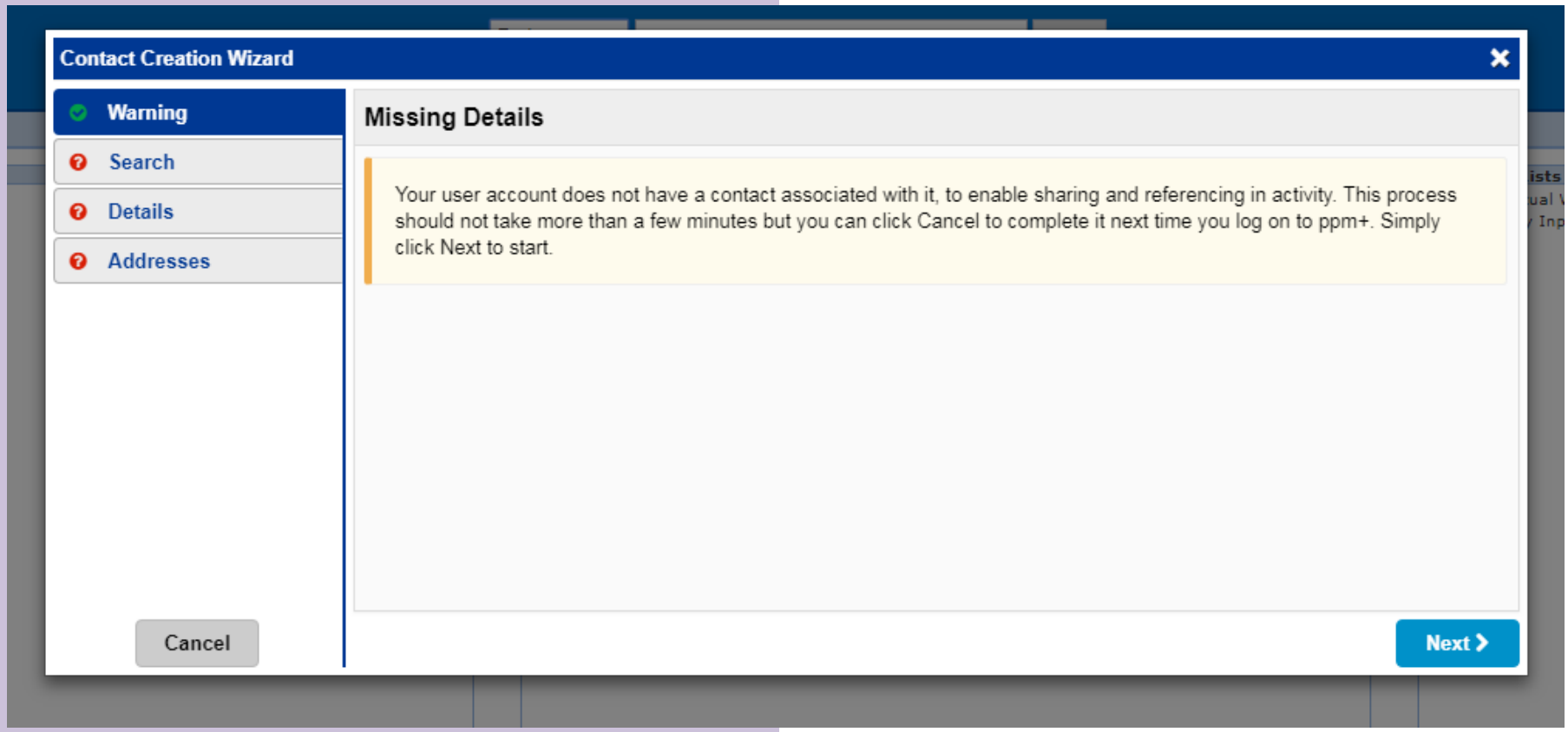
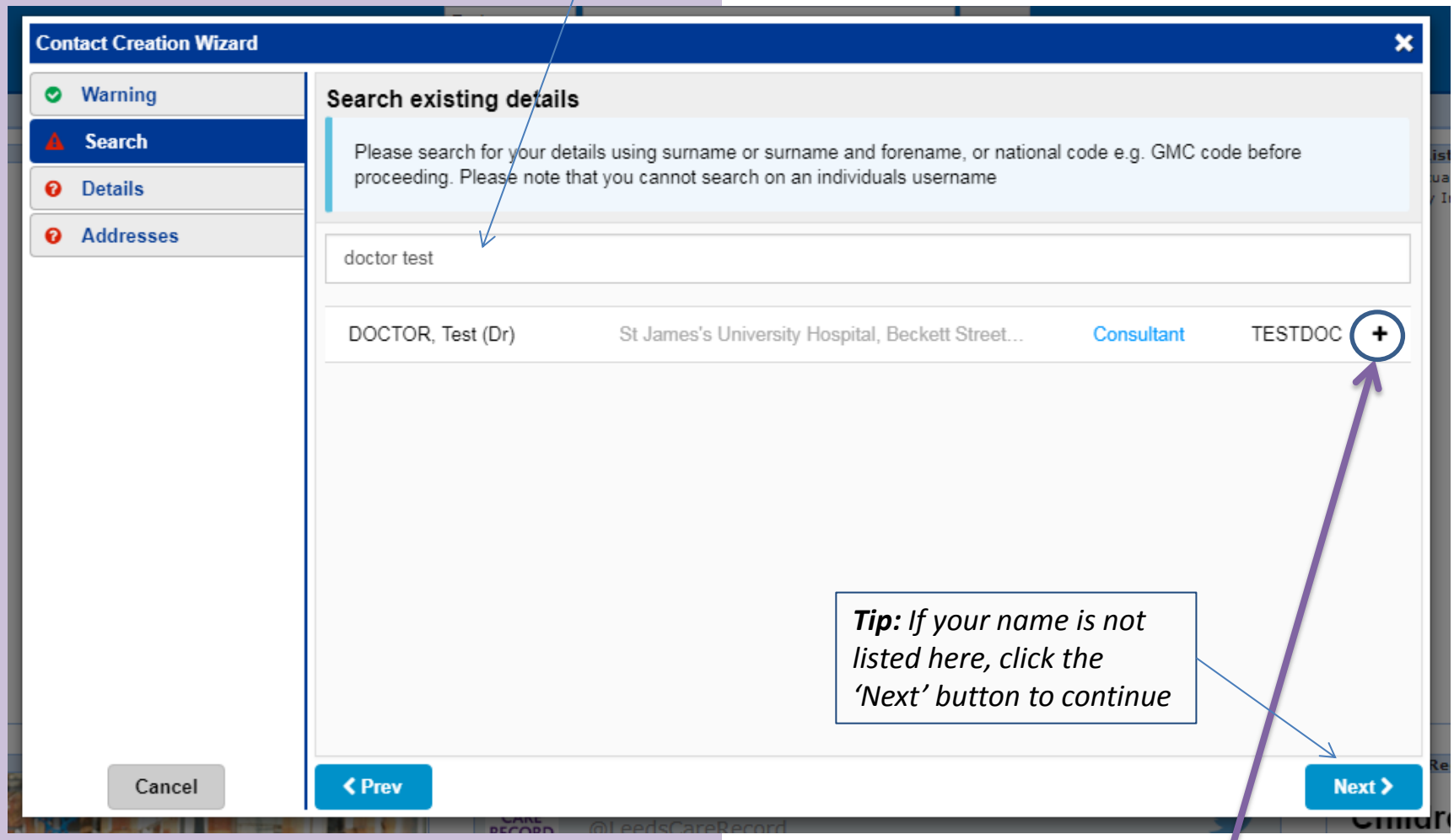
Setting up your contact in Leeds Care Record

1) Log into Leeds Care Record using the direct link here: https://leedscarerecord.leedsth.nhs.uk

2) Upon successful login to the portal, you will be displayed with the Contact Creation Wizard. Click the 'Next' button.

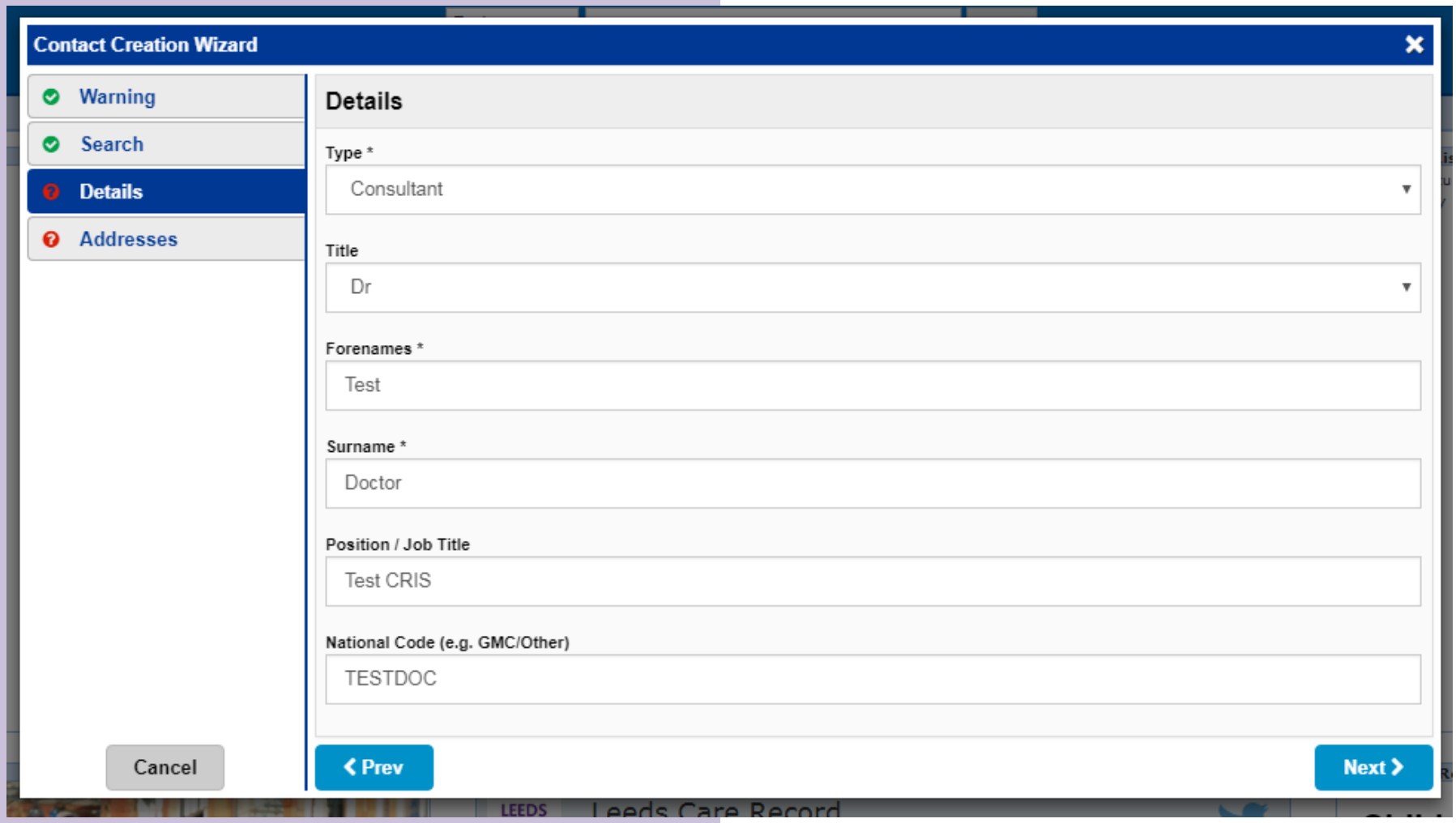


3) Search for your name using ‘Surname’ SPACE ‘Forename’.

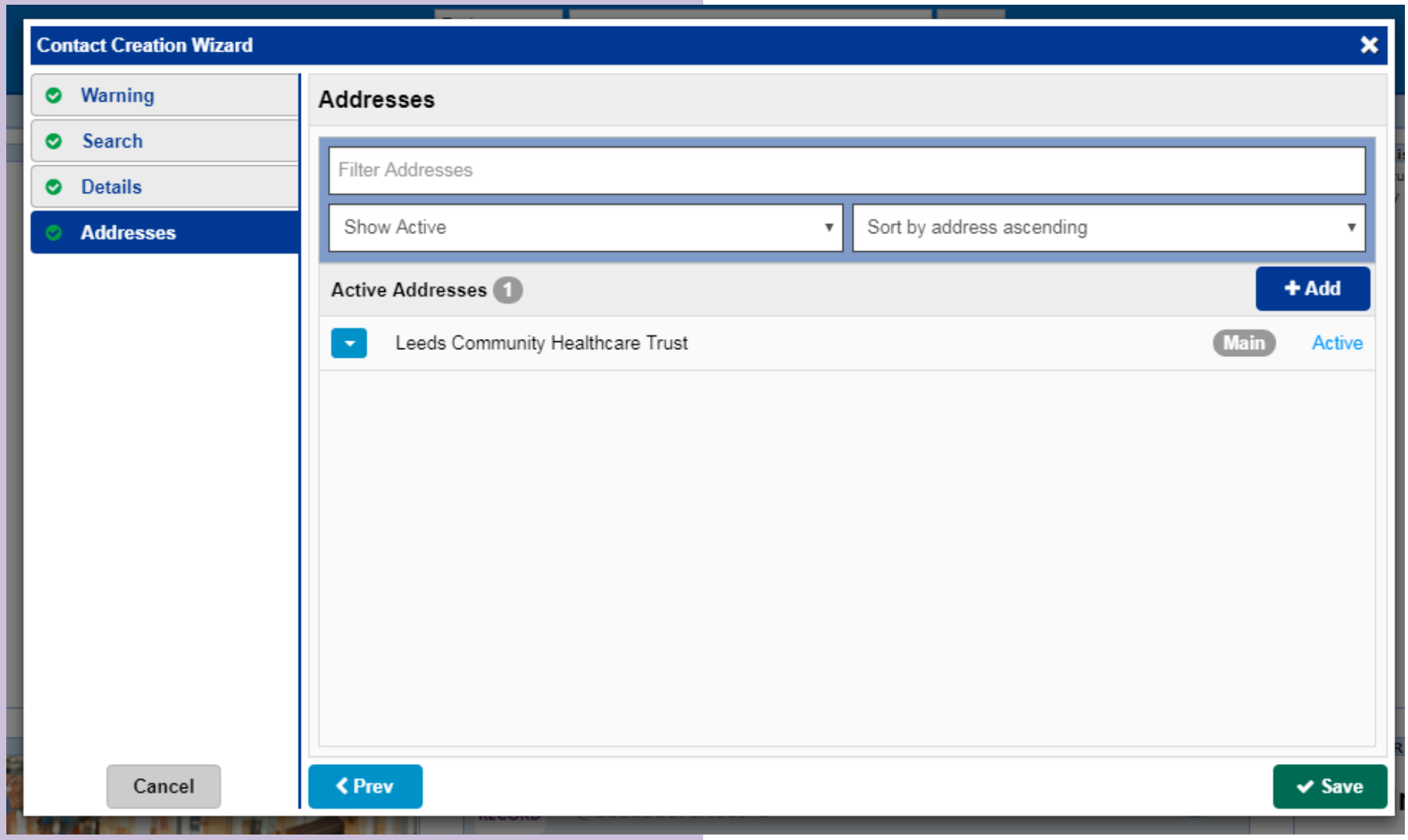


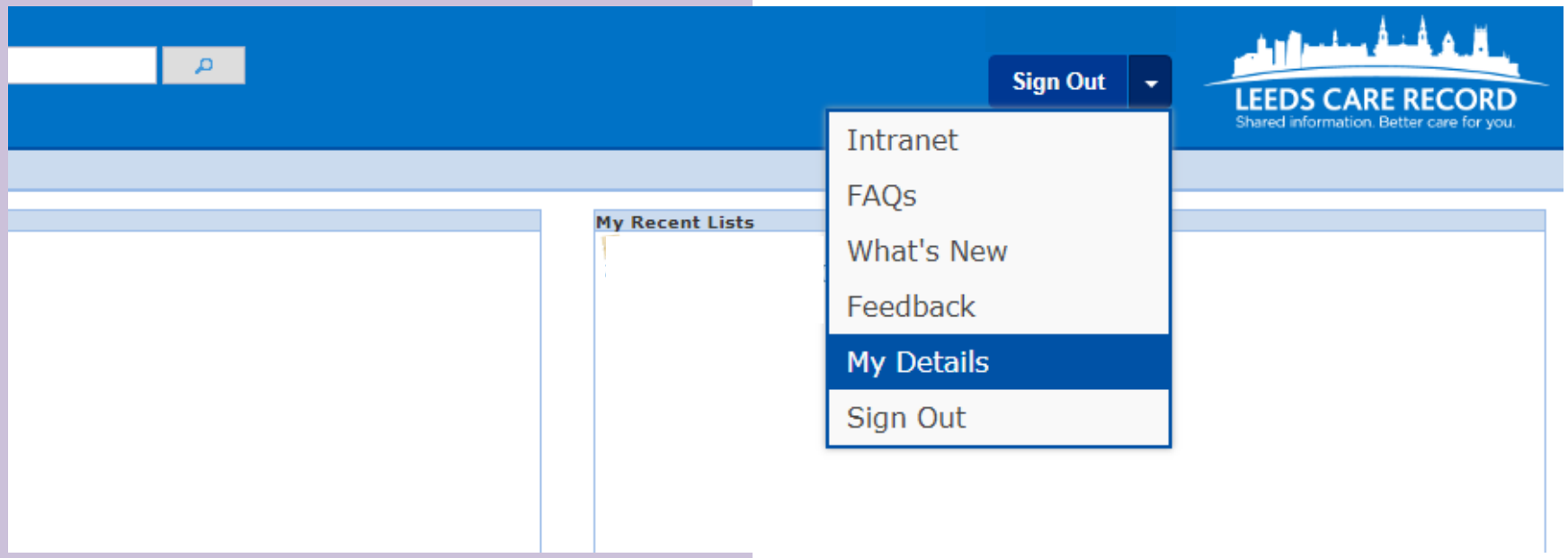
4) Once you have found your Contact form the list provided, click the **‘Plus/Add’** icon then click the ‘Next’ button.

5) Amend and update any details associated with your contact and click the ‘Next’ button.



6) Finally, ensure that you have an ‘Active Address’ listed (should be already defined) and click the ‘Save’ button.



Need to update your details at any point?

Click the down arrow located near the ‘Sign Out’ button and the ‘My Details’ option will allow you to edit your associated contact information.