

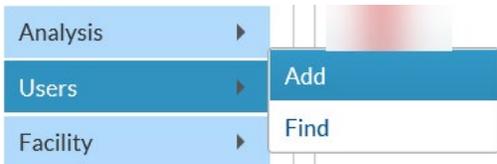
## Long-Term Care Facility (LTCF) Component How to add User

### Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with adding users in the CDC’s National Healthcare Safety Network’s (NHSN’s) LTCF Component. Facilities are strongly encouraged to have more than one NHSN user who can view, enter, and analyze data. This will help prevent loss of NHSN access in the event of staff turnover.

### To Add Users:

1. The NHSN Facility Administrator will log into SAMS at <https://sams.cdc.gov/> to access NHSN.
2. On the left-hand navigation panel of the NHSN homepage, select > **Users**>>**Add** near the bottom of the screen.

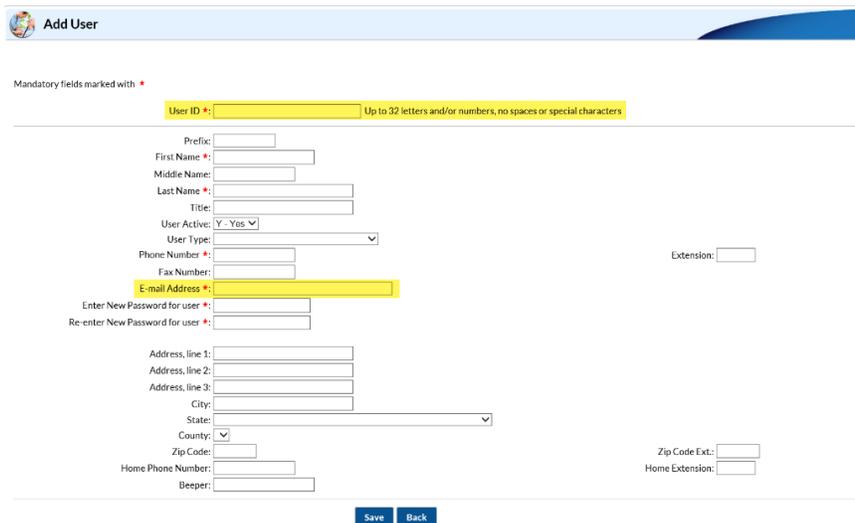


3. When the **Add User** screen appears, *complete all the required fields marked with \**.

- a. Create a username (ex. first initial and last name - ASmith)
  - Can have up to 32 characters or numbers
  - Cannot be an email address
  - Cannot contain any special characters (i.e., %, \$, &, etc.)

\* The NHSN User ID is a unique identifier used to identify users in the NHSN application, that is created by the NHSN Facility Administrator. \*

- b. The email address entered must be the same one used to request their SAMS invitation.



**Add User**

Mandatory fields marked with \*

User ID \* Up to 32 letters and/or numbers, no spaces or special characters

Prefix

First Name \*

Middle Name

Last Name \*

Title

User Active: Y - Yes

User Type

Phone Number \* Extension:

Fax Number

E-mail Address \*

Enter New Password for user \*

Re-enter New Password for user \*

Address, line 1

Address, line 2

Address, line 3

City

State

Country

Zip Code

Home Phone Number

Beeper

Zip Code Ext.:

Home Extension:

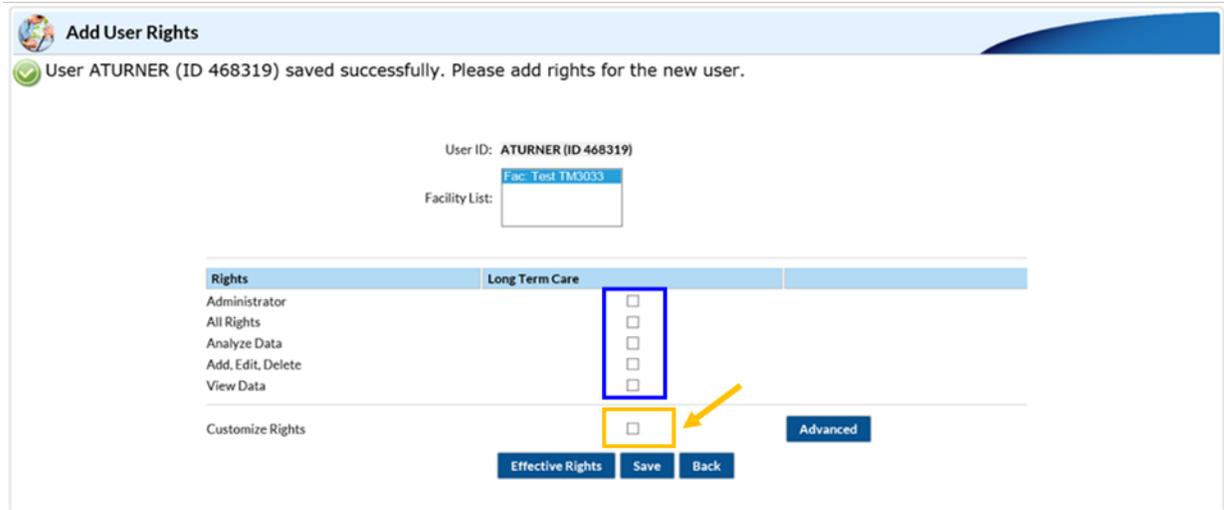
Save Back

- 4. Click “Save” to create the user.



- 5. Once the user has been created, you must assign user rights by checking the boxes under “Long Term Care” and click “Save”.

\*Rights are assigned based on how much access the NHSN Facility Administrator would like to grant the user \*

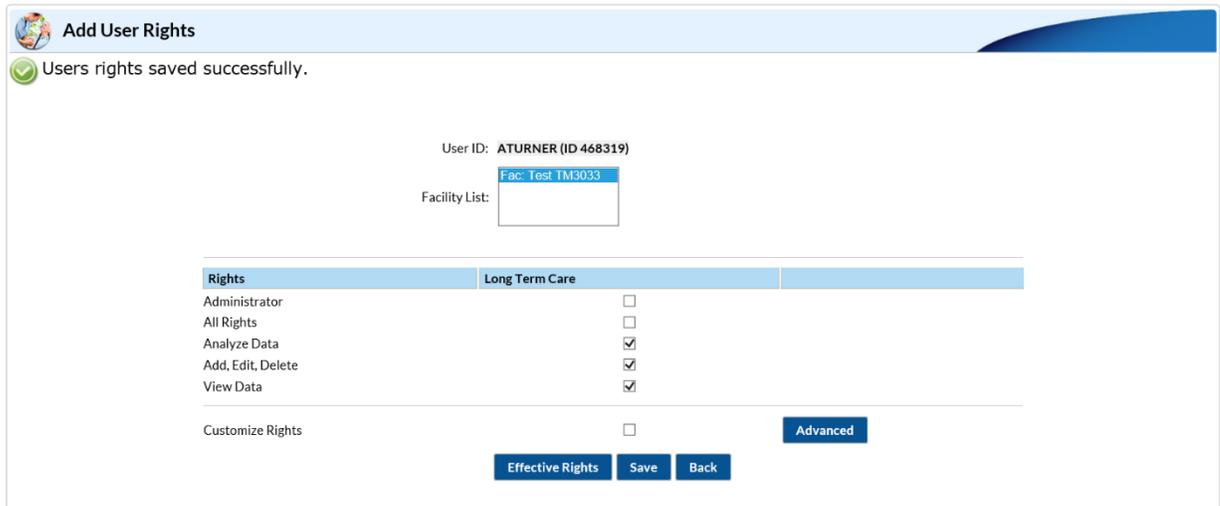


**Add User Rights**  
User ATURNER (ID 468319) saved successfully. Please add rights for the new user.

User ID: **ATURNER (ID 468319)**  
Facility List:

Rights	Long Term Care
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>

Effective Rights Save Back Advanced



**Add User Rights**  
Users rights saved successfully.

User ID: **ATURNER (ID 468319)**  
Facility List:

Rights	Long Term Care
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input checked="" type="checkbox"/>
Add, Edit, Delete	<input checked="" type="checkbox"/>
View Data	<input checked="" type="checkbox"/>
Customize Rights	<input type="checkbox"/>

Effective Rights Save Back Advanced

**Important Notes:**

If your facility is without an NHSN Facility Administrator or wants to change the NSHN Facility Administrator, please visit <https://www.cdc.gov/nhsn/facadmin/index.html> to reassign the role to a different user.