

Process for registering to electronic consent system for schools

Process function

Consent for immunisation from parents/carers is collected via an electronic consent system supplied by Cinnamon Digital Applications (henceforth referred to as Cinnamon). The system is used to collect consents and can be reviewed to monitor returns.

You can use this process to register to Cinnamon as a school user.

YOU WILL NEED

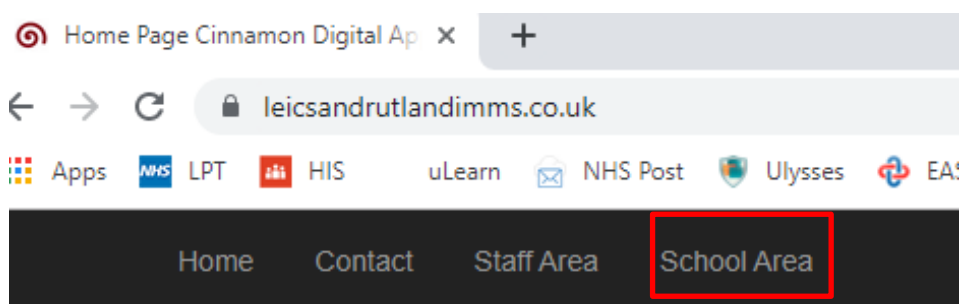
Access to the internet

Access to your school email

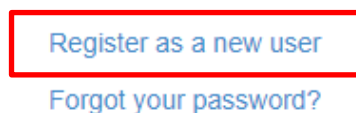
STEP BY STEP GUIDE

STAGE ONE – CINNAMON REGISTRATION

1. Access Cinnamon by visiting: <https://www.leicsandrutlandimms.co.uk/>
2. Click on the School Area.



3. A log in screen will appear. To create a new account click on Register as a new user.



4. A Register – Create a new account screen will appear.

[Home](#) [Contact](#) [Staff Area](#) [School Area](#) [Pharmacy Area](#)

Register.

Create a new account

Email

Password

Confirm password

Register

5. Enter your email address.
 - Please ensure there are no spaces and the email address is your school email address.
 - Email addresses from unrecognised groups or from providers like hotmail or googlemail will not be authorised.
6. Enter and confirm your password.
 - Passwords must have at least one non letter or digit character and have at least one uppercase character ('A'-'Z').
7. Click Register.
8. A message will appear advising you that: *An email has been sent to your account. Please view the email and confirm your account to complete the registration process.*

[Home](#) [Contact](#) [Staff Area](#) [School Area](#) [Pharmacy Area](#)

Register.

An email has been sent to your account. Please view the email and confirm your account to complete the registration process.

Create a new account

Email

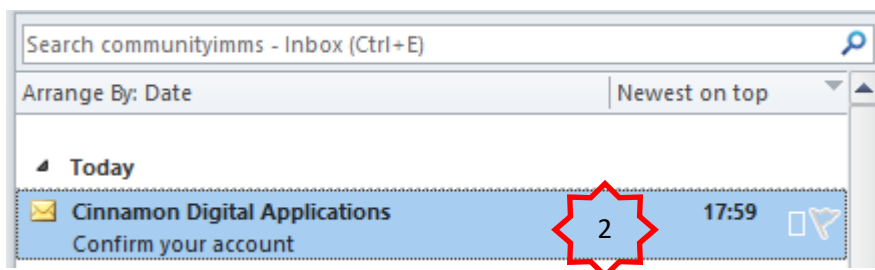
Password

Confirm password

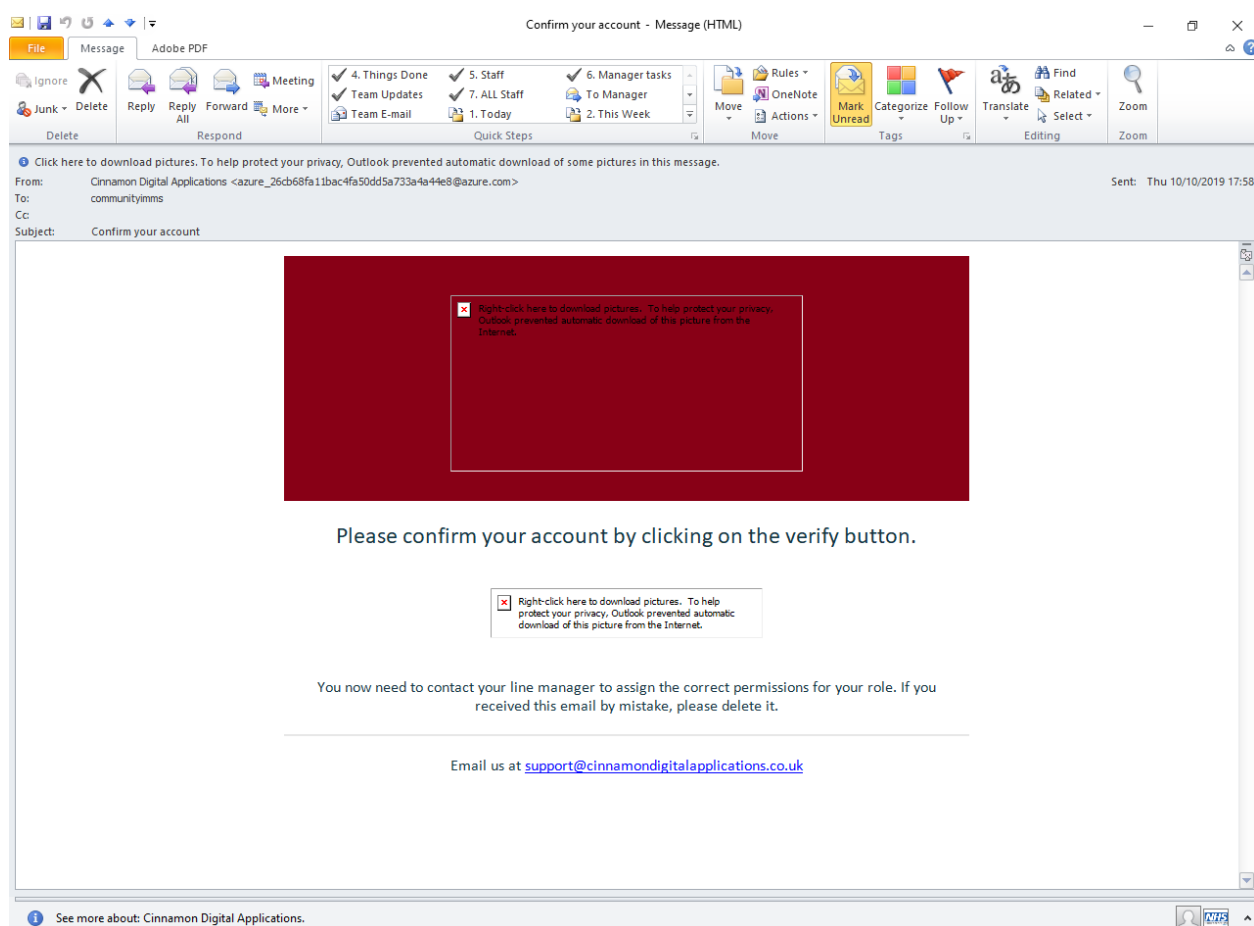
COMMUNITY IMMUNISATION SERVICE

STAGE TWO – VERIFYING YOUR EMAIL ADDRESS


9. Log onto MS Outlook or your mail provider.
10. An email should appear from Cinnamon Digital Applications. Open this email.
 - To do so, double click on the email to open and access the email.



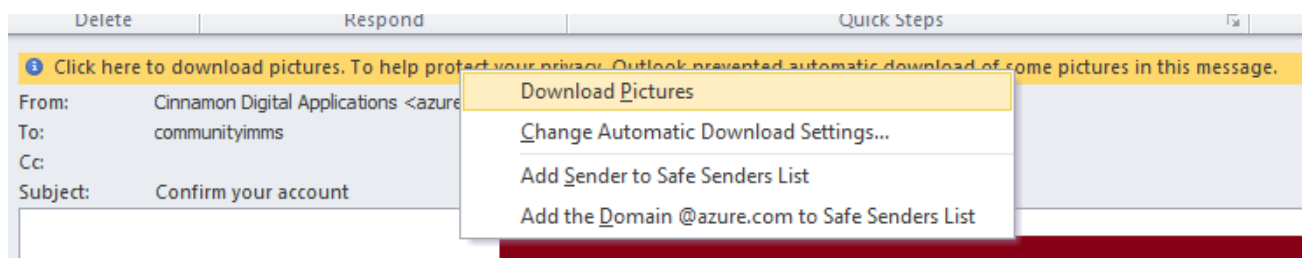
11. The email will appear as below.



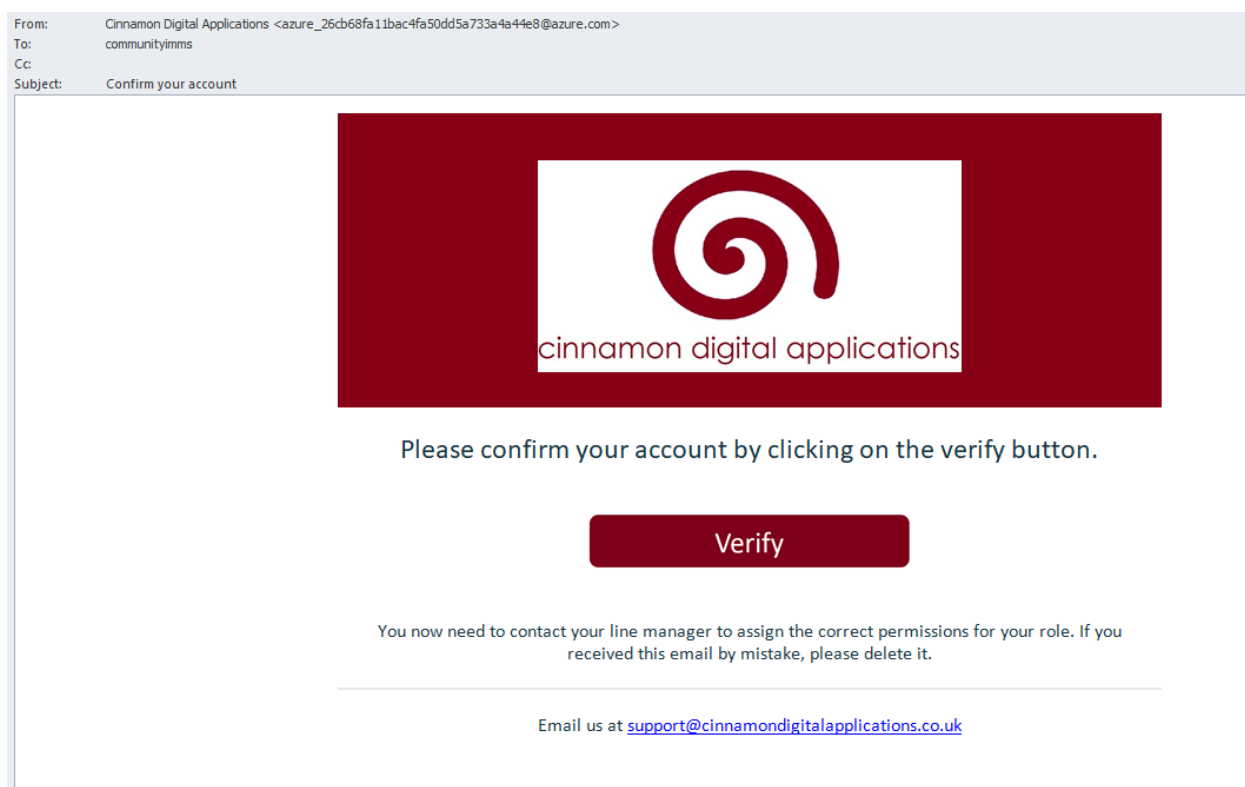
12. Pictures are not downloaded by default.
 - To enable download, click on the (i) Click here to download pictures.
 - Select download pictures.

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

COMMUNITY IMMUNISATION SERVICE



13. The email should now appear as below with the pictures including the Cinnamon logo and the Verify button being visible.



14. Click on the verify button.

Please confirm your account by clicking on the verify button.



15. This will open a web browser and will show the following message.

Account Confirmation.

Thank you for confirming your account. Click [here](#) to login

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16. You can log in to Cinnamon **however** your screen will appear blank and return you to the login screen.
17. **You now need to email communityimms@leicspart.nhs.uk request Administrative rights on Cinnamon AND the name of your school. They will give you basic user rights as a school user.**