

Initial (first time) log in to Home Fire Safety Visit (HFSV) application Guidance for individuals within partner agencies

Your partner organisation requires to submit a Data Sharing Framework (DSF) to ensure all parties are General Data Protection Regulation (GDPR) compliant and allow personal data to be safely and securely shared.

Once the DSF is approved by SFRS, individuals within your organisation can register for an account to allow them access to the HFSV application and start making referrals for a HFSV (with the service users permission).

How an individual within a partner organisation registers for an account

- 1 Use this URL <u>HFSV - Partner Site (azapp-sfrs-uks-pi-hfsv-web-partner-ui.azurewebsites.net)</u>
- 2 Choose "new user registration" from the left hand menu
- 3 Complete the required fields using your work email address and a password of your choice
- 4 Submit you will receive the undernoted confirmation

New User Registration
Thank you for registering as a Home Fire Safety Visit user. To verify your account please use the link sent to your email account within the next 48 hours. If this link does not appear in your
inbox please check any pam folders. If the link is not used within the next 48 hours you will have to register again

Once you have submitted your registration request you will require to validate your account by selecting a link sent to your work email address. If no email is delivered to your inbox **please check your "junk" folder**.

Your account must be validated within 48 hours.

- If validated within 48 hours you can go ahead and log in to the HFSV application
- If not validated within 48 hours your link will expire and you will require to go through the registration process again (as described above).

When you press the hyperlink within your email to verify, the undernoted message will pop up.

Home Fire Safety Visit (HFSV) Partner

Thank you for verifying your account. Your HFSV account has been activated. Please sign-in using your email address address address and to start using the HFSV system.

Login

Multi Factor Authentication (MFA) process

This is a "one off" process that appears when a user creates an account and logs in for the first time.

Press the log in button as shown in the graphic above and the log in sub screen will appear. Enter your work email and password and press submit.

Step 1

- You will be prompted to download the Authenticator App. You can use any Authenticator application you wish, you are not required to use the Microsoft Authenticator application.
- Open authenticator app
- Click the + button in the top right hand corner
- Select "work or school account"
- Select "scan QR code"
- Scan the QR code via your authenticator app using your phone camera



Step 2

- You will be sent a 6 digit code via the Authenticator app
- Enter the code in the field provided
- Press "verify"

V 😌 HFSV - Partner Site 🗙	+		- Ø X
← → ♂ 🛱 azapp-sfrs-uks-p	i-hfsv-web-partner-ui.azurewebsites.net		x D 0 4
Di ICT Support Di StarBucks Dal	ily 🖆 costa 🖆 Dev		
HFSV Partner Ore	ganisations	SCOTTISH Fire and rescue service	Login
New Partner Registration Data Sharing Framework New User Registration	Welcome to our Home Fire Safety Vis The Scottish Fire and Rescue Service (SFRS) is committed to build tackle fire safety issues in isolation. Adopting a collaborative and p	sit (HFSV) Partner site ng a safer Scotland. A HFSV is designed to target those at highest risk and i arthenihip approach, offers the best outcomes for those most vulnerable in	most vulnerable from fire in our communities. With many contributory factors, we know we cannot our communities.
Phiacy Notice Cuidance	Why should your organisation get involv By developing positive and mutually beneficial partnerships with members of the community who may be at an increased risk of the What is the HESV qualifying criteria? The HESV criteria is a list of behaviours, or circumstances that are- permission, you will be able to refer using the secure HESV partner • Aged 65- • Anyone in the household has a history, or may be a target of • High levels of clutter / hoading • History of the, including signs of burns, /scorch marks on fur • Use de freedual avyone, emolifiert products, or medical air • Use medication that causes drowers, visual disturbance • Akyone in the household has shown an interest in starting is • Anyone in the household has shown an interest in starting is	Ind2	aims to improve the identification, targeting and risk management of vulnerable and excluded to DE SFRS to help keep people safer in their own home.
			© Scottish Fire & Rescue Service 2024

Step 3

- When the code is verified the authentication process is complete
- The application menu will appear on the left
- Your initials will appear in the top right
- You can now go ahead and search for an address to make a referral for a HFSV

~	O HESV - R	Partner Site	×	+							-	o x
4	→ C	ta azapp-	afra-uka-pi-	hfsv-web-partner-uLazurewebsites.net/referral						\$	0 0	1 4 E
	ICT Support	StarBucks	🗅 Daih	y 🗅 costa 🕒 Dev								
Ш	HFS	V Partne	er Org	ganisations	SCOTTISH THE AND RESOLUTION							KT
5	Crinate Re	ferral		6								
-	Received	Referrals		Referral								
1	Track Refe	errais		Start a referral by searching for an address:								
0	Reset Pass	sword		Search							Q	0
	Privacy N	otice		ocuren								
	Guidance											
-												
							_	_	- 0	Scottish Ere	& Rescue S	ervice 2024

Subsequent logins

• For any subsequent logins, use your work email address and the password you set during registration

👻 🤨 HFSV - Partner Site	× +		- o ×
← → ♂ 🖽 azapp-sfrs-uks	pi-hfsv-web-partner-ui.azurewebsites.net		☆ D D 🛓 :
CT Support CT StarBucks CT D	iaily 🗅 costa 🗅 Dev		
III HFSV Partner O	rganisations	SCOTTISH Fire and rescue service	Login
*2. New Partner Registration	Welcome to our Home Fire Safety V	isit (HFSV) Partner site	
Data Sharing Framework			
+2 New User Registration	The Scottish Fire and Rescue Service (SFRS) is committed to built tackle fire safety issues in isolation. Adopting a collaborative and	Jing a safer Scotland. A HFSV is designed to target those at highest risk and partnership approach, offers the best outcomes for those most vulnerable i	d most vulnerable from fire in our communities. With many contributory factors, we know we cannot in our communities.
Privacy Notice	Why should your organisation get invol-	yad2	
Guidance	Miny sinduction goalities and miguality beneficial partmentality with members of the community who may be at an increased risk of fit What is the HFSV qualifying criteria? The HFSV criteria is list of behaviour, or circumstances that are permission, you will be able to refer using the secure HFSV partment • Aged 65+ • High levels of clutter / hearting • History of file, including signs of burns/scorth marks on file • Use of medical oxygen, emolileret products, or medical air • Use of medical oxygen, emolileret products, or medical air • Unable to evacuate the property in an emergency due to to • Dementia / Cognitive impartment • Use medication that causes drowsiness, visual disturbance • Alcohol, drug or substance dependent • Anyone in the household has shown an interest in starting To sign up to be a HFSV partner navigate to 'New Partner	Sign up or sign is - George Chowe Methodocek-b2doon.com/httpb2dek-onnicrosoft.com/b2c_T_signn. Methodocek-b2doon.com/httpb2dek-onnicrosoft.com/b2c_T_signn. Sign in with your email address Please enter your final Address Please enter your final Address Please enter your password Sign in Don't have an account? Sign up method	ams to improve the identification, targeting and risk management of vulnerable and excluded the SFRS to help keep people safer in their own home.
			© Scottish Fire & Rescue Service 2024

How to change your password

If at any time you require to change your password due to a breach or have forgotten your password, use the undernoted steps.

- Use this URL <u>HFSV - Partner Site (azapp-sfrs-uks-pi-hfsv-web-partner-ui.azurewebsites.net)</u>
- Click log in icon in top right corner
- Under the icon "log in" choose the forgot your password function
- User details screen will pop up
- Enter email address
- Verification code will be sent
- Enter verification code to gain access

Assistance from SFRS

SFRS HFSV Administrators can be contacted by email <u>sfrs.hfsvadministrators@firescotland.gov.uk</u>