How to register for a Capacity Tracker Account?

- **It is <u>free</u> to register for an account.**
- **Multiple users <u>permitted</u>.**
- **Providers are encouraged to have multiple CT users, to cover periods of absence.**

1   Register for an Account

- To register, click on
  https://capacitytracker.com/register

- Select the appropriate '**provider type**'
  during registration.

  ➢ **Care Home providers** to select **Care Home**

  ➢ **Homecare** (Dom Care, Supported Living, Extra Care)
  providers to select **Homecare**

2   Await approval

- **Existing approvers within your organisation** can approve your account instantly

- **Support Centre** have a 14 day turnaround to approve accounts (if there are no approvers at the location).

- **For urgent approval requests**, please call the Support Centre –
  T: 0191 691 3729, **E:** necsu.capacitytracker@nhs.net
  (Mon-Fri 8am-5pm excluding public holidays)

3   Once approved, you can **navigate & update** the system