

# New User Request

Questions or issues?

Email [help@beamtree.co.uk](mailto:help@beamtree.co.uk)

| Version | Changes               | Date     |
|---------|-----------------------|----------|
| 1.0     | First version for use | 22/12/25 |
|         |                       |          |
|         |                       |          |

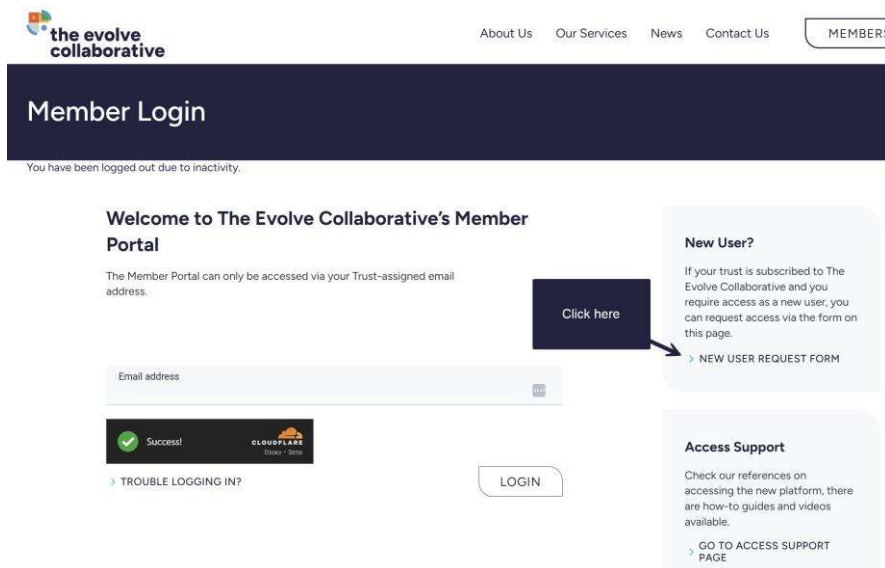
# New User Request - Evolve

## Overview

This process covers the steps to request a new user on Evolve.

## Home Screen

From the Home Screen, Click the New User Request Form;



The New User Request Form appears, complete all fields as appropriate:

## Request Access for New User

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### Require access as a new user?

If your trust is subscribed to The Evolve Collaborative and you require access as a new user, you can request access below. This request will be sent to your trust approver for review and you will be notified by email of the outcome. Your email must be your trust-assigned email address.

Fields are mandatory unless stated.

|                      |                                                                                                    |            |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| Prefix *<br>Select ▼ | Firstname *<br> | Lastname * |
| Job Title *          |                                                                                                    |            |
| Phone *              |                                                                                                    |            |
| Email *              |                                                                                                    |            |

access as a new user, you can request access below. This request will be sent to your trust approver for review and you will be notified by email of the outcome. Your email must be your trust-assigned email address.

Fields are mandatory unless stated.

Prefix \*  
Mr

Firstname \*  
Trust

Lastname \*  
User

Job Title \*  
Trust CEO

Phone \*  
012345678900

Email \*  
trustceo@mytrust.com

Region \*  
East of England

Trust \*  
Norfolk and Norwich University Hospitals NHSFT

I am interested in learning communities in the following domains

Safety
Financial & Operational Sustainability
Effectiveness & Population Health
Timeliness & Accessibility
People & Culture

Select the learning communities that you are interested in, when all details are populated, click Next :

I am interested in learning communities in the following domains

Safety

I'd like to be part of a learning community that explored

Click Next

NEXT



You will be asked whether you require episode level access for your selected trust(s). This gives access to drill down into specific episodes when investigating the data. Tick the checkbox if this is required, otherwise leave it blank, then click Submit:

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## Require access as a new user?

Do you require episode level access for data at this/these trust/s?  
Your trust approver will review your request in line with the trust's data governance policy.

Opt-in for those that you require, or click submit to skip opt-in.

Norfolk and Norwich University Hospitals NHSFT: ☐ Yes, opt-in

Once you submit your request, your trust administrator will review it and you will receive a follow-up email shortly.

SUBMIT

You will receive an email explaining the next steps as below, please contact your trust administrator for questions on approvals.

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Subject      Evolve Collaborative – New User Request

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Dear [first name] [surname],

Thank you for registering for a new account to access The Evolve Collaborative Platform. Your request has been sent to the nominated approver at your selected trust(s).

**Action required**

Two steps are required for you to gain access to the platform:

1. An email invitation from 'invites@microsoft.com' has been sent to you to connect your email to our platform. Please complete authentication set-up and refer to the attached user guide if assistance is required.
2. The nominated approver at your hospital(s) must confirm your access to the platform. You will receive an email confirming approval when the request has been processed.

Both steps above are required for you to access the portal.

Please don't hesitate to contact us if you have any questions or concerns on [help@beamtree.co.uk](mailto:help@beamtree.co.uk)

Kind regards,  
Evolve Collaborative Support

## Contact

For any queries requiring assistance, please email [help@beamtree.co.uk](mailto:help@beamtree.co.uk).