

# HTA Portal – Quick Guide

## About the HTA Portal

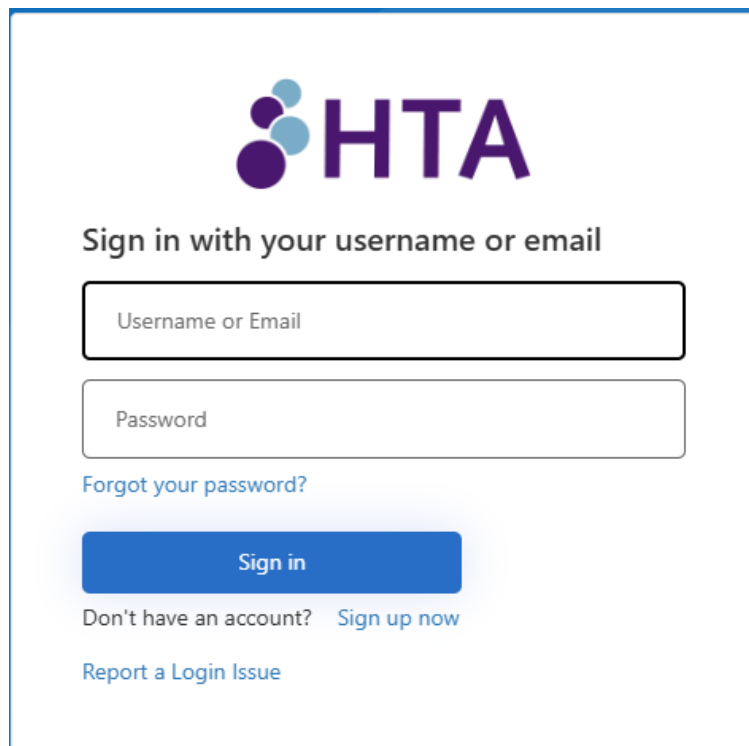
The HTA Portal provides a streamlined and user-friendly platform for managing your interactions with the Human Tissue Authority. Designed with accessibility and ease of use in mind, it features a secure login process, intuitive navigation, and modernised forms to help complete tasks efficiently and confidently.

Users access the portal through a standardised login page. The tile-based navigation system replaces traditional dropdown menus, making it easier to find and access key sections. Forms have been upgraded throughout to offer a more professional interface.

## Logging Into the system

### To Sign In / Register:

1. Go to the HTA Portal login page (<https://portal.hta.gov.uk>)



The screenshot shows the HTA Portal login page. At the top is the HTA logo. Below it is the text "Sign in with your username or email". There are two input fields: "Username or Email" and "Password". Below the "Password" field is a link "Forgot your password?". A blue "Sign in" button is centered below the fields. At the bottom, there is a link "Don't have an account? Sign up now" and a link "Report a Login Issue".

2. Enter your Username or Email and password (if already registered)

3. Not sure if you have an account, please register using **Sign up Now**. (You will need to have a separate username and email address when signing up. For example:

Email [Fred.bloggs@yourcompany.com](mailto:Fred.bloggs@yourcompany.com)

Username: Fredbloggs (note no special characters))

### **Still having trouble?**

- **Password Forgotten / Not Working?** Click **Forgot your Password** link to reset
- **Still stuck?** Click **Report A Login Issue** this will log a ticket with our Third-Party Support Provider WebCurl, where they will contact you directly.

### **Navigate with Ease**

Instead of traditional dropdown menus, users interact with large, clearly labelled tiles that represent key sections of the portal. Selecting a tile reveals related options, making it simple to find what you need without unnecessary clicks. These are custom tiles so will only show the access which has been granted to individual users.

If only **'Home'** is showing you will need to contact [enquiries@hta.gov.uk](mailto:enquiries@hta.gov.uk) with your name, job title and a description of the issue you are facing. Alternatively, please call the switchboard on 0207 269 1900.

**Main Menu (Example) - Depending on your access level you may see different options. To simplify your journey, the updated menu will only show what you have access to.**



### **Sub Menu (Example)**



## User-Friendly, Modernised Forms

The improved visual look offers a clean, professional interface. An example of a new form layout is shown below:

Section A - Category of transplant

I confirm that I have read, understood and applied the guidance issued by the HTA. \*

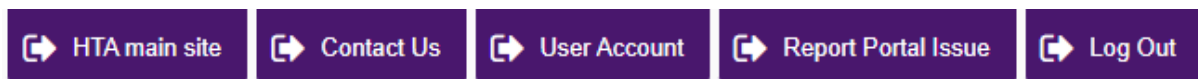
Is this a case where the donor nephrectomy and/or transplant will take place in Scotland? \*

Yes  No

Is the donor a Non-UK resident? Is the case a private case? \*

Yes  No  Yes  No

## Need Help?



We're here for you. On the Menu at the top of the Screen as shown above:

Click **Report Portal Issue** where you can log a support ticket with our Third-Party Support Provider WebCurl.