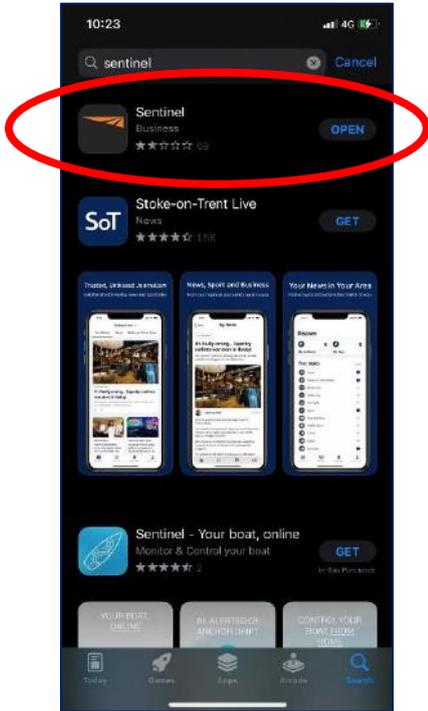


## Creating a sentinel account – using a smart phone

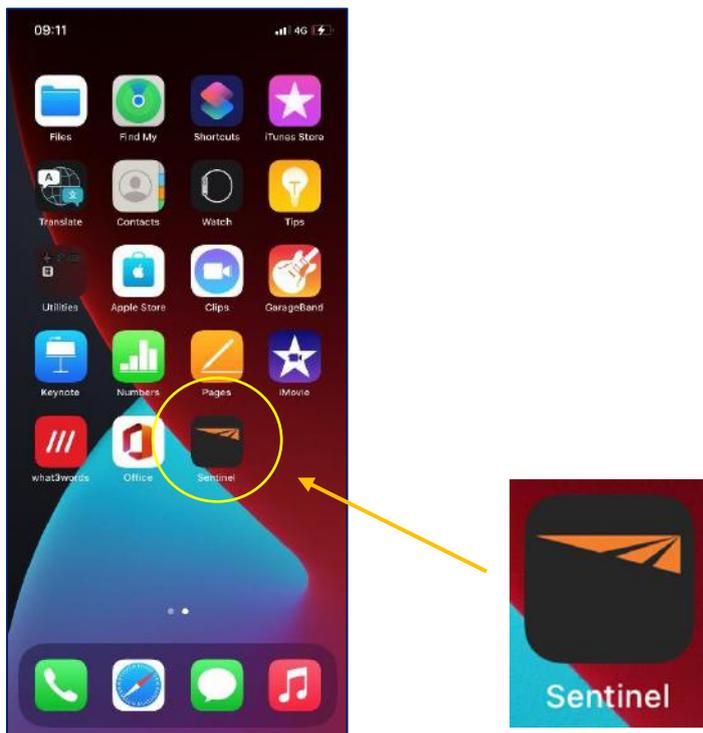
- *Step 1:*

Download the Sentinel app from the Apple App store:



- *Step 2:*

Locate the app on the homepage and open it.



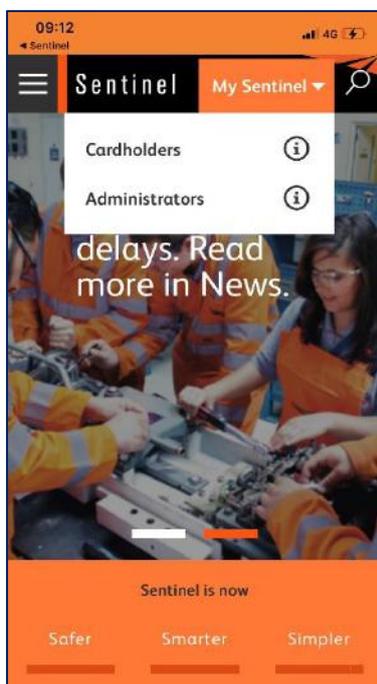
- Step 3:

Once the App has been opened this screen will show – click the link that the arrow points to



- Step 4:

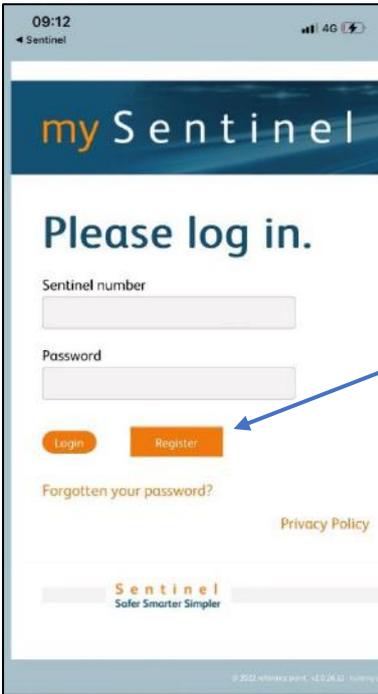
Once the link has loaded the page will look like this:



Select 'My Sentinel' > 'Cardholders'

- *Step 5:*

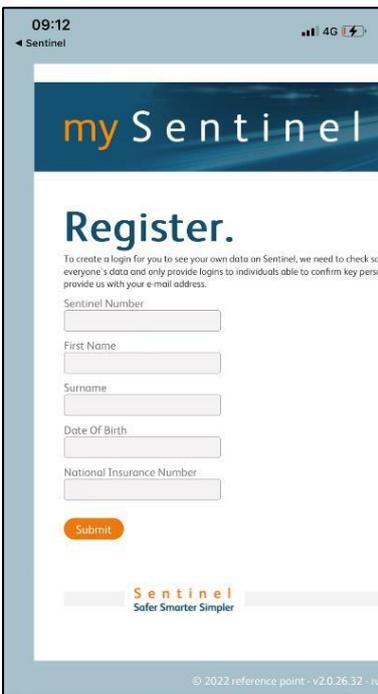
Next you are asked to login or register.



Press 'Register' to create a new account  
(if you do not already have one)

- *Step 6:*

This screen will load, and you are required to enter the correct details



Information you are required to input includes:

- Sentinel number (from your Sentinel card)
- First name (as written on your card)
- Last name (as written on your card)
- Date of birth
- National Insurance number

- *Step 7:*

Assuming the Sentinel system is able to verify your details it will ask you to provide some further details to create your registration.

16:51  
Sentinel

NetworkRail

# mySentinel

## Register.

We have found a corresponding record which matches your registration criteria. Please provide the following details to complete your registration:

Email Address

Security Question  
Please Select...

Security Answer

Passwords must be at least 10 characters long and contain at least 1 upper case, 1 lower case, 1 numeric character and 1 special character.

Password

Confirm Password

Submit

Sentinel  
Safer Smarter Simpler

everyone home safe every day

© 2022 reference point - v2.0.26.34 - running on sent-web1

mysentinel.me

Information you are required to input includes:

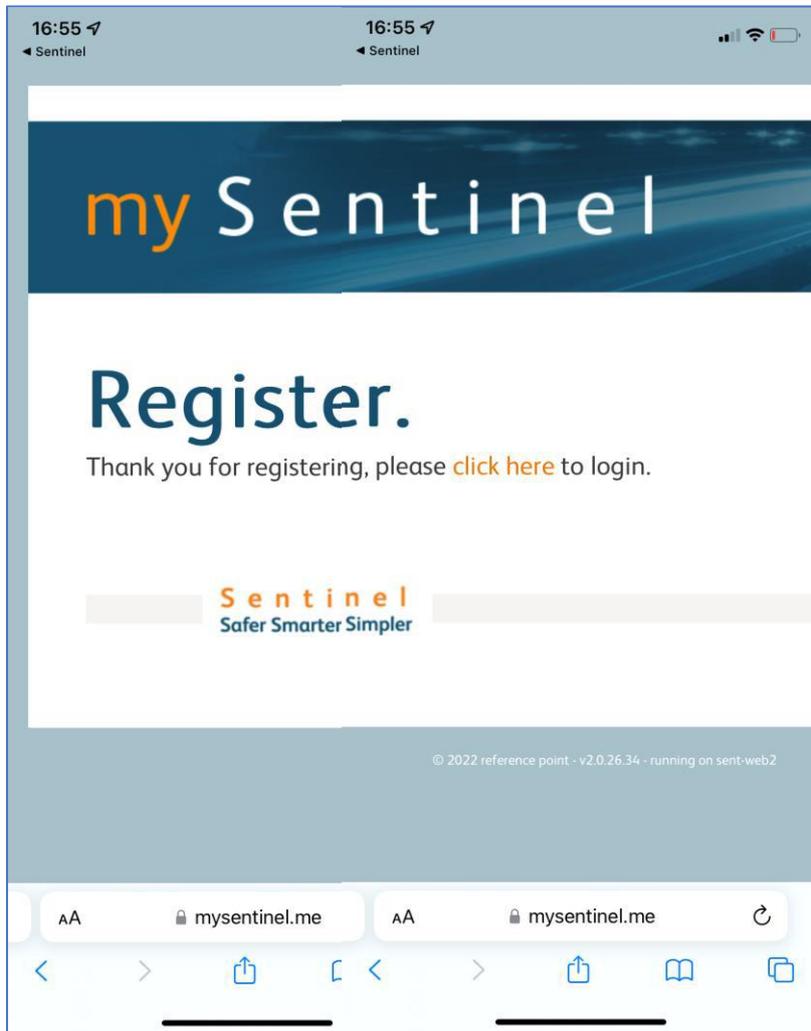
- An e-mail address
- A security question and related answer
- A password (twice)

Once completed, press the Submit button

*(This image is a combined view that is seen when scrolling from left to right on the smartphone screen)*

- *Step 8.*

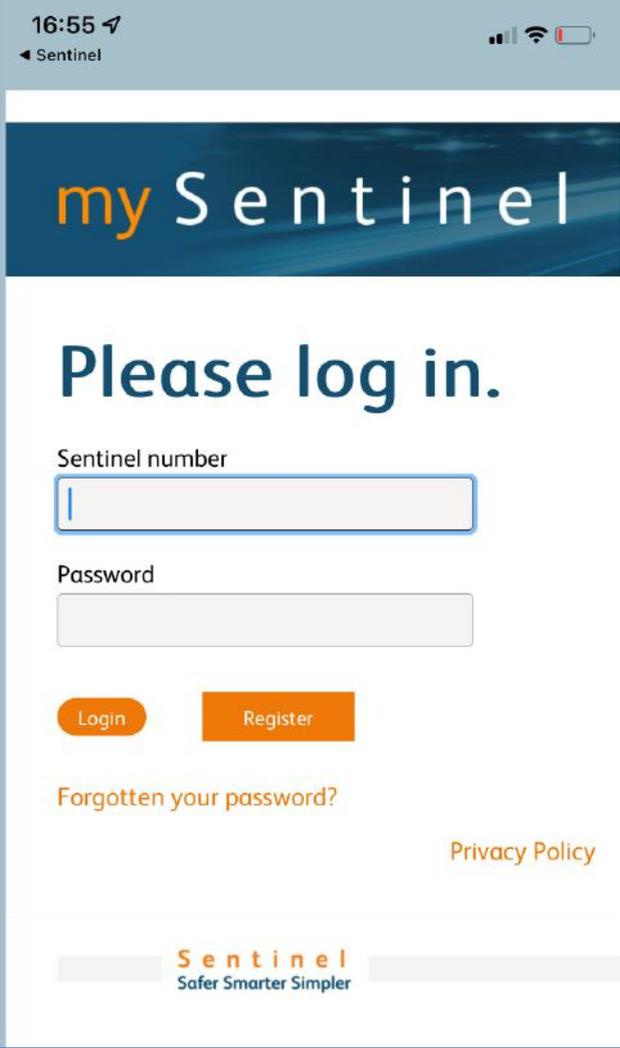
Upon successful completion of Step 7 the image below shows the message you will receive from the 'my Sentinel' system. Click on the 'click here' orange text to login using the details you have just set up.



*(This image is a combined view that is seen when scrolling from left to right on the smartphone screen)*

- *Step 9.*

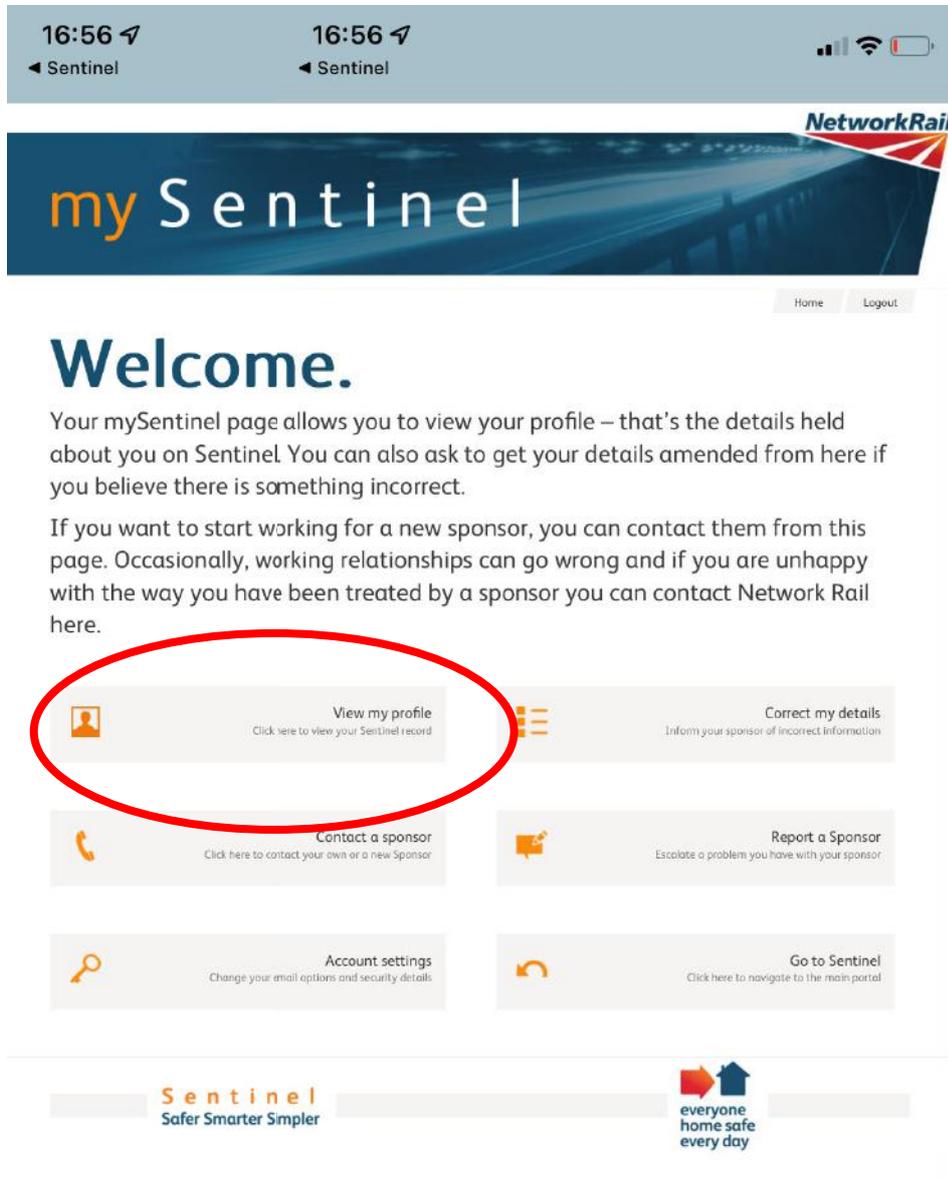
You will be presented with the login screen as shown below. Use your Sentinel number and recently set up password to login.



The image shows a mobile application interface for 'my Sentinel'. At the top, the status bar displays the time '16:55', signal strength, Wi-Fi, and battery icons. Below the status bar, the app title 'my Sentinel' is displayed in a blue header. The main content area features the text 'Please log in.' in a large, bold, dark blue font. Below this, there are two input fields: 'Sentinel number' and 'Password'. The 'Sentinel number' field is currently empty and has a blue border. Below the 'Password' field, there are two orange buttons: 'Login' and 'Register'. Below the buttons, there is a link for 'Forgotten your password?' and a link for 'Privacy Policy'. At the bottom of the screen, the 'Sentinel' logo is displayed with the tagline 'Safer Smarter Simpler'.

- Step 10.

Once logged in you will see the information below. Your competence and event information is accessed by clicking the 'View my profile' icon.



The screenshot displays the 'mySentinel' user interface. At the top, there is a status bar with the time '16:56' and signal strength indicators. Below this is a header with the 'NetworkRail' logo and the text 'mySentinel'. A navigation bar contains 'Home' and 'Logout' links. The main content area begins with a large 'Welcome.' heading, followed by a paragraph explaining the page's purpose: 'Your mySentinel page allows you to view your profile – that's the details held about you on Sentinel. You can also ask to get your details amended from here if you believe there is something incorrect.' Another paragraph follows: 'If you want to start working for a new sponsor, you can contact them from this page. Occasionally, working relationships can go wrong and if you are unhappy with the way you have been treated by a sponsor you can contact Network Rail here.'

Below the text are six action buttons arranged in a 2x3 grid:

- View my profile**: Click here to view your Sentinel record. This button is circled in red.
- Correct my details**: Inform your sponsor of incorrect information.
- Contact a sponsor**: Click here to contact your own or a new Sponsor.
- Report a Sponsor**: Escalate a problem you have with your sponsor.
- Account settings**: Change your email options and security details.
- Go to Sentinel**: Click here to navigate to the main portal.

At the bottom of the page, there is a footer with the 'Sentinel' logo and the slogan 'Safer Smarter Simpler', and the Network Rail slogan 'everyone home safe every day'.

- Step 11.

To demonstrate that you have the detailed briefing Event on your profile scroll down to the Event's section as shown below.

The screenshot shows the Sentinel mobile app interface. The 'Events' section is highlighted with a red circle. A blue arrow points from this section to a larger, detailed view of the event on the right. The detailed view shows the date achieved and the event name.

Date Achieved	Event Name
01/11/2022	Test Before Touch for OLE Detailed Briefing
23/06/2022	Annual Capability Conversation
08/10/2018	Annual Capability Conversation
25/10/2017	Briefing: Live Dropper Inst and Removal Kit
15/09/2017	Annual Capability Conversation
30/07/2017	COSS Workbook
12/06/2017	Standard 019 2017 Briefing.
10/03/2016	Annual Capability Conversation
12/05/2015	Lookout E-Learning
24/04/2015	Annual Capability Conversation

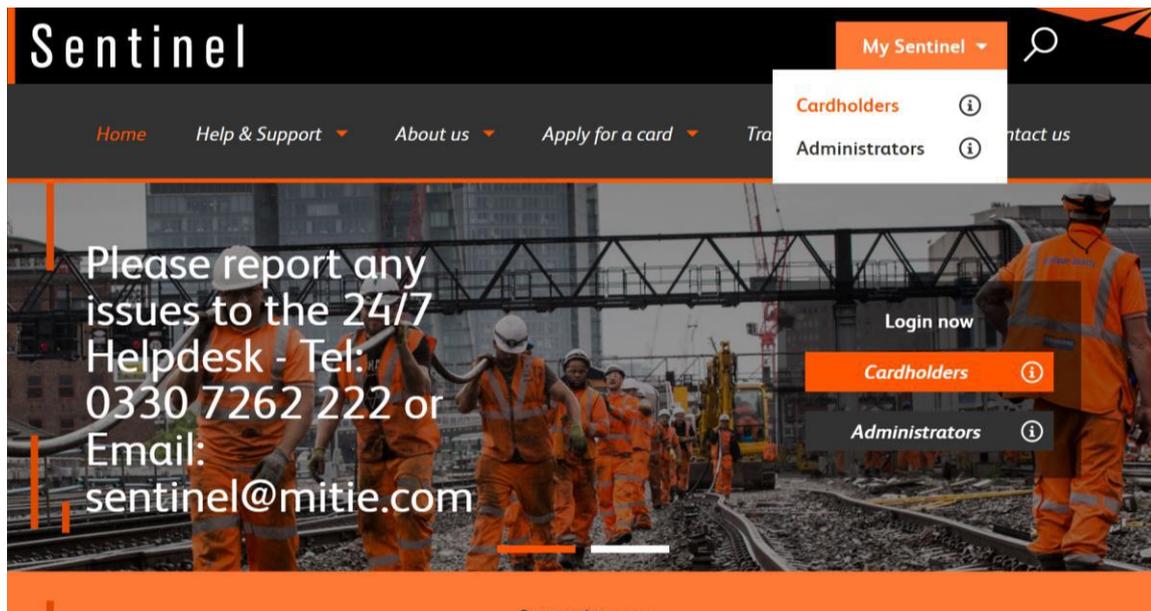
## Creating a Sentinel account – using a desktop computer

- Step 1:

Go to - [Sentinel \(railsentinel.co.uk\)](https://railsentinel.co.uk)

- Step 2:

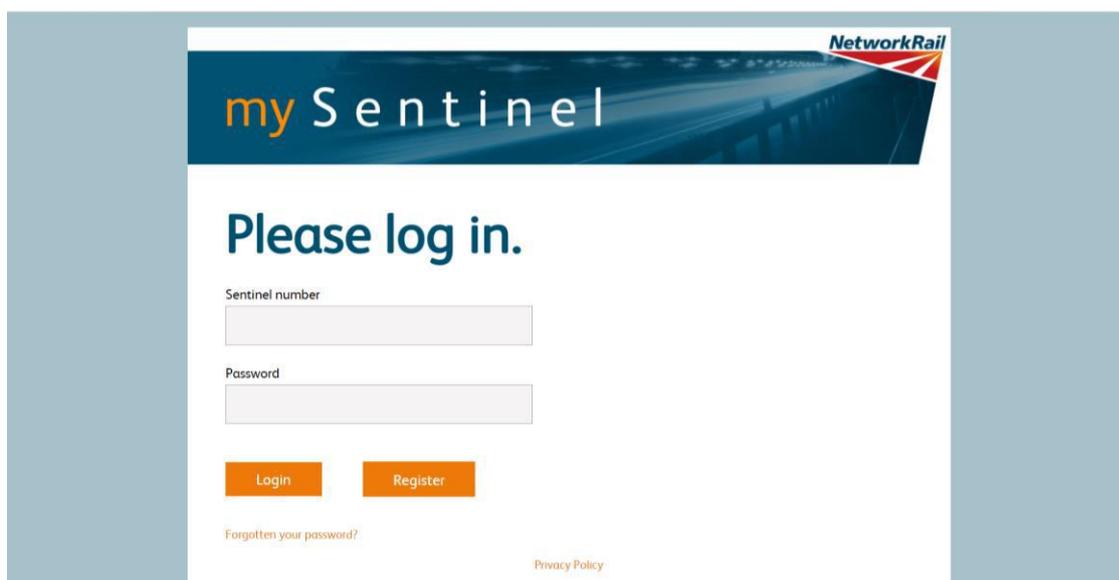
The following screen will be loaded:



Go to 'My Sentinel' > 'Cardholders'

- Step 3:

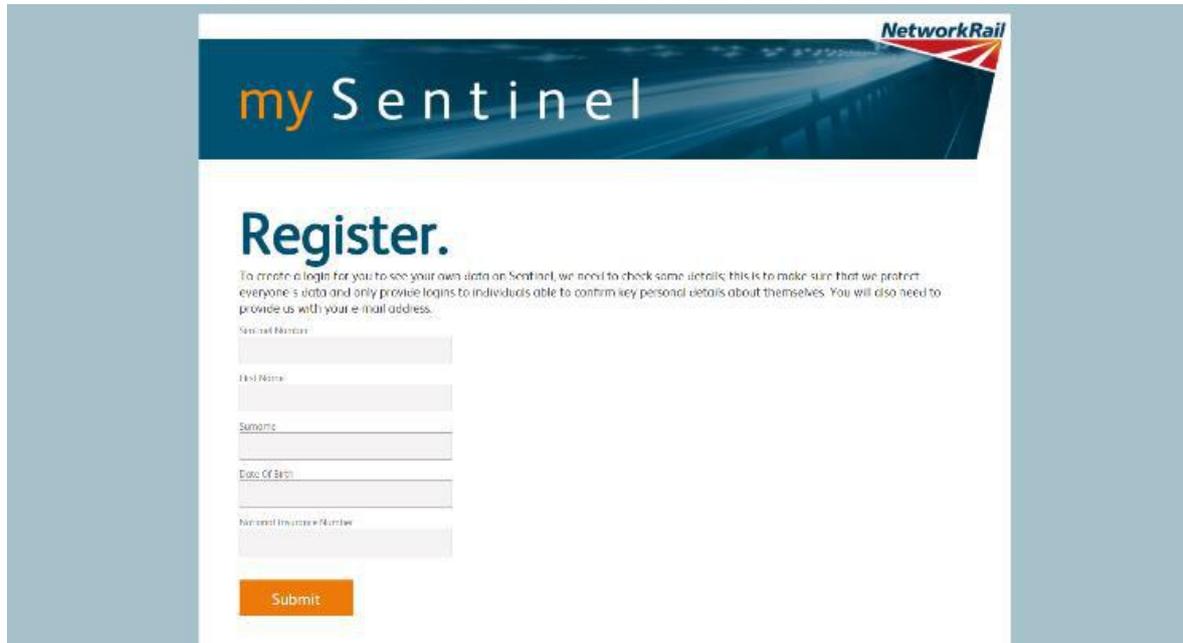
The following screen will be loaded:



Select the 'Register' option

- Step 4:

The following screen will be loaded:



Information you are required to input includes:

- Sentinel number (from your Sentinel card)
- First name (as written on your card)
- Last name (as written on your card)
- Date of birth
- National Insurance number

From this point please follow steps 7 – 11 on pages 4 – 8 above.

If there are any errors or omissions with this document please contact:

[matt.skinner@networkrail.co.uk](mailto:matt.skinner@networkrail.co.uk)

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