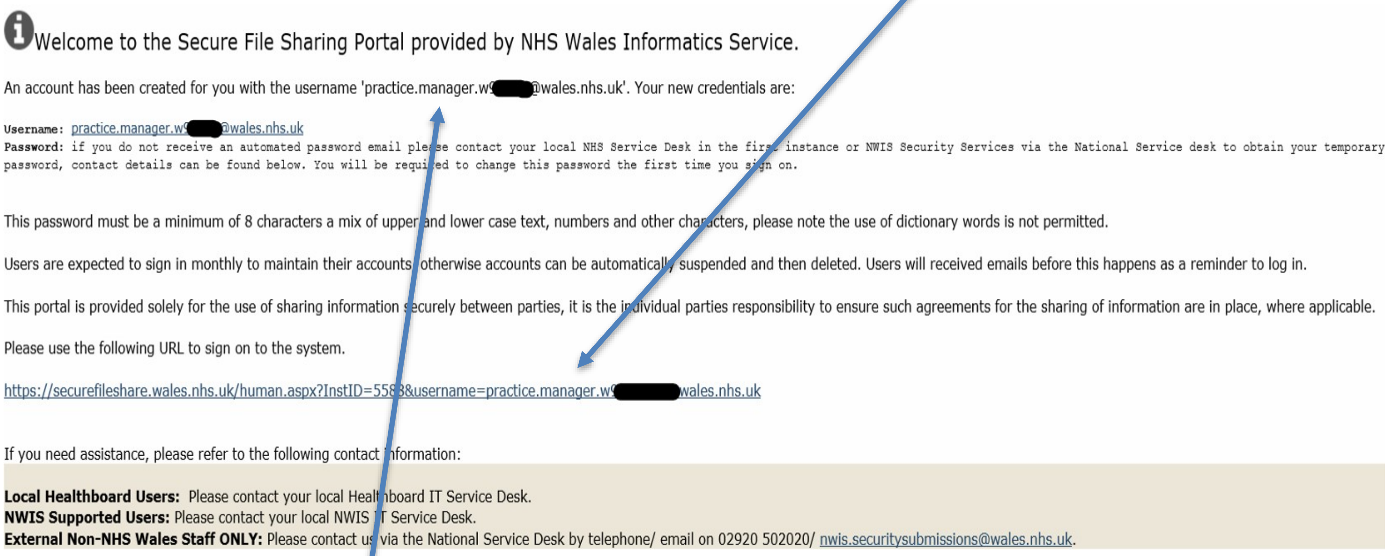
Cyfarwyddiadau ar gyfer cyrchu Porth Rhannu Ffeiliau'n Ddiogel GIG Cymru ac uwchlwytho dogfen

Agorwch yr e-bost croeso Rhannu Ffeiliau'n Ddiogel a anfonwyd yn ddiweddar (3/4 Mehefin) i'ch cyfrif E-bost Rheolwr Practis. Bydd yr e-bost yn cynnwys dolen i'r dudalen fewngofnodi isod a chyngor ar y meini prawf ynghylch cyfrineiriau. Anfonwyd ail e-bost sy'n cynnwys y cod mynediad cyfrinair ynghyd â'r e-bost



Welcome to the Secure File Sharing Portal provided by NHS Wales Informatics Service.

An account has been created for you with the username 'practice.manager.w[redacted]@wales.nhs.uk'. Your new credentials are:

Username: practice.manager.w[redacted]@wales.nhs.uk
Password: if you do not receive an automated password email please contact your local NHS Service Desk in the first instance or NWIS Security Services via the National Service desk to obtain your temporary password, contact details can be found below. You will be required to change this password the first time you sign on.

This password must be a minimum of 8 characters a mix of upper and lower case text, numbers and other characters, please note the use of dictionary words is not permitted.

Users are expected to sign in monthly to maintain their accounts, otherwise accounts can be automatically suspended and then deleted. Users will received emails before this happens as a reminder to log in.

This portal is provided solely for the use of sharing information securely between parties, it is the individual parties responsibility to ensure such agreements for the sharing of information are in place, where applicable.

Please use the following URL to sign on to the system.

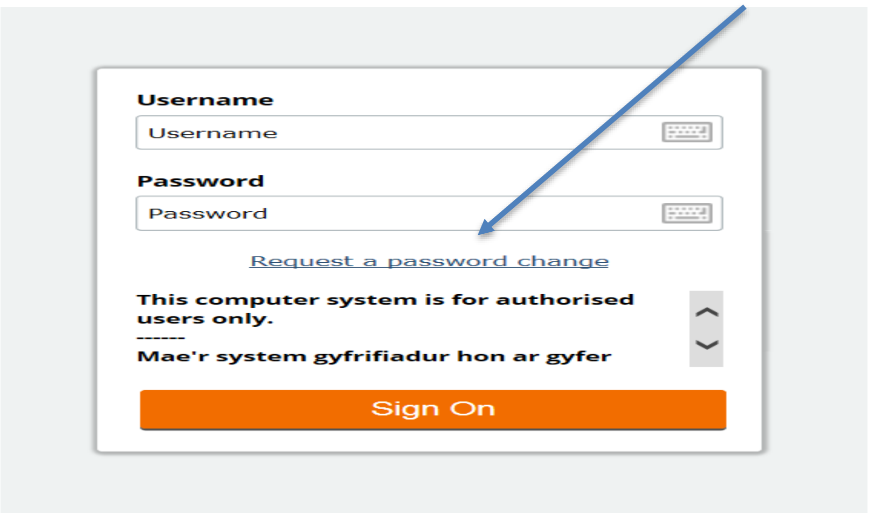
https://securefileshare.wales.nhs.uk/human.aspx?InstID=5588&username=practice.manager.w[redacted]wales.nhs.uk

If you need assistance, please refer to the following contact information:

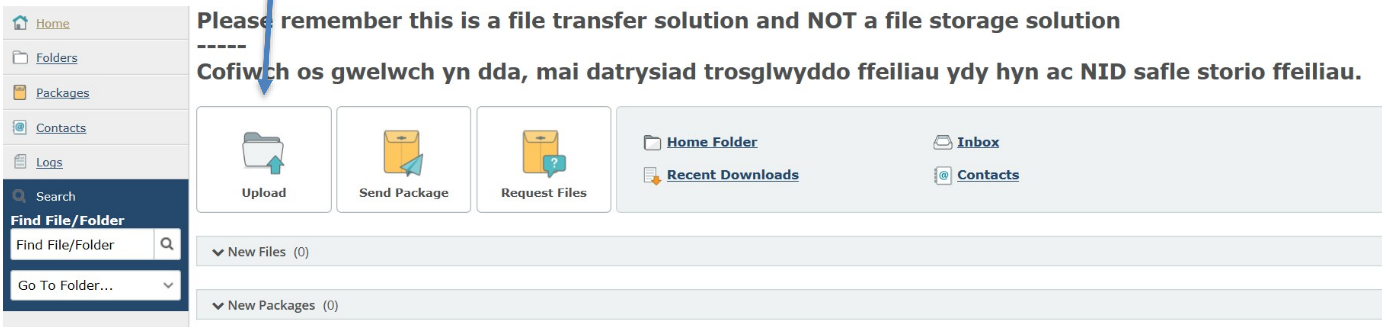
Local Healthboard Users: Please contact your local Healthboard IT Service Desk.
NWIS Supported Users: Please contact your local NWIS IT Service Desk.
External Non-NHS Wales Staff ONLY: Please contact us via the National Service Desk by telephone/ email on 02920 502020/ nwis.securitysubmissions@wales.nhs.uk.

Eich cyfeiriad e-bost Rheolwr Practis generig fydd yr enw defnyddiwr. Er ***practice.manager.w00000@wales.nhs.uk***

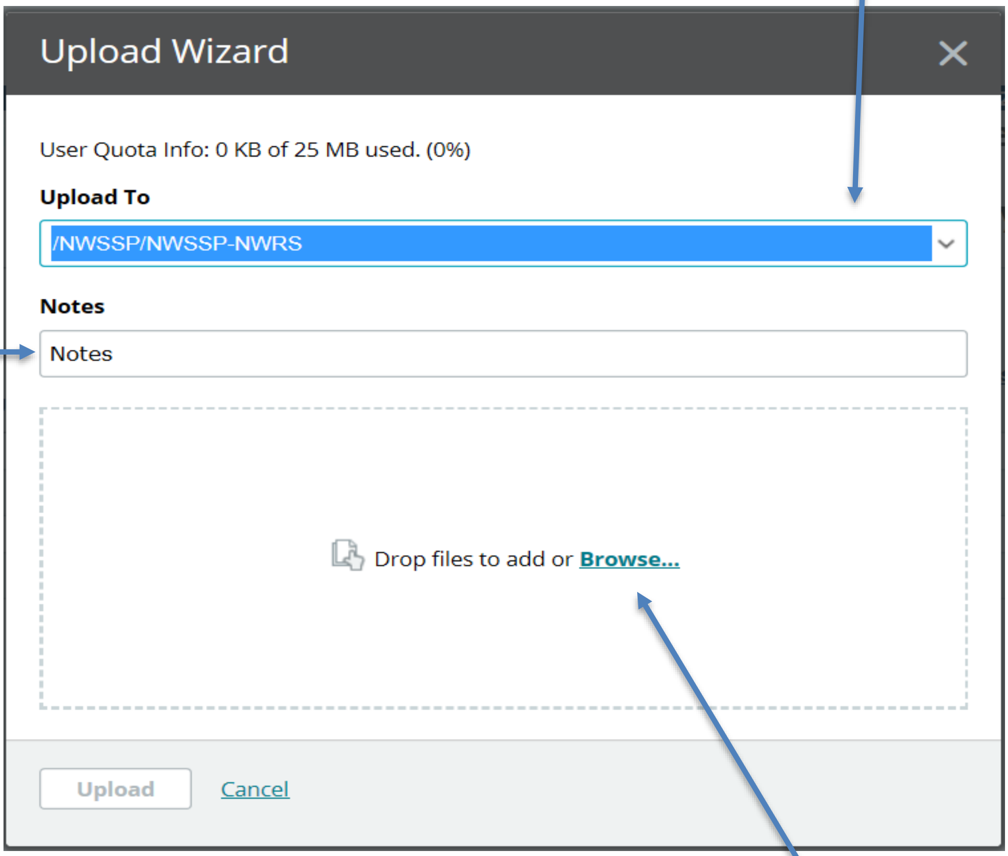
Os na allwch ddod o hyd i'ch e-byst croeso a chyfrinair a anfonwyd gan ***Wasanaeth Gwybodeg GIG Cymru****, yna defnyddiwch y ddolen ganlynol* ***https://securefileshare.wales.nhs.uk*** *i gyrchu'r dudalen fewngofnodi a gofyn am gyfrinair.* **Peidiwch â chysylltu â Gwasanaeth Gwybodeg GIG Cymru gan fod y cais yn cael ei anfon at TG PCGC.**



Ar ôl i chi gyrchu'r porth ac y gallwch weld y dudalen hafan, dewiswch yr eicon **Upload**Bydd y ffenestr naid Upload Wizard yn agor.



Dewiswch y ffolder **/NWSSP/NWSSP-NWRS** yn y gwymplen **Upload To**.



Gallwch naill ai lusgo a gollwng eich ffeil Llwytho Data WNWRS neu glicio **Browse** i ddod o hyd i'r ffeil a'i hatodi.

Gallwch ddefnyddio **Notes** os yw'n well gennych (dewisol). Unwaith y bydd y ffeil ynghlwm, cliciwch **Upload.** Mae neges gadarnhau yn ymddangos yn y faner uchaf.

Cysylltwch â Gwasanaethau Cyflogaeth PCGC os oes gennych unrhyw ymholiadau:	
E-bost:	NWSSP.PrimaryCareWNWRS@Wales.nhs.uk
Rhif Ffôn:	01792 860490/0498

4-5 Cwrt Charnwood,
Heol
Billingsley,
Parc Nantgarw,
Caerd
ydd, CF15 7QZ

01443 848585