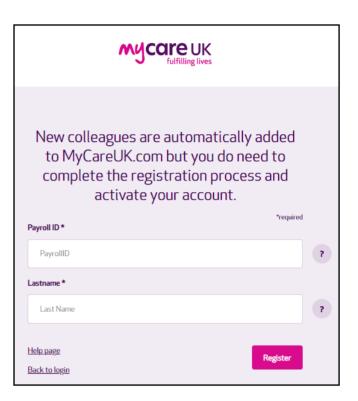# Registering a MyCareuk.com account

Every colleague has access to MyCareUK.com.

When a new colleague starts they are automatically added to the list of permitted users and are able to create their own mycareuk.com account.

They have to do this themselves so they can choose a password and contact email address.

To do this:

1. Go to mycareuk.com/create-account/
2. Enter their payroll number under Payroll ID
3. Enter their Surname as it appears on their payslip
4. Press 'Register'
5. If you receive an error message, please check the payroll ID and surname are correctly spelt.
6. If you are still receiving an error, email MyCareUK@careuk.com

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mycare UK fulfilling lives

New colleagues are automatically added to MyCareUK.com but you do need to complete the registration process and activate your account.

*required

Payroll ID *

PayrollID   [?]

Lastname *

Last Name   [?]

Help page
Back to login

Register

⚠ Only colleagues who have started working with Care UK can create accounts as they are only added to the permitted users from their first working day.

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We automatically add new colleagues to the MyCareUK user list but you need to activate and finalise your registration.

*required

First name*

First Name

Last name*

Last Name

Email address*

Email Address

Confirm email address*

Confirm Email Address

Payroll ID*

PayrollID

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5. You will then be asked to complete your registration by adding the rest of your information
6. Your surname and Payroll ID will be pre completed from the last page
7. When submitting your email address this should be a true email address i.e. Bloggy.Smith@careuk.com or Smithy.bloggs@gmail.com
8. When entering your email address, make sure it is correctly spelled. Otherwise you wont receive emails from MycareUK.com

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⚠ Shortened email addresses i.e. blogsmit@careuk.com will not work and should not be used for creating your account as you will not receive contact emails, i.e. password reset emails for example, if requested.

9. **For Role** - select the **category** that relates to your role from the dropdown menu, for colleagues in Connaught House you should select **'Support Functions'**

Role(s)*

- ☐ Lifestyle
- ☐ Administration
- ☐ Care
- ☐ Catering and Service
- ☐ Support Functions
- ☐ Housekeeping
- ☐ Maintenance

Role(s)*

Please select User Role(s) ?

10. **For location** - select the **home you are working in from the dropdown list** , if you are not based at a home then select **Connaught House**

Location*

Please select

Please select
Abney Court
Addington Heights
Connaught House
Tippethill
Invicta Court
Oat Hill Mews
Seccombe Court
Rush Hill Mews
Liberham Lodge
Ivy Grove
Bourley Grange
Edgbaston Manor
Parker Meadows
Rossetti House
Ridley Manor
Amherst House
Kentford Manor
Maids Moreton Hall
Newbury Grove

Location*

Please select

When choosing a new password please remember your password must:

- Be 8 characters or longer
- Contain at least 1 capital letter
- Contain at least 1 number
- Contain a special character, i.e. @ or # or ! etc.
- Not be a password you have previously used

For example **Password20** is not a valid but **P@ssword20** is

11. **For Password** - create a memorable password, you should not reuse a existing password if possible

12. Make sure you type the password correctly and that it meets the criteria above otherwise you will receive an error message

Password*

Password 👁

Re-type your password*

Confirm Password 👁

☐ Please confirm you have read the privacy policy
☐ Please confirm you have read the terms and conditions

For any issues using or registering on MyCareUK.com, email MyCareUK@careuk.com for support