# Adding ICE Numbers to SystmOne

Once the user has been added by the lab they will send the spreadhseet back. Each user will have a new number next to their name (this will be NWX followed by two numbers another letter and two numbers e.g NWX03A99

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| 🗹 | Remember* If you have added a GP or Consultant to the Spreadsheet you may need to check that they have been added to SystmOne using their GMC number
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To add a Pathology Number to a SystmOne profile:

1. Open SystmOne
2. Go to **Setup > Users & Policy> Staff & Organisation Setup**



1. Find the staff member from the list, **right-click** and select **Amend staff.**
2. In the **Professional Details** section click the dropdown and select **Pathology ID**



1. Enter the Number from the spreadsheet in the box to the right and click **Ok**