



CRANE Database
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CLEFT REGISTRY & AUDIT NETWORK

New CRANE Database accounts & updating details including passwords.

Prepared by the CRANE Database team

1. How to register for a CRANE Database Account

Cleft Registry and Audit Network (CRANE) Database accounts will only be issued to authorised cleft team staff working within cleft teams in England, Scotland, Wales and Northern Ireland. A new process for account registrations was introduced in February 2025. If you require an account:

1a. A colleague from your Cleft Service with an existing CRANE account will need to submit a request on your behalf behind their CRANE login on the [CRANE Data Entry System](#). There are two types of accounts available: *Viewer* and *Editor*.

Viewer and Editor access allows users to:

- Search and view patient records.
- Export / download the data for those patients under your care.
- View live tables showing up-to-date summary data. These include cleft type, diagnosis time, consent status, outcome data completeness, cases with missing identifiers, transfers and imports.

Editor access allows additional functions so that users can:

- Create and modify patient records.
- Import / upload collated outcomes data via spreadsheet / csv files.

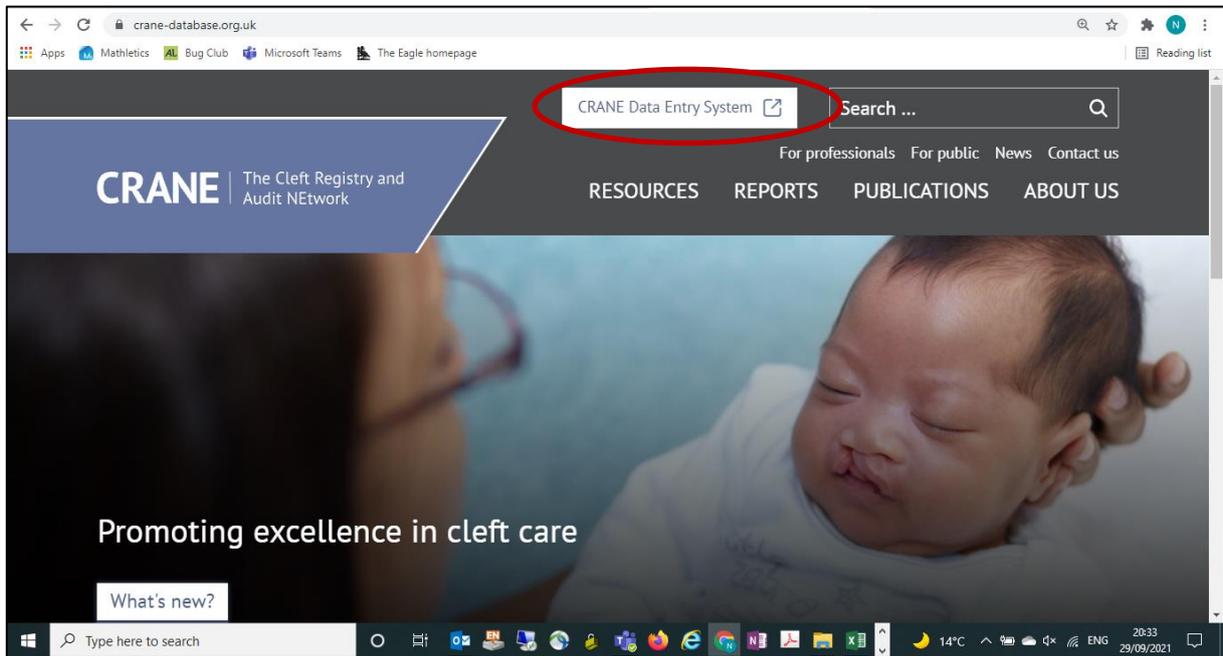
1b. Once a colleague has submitted your request, it will be reviewed and approved by the Clinical Lead. You will then receive an email with further steps to activate your account.

1c. Please review our [guides](#) and [video guides](#) to help you get started with the CRANE Database.

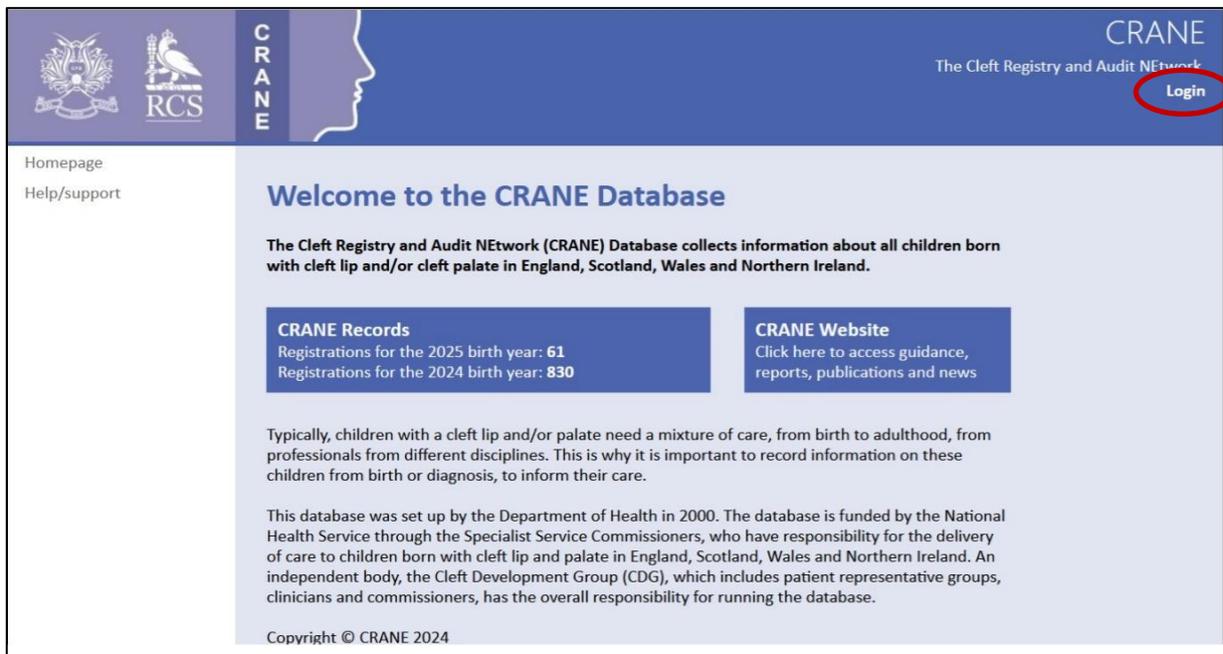
1d. For changes to you account (e.g. email addresses or access level), please contact us at crane@rcseng.ac.uk.

2. Logging in to the Database from the CRANE Website

2a. Once your account request has been approved, and been emailed your temporary log-in details, visit the main CRANE Website at www.crane-database.org.uk. Click on the 'CRANE Data Entry System' at the top of the page.



2b. The "CRANE Data Entry System" brings you to the following landing page for the Database. You can 'Login' using the button in the upper right-hand-side of the screen.



2c. This will take you to the following page. Click on 'Login' to accept terms and conditions :

CRANE
The Cleft Registry and Audit Network
Login

Homepage
Help/support

Before logging in, please read...

The Cleft Registry and Audit Network (CRANE) Database collects information about all children born with cleft lip and/or cleft palate in England, Scotland, Wales and Northern Ireland. This database was set up by the Department of Health in 2000.

This service is for authorised users only.
Computer Misuse Act 1990 - It is an offence to use this system if you are not authorised to do so.

Under no circumstances should users pass their login details or disclose their passwords to others. If you believe that your password has been compromised you should inform the helpdesk team immediately. If you detect what you believe is a breach of security or confidentiality, then it is your responsibility not to disseminate the information obtained and to report the event to the helpdesk team immediately. Note: You are subject to the confidentiality obligations in your NHS contract when using this database. Please protect patient data and system security at all times.

If you accept these terms and conditions, and wish to access this system, please click here **Login**

Note: You can login with your CRANE account or use a 'multi-factor' passkey. Check the help details on the login page. To reset your password, click the 'Login' button then click the reset password options.

For further information about the CRANE database or queries please contact the CRANE audit team:
Telephone: 020 7869 6515
EMail: crane@rcseng.ac.uk

2d. Enter your email address and password:

crowns
audit

Sign in with a password

Username

[Username reminder?](#)

Password

[Reset password?](#)

Create a passkey
Check the help for details.

Sign in with a password **Help**

Sign in with a passkey

Sign in using your fingerprint, face or PIN.

After creating a passkey, you don't need a user name or password to sign in. Check the help for details.

passkeys

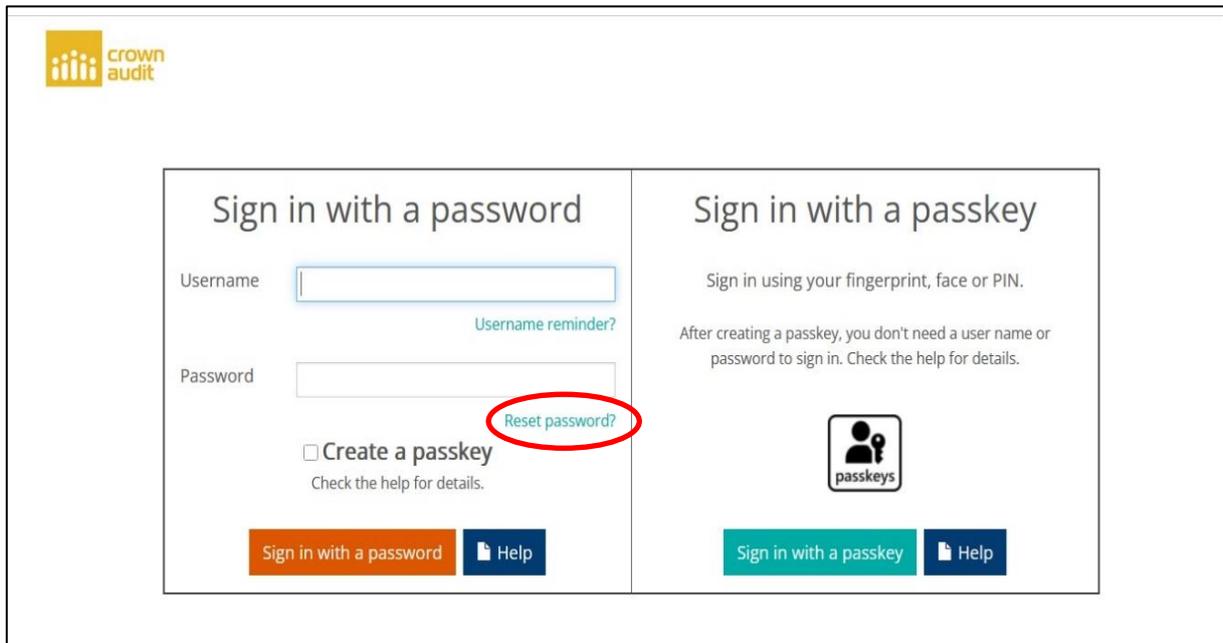
Sign in with a passkey **Help**

2e. If at any point you prefer not to log-in, and wish to return to the website homepage, you can go 'back' or click on the logo at the top of the page.

2f. Please note that the 'Complete Registration' email link will only be valid for a set period. If the link has expired, and you haven't completed your registration, please contact us at crane@rcseng.ac.uk and ask for assistance.

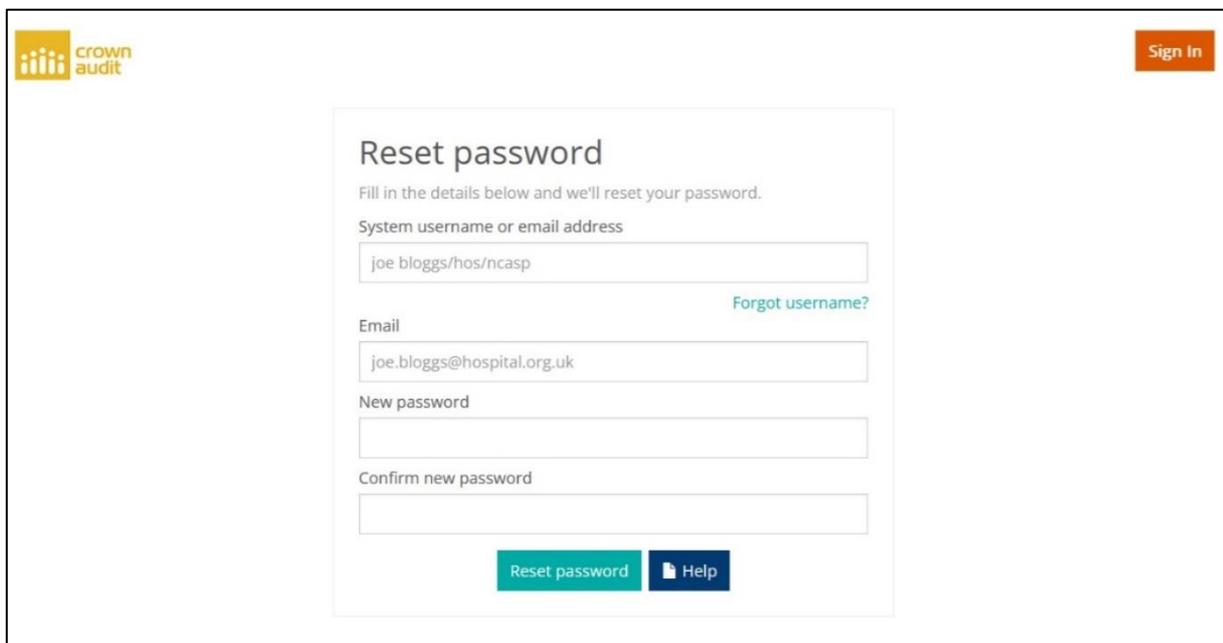
3. Password reset

3.a. If you already have an account with us but have forgotten your password, you can reset a password by clicking on the 'Reset password' link on the sign-in page.



The screenshot shows the CRANE Database sign-in page. On the left, under 'Sign in with a password', there are fields for 'Username' and 'Password'. A link 'Reset password?' is circled in red below the password field. Below these fields is a checkbox for 'Create a passkey' with a 'Help' button. On the right, under 'Sign in with a passkey', there is a 'Help' button. The CRANE logo is in the top left corner.

3b. You will receive an email asking to click a link to reset password and you'll need to enter your details. A further email will be received confirming that the password has been reset.



The screenshot shows the 'Reset password' form. It has fields for 'System username or email address' (containing 'joe.bloggs/hos/ncasp'), 'Email' (containing 'joe.bloggs@hospital.org.uk'), 'New password', and 'Confirm new password'. There is a 'Forgot username?' link next to the first field. At the bottom, there are 'Reset password' and 'Help' buttons. The CRANE logo is in the top left and a 'Sign In' button is in the top right.

4. Updating your contact details

4a. Please contact us at crane@rcseng.ac.uk if any contact details need updating.

Thank you very much for your work with the CRANE Database project.

If you have any questions about this User Guide, or wish to provide us with any feedback on this document, please contact us at crane@rcseng.ac.uk.