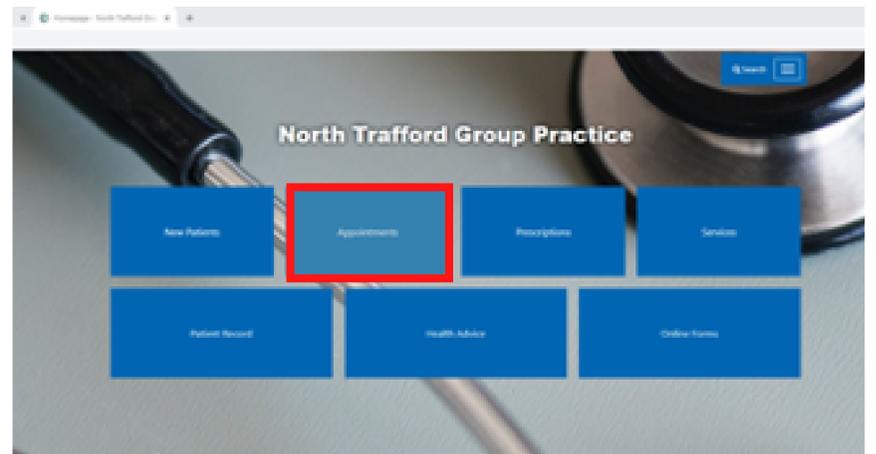
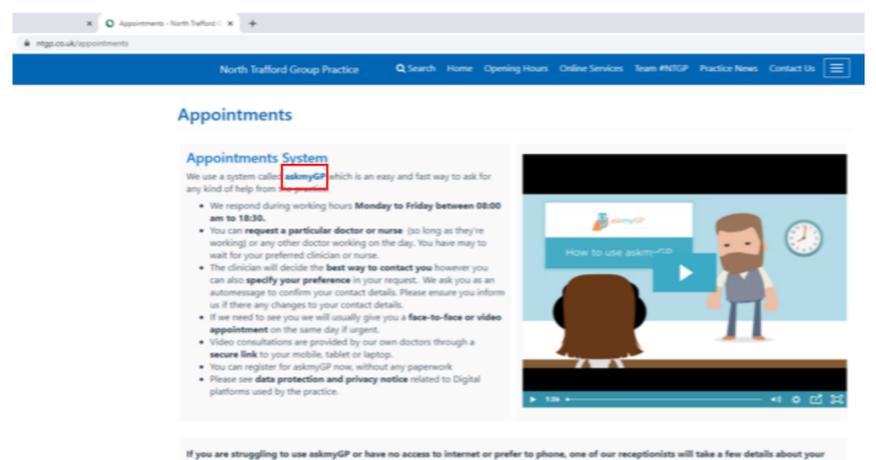


# How To Make A Request Through AskMyGP

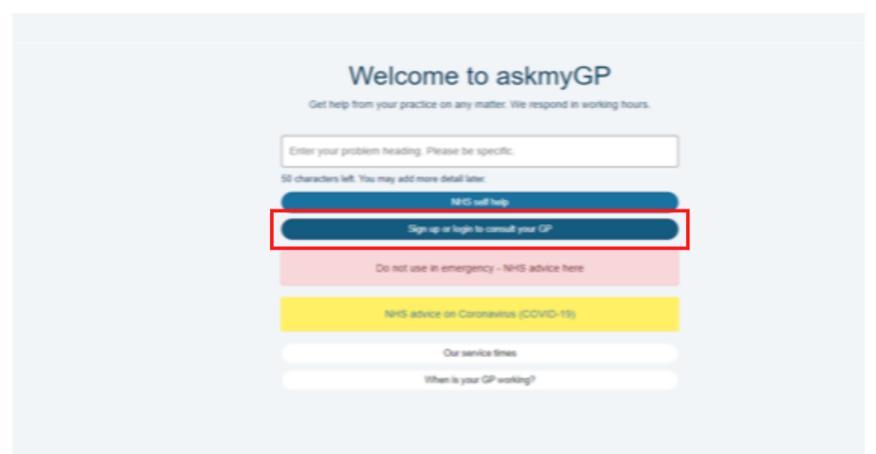
1. Once on the North Trafford Group Practice website ([ntgp.co.uk](http://ntgp.co.uk)), click on the 'appointments' tile.



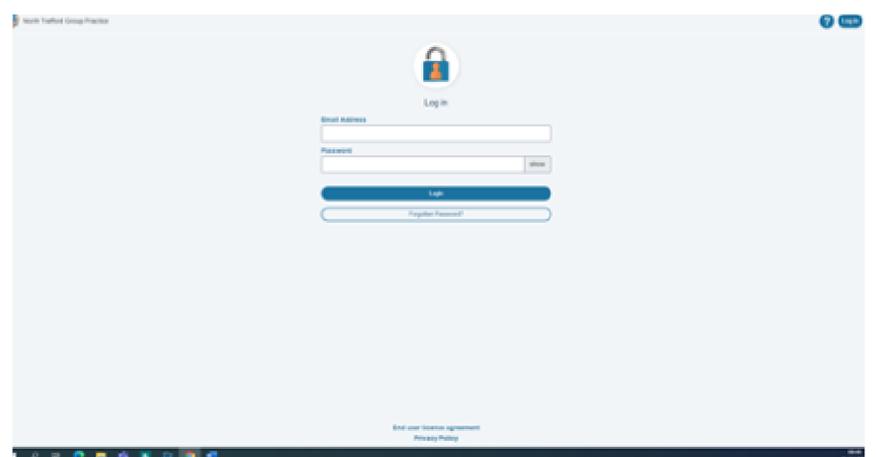
2. Click on the blue 'askmyGP' link, underneath 'Appointments System'.



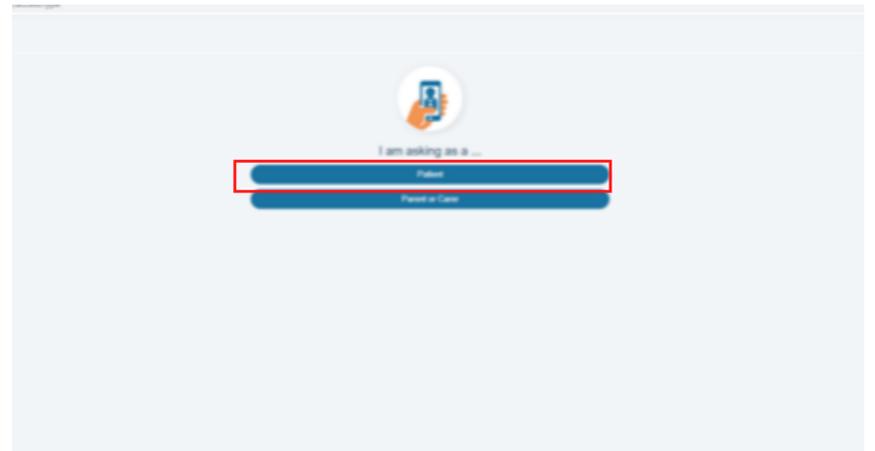
3. Click 'Sign up or login to consult your GP'.



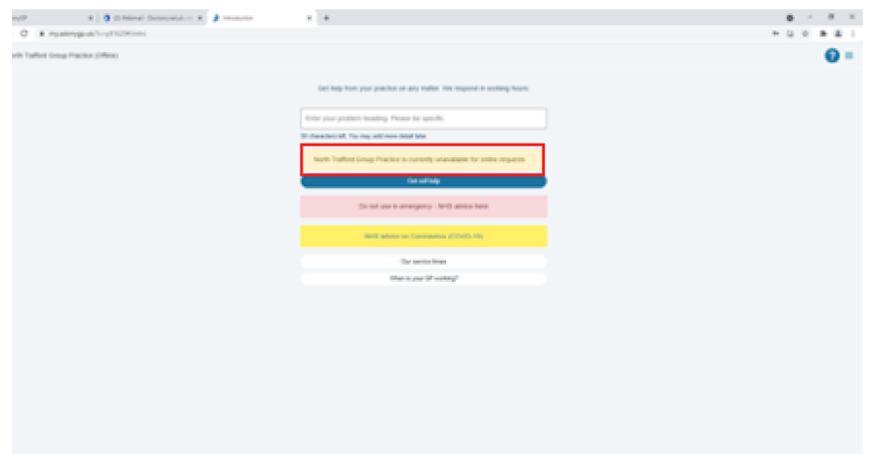
4. Login using the email address you used and the password you created when you signed up.



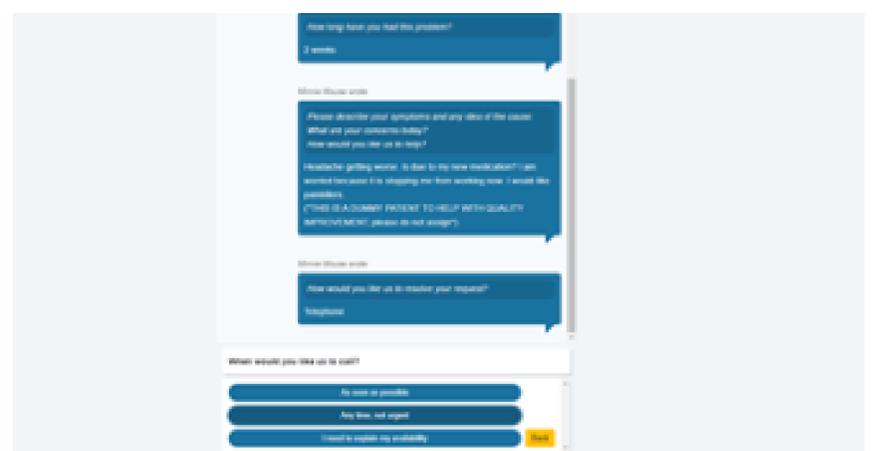
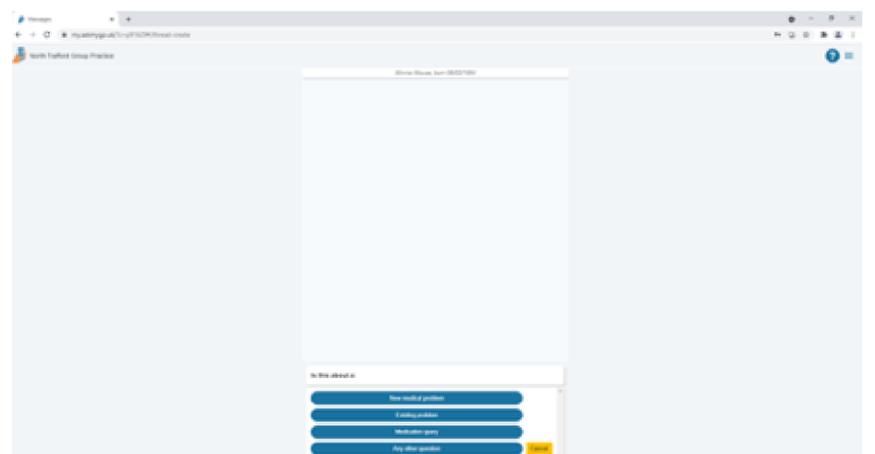
5. If the account is for you, select 'I am asking as a patient'.



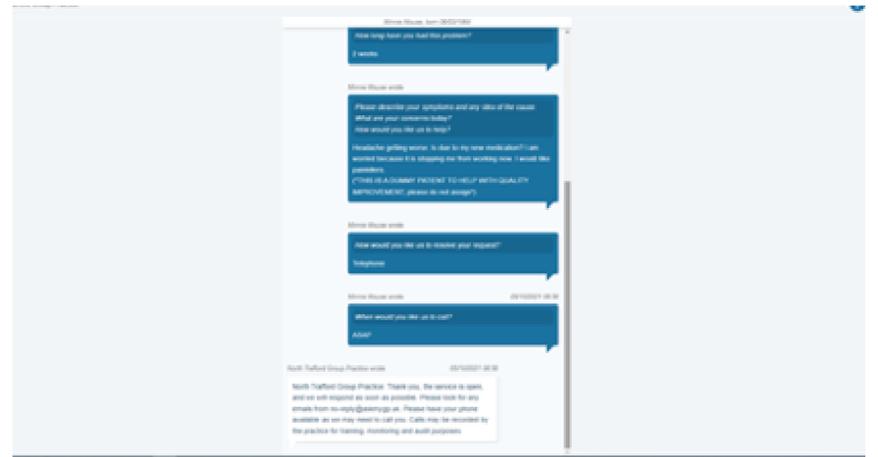
6. **Once we have reached capacity for the day, you will not be able to make a request through askmyGP. If your problem is urgent for today, please call the practice,** or consider if NHS 111 or your pharmacy would be able to advise. If it can wait, try again tomorrow morning.



7. If we have not reached capacity, you will be asked a few simple questions. A photo is often helpful for problems that can be visualised, you can add one when prompted. Please also mention what times you are available for a consultation. Please answer all the questions.



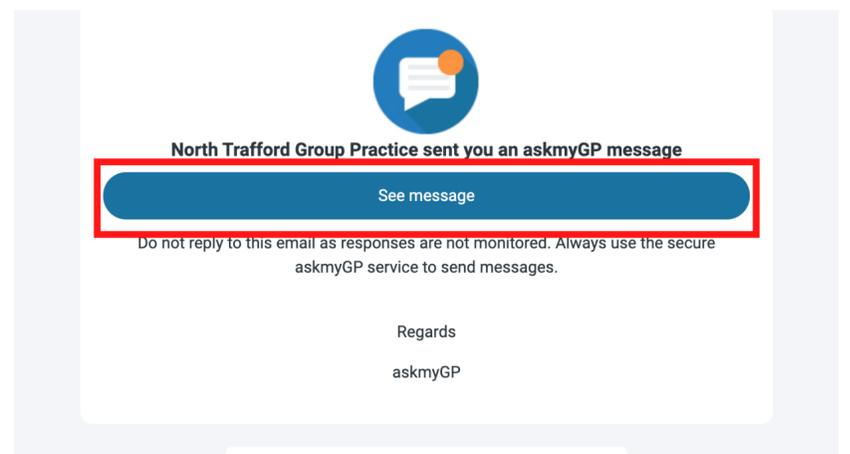
8. When all the questions have been answered, an automatic reply from ourselves will be generated.



Your request has now been submitted.

The GP may contact you through askmyGP regarding your problem, in which case you will receive an email notification from askmyGP. **Please regularly check your emails in case you receive a notification.**

To view and reply to the GP messages, either click 'See message' (right) on the email, or log on directly to askmyGP, as explained in steps 1-5 above.



Following the link from your email, or from your profile on askmyGP, click on 'Click to View' to view and reply to the GP's message.

