titled 'Enter Code'. It has a progress bar at the top with steps 1 to 5, where step 2 is highlighted. The form has one input field: 'Enter your code here...'. A blue button 'Continue →' is at the bottom.

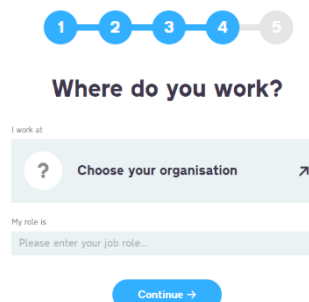
Step 5 – Set yourself a password



The screenshot shows a registration form titled 'Create a Password'. It has a progress bar at the top with steps 1 to 5, where step 3 is highlighted. The form has two input fields: 'Enter your password...' and 'Confirm your password...'. A blue button 'Continue →' is at the bottom. To the right of the password fields is a 'Requirements' box with a list of requirements: 1 lowercase character, 1 uppercase character, 1 number/special character, At least 9 characters, No character repeated more than twice in a row, and Confirm password matches the new password.

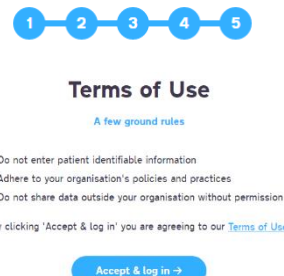
Step 6 – Enter where you work and your job title.

Please remember to select “East London NHS Foundation Trust”



The screenshot shows a registration form titled 'Where do you work?'. It has a progress bar at the top with steps 1 to 5, where step 4 is highlighted. The form has two input fields: 'Choose your organisation' and 'Please enter your job role...'. A blue button 'Continue →' is at the bottom.

Step 7 – Read the terms of use and verify that you accept them.



The screenshot shows a registration form titled 'Terms of Use'. It has a progress bar at the top with steps 1 to 5, where step 5 is highlighted. The form has a list of 'A few ground rules' with three bullet points: 'Do not enter patient identifiable information', 'Adhere to your organisation's policies and practices', and 'Do not share data outside your organisation without permission'. Below the list is a link 'Terms of Use'. A blue button 'Accept & log in →' is at the bottom.

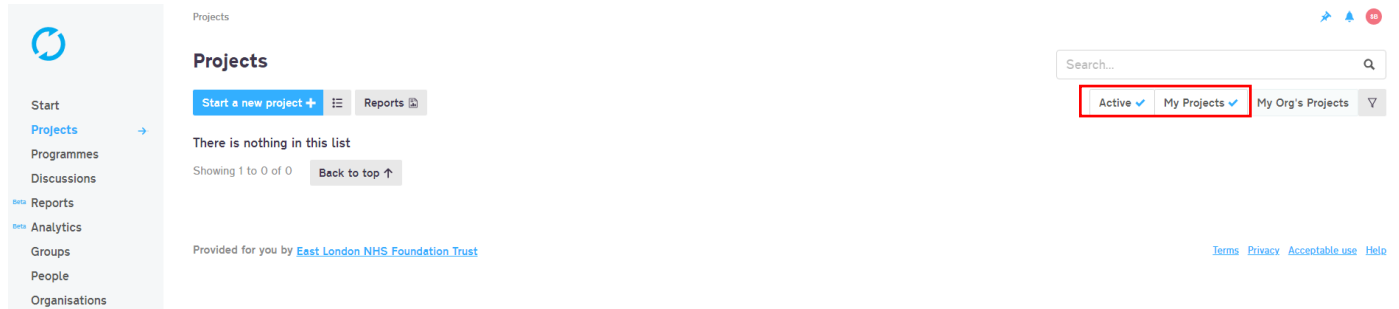
Step 8 – You will now be able to log into the platform. Your registration form will be sent to the ELFT administrators to approve. Once approved, you will be able to access all of the ELFT projects on the platform.

For instructions on how to find specific projects, please turn over.

Finding ELFT projects

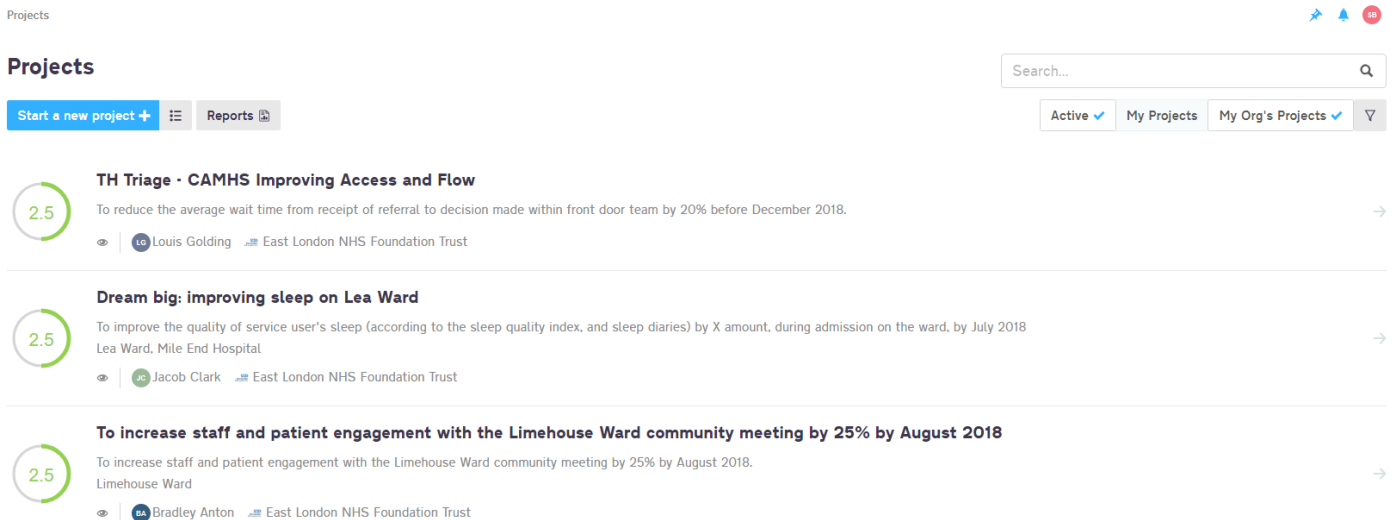
Once ELFT administrators have approved your account, you will be able to access all the ELFT projects on the platform. To search for projects, follow the instructions below.

Step 1 – Log into the platform and then click on “Projects” from the menu on the left. Here is where you can access all the projects on the platform.

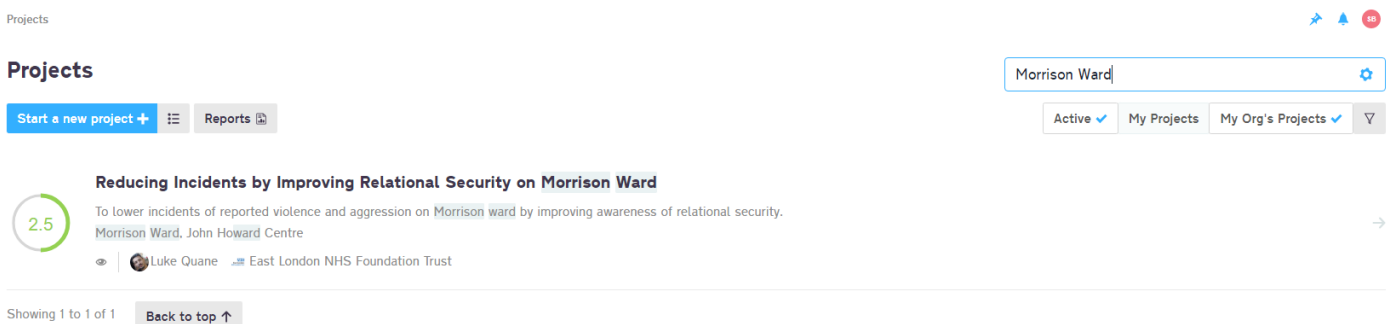


The page will automatically default to showing you all the active projects you’re linked to. If you are not part of any projects, nothing will appear here. You can use the filter options on the right to search for specific projects.

Step 2 – Click on the “My Projects” filter to get rid of it. Then click on the “My Org’s Projects” to view all the projects that are taking place in ELFT.



Step 3 – You can now use the search bar to filter out specific projects.



If you need further assistance, please do not hesitate to get in touch with the QI team at elft.qi@nhs.net