



NHSN Group Administrator Guide

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
CENTERS FOR DISEASE CONTROL AND PREVENTION
SAFER • HEALTHIER • PEOPLE™**



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Step 1. Receive Email from NHSN

Once an NHSN Facility Administrator has nominated you as a Group Administrator in NHSN, you will receive the following email:

You have been designated as the Group Administrator for the following NHSN group.

Group Name:
Group ID:
Group Type:

This group nomination was performed
by

Name:
Phone:

In order to participate as a Group Administrator in NHSN, you must agree to follow the rules of behavior for safeguarding the system's security. Click on the URL below to read and indicate your agreement to abide by the rules.

http://nhsn.cdc.gov/RegistrationForm/GroupAdmin.jsp?ga_email=you@company.com

Once you have agreed to the Rules of Behavior, you will need to register with the Centers for Disease Control and Prevention's (CDC) Secure Access Management System (SAMS) and submit documentation for identity proofing. SAMS is a web portal designed to provide centralized access to public health information and computer applications operated by the CDC.

If you are already an active NHSN user, you may disregard the instructions in this email. Log in to the Secure Access Management System (SAMS) and access NHSN Reporting.

If you have already completed the SAMS process for another CDC application but you have not previously had access to NHSN, please contact nhsn@cdc.gov and indicate that you need the NHSN Reporting Activity in SAMS.

For questions regarding NHSN, please email nhsn@cdc.gov.

Additional NHSN information is also available at <http://www.cdc.gov/nhsn>.



Step 2. Read the NHSN Rules of Behavior

The next step in the NHSN Group Administrator Start-up is for the Group Administrator to access and read the NHSN Facility/Group Administrator Rules of Behavior following the link provided in the email.

The screenshot shows the NHSN website interface. At the top is the CDC logo and the text "Centers for Disease Control and Prevention Your Online Source for Credible Health Information". Below this is a navigation bar with an "A-Z Index" and a list of letters from A to Z. The main heading is "National Healthcare Safety Network (NHSN)". Below the heading is a breadcrumb trail: "NHSN Home Page > NHSN Registration". A link "back to NHSN Enrollment Requirements" is also visible. The main content area is titled "Facility/Group Administrator Rules of Behavior". Below the title is a paragraph explaining that users must read and agree to the rules for system security. A scrollable box contains the "Introduction" and "Purpose" sections of the rules. At the bottom of the page, there is a link to download the "NHSN Group Admin ROB (SAMS) PDF (87KB/13 pages)", and two buttons: "Agree" and "Do Not Agree".

A copy of the NHSN Rules of Behavior may be printed by clicking the **NHSN Group Admin ROB (SAMS)** link at the bottom of the screen.



To indicate agreement with the terms and conditions as stated in the NHSN Rules of Behavior, click **Agree**. Otherwise, **click Do Not Agree** and discontinue the process. If you click **Agree**, you will be asked to enter a training completion date:

A screenshot of a web form titled "NHSN Training Date". The form is enclosed in a light gray border. At the top, the title "NHSN Training Date" is centered. Below the title, the text reads: "I certify that I have completed all of the appropriate, required NHSN trainings on:". This is followed by a text input field and a small calendar icon. At the bottom right of the form, there are two buttons: "Reset" and "Save".

NOTE: If you have participated in a face-to-face NHSN training session endorsed by the CDC (i.e., from State groups or CDC day training), we recommend that you also review our training sessions, especially for those protocols and topics which may not have been covered during CDC-endorsed trainings. When registering as a user of NHSN, you may enter the date of the CDC-endorsed training you attended as the training completion date.

NOTE: If you have registered with SAMS, you may skip to Step 4. Otherwise, continue on to Step 3.



Step 3. Register with SAMS

After CDC receives your completed registration, you will receive an email similar to the following:

Hello

You have been invited to register with the U.S. CDC's Secure Access Management Service (SAMS). Registration with SAMS will allow you to access selected CDC Extranet applications specifically designed and implemented for the Public Health community. A registration account has already been created for you. A link to this account and a temporary password word are provided below. This invitation is valid for 30 days.

Should you have questions with the SAMS registration process, please contact our Help Desk for assistance.

Thank you,

The SAMS Team

SAMS basic registration process includes the following steps:

1. **Online Registration** - Follow the link below and use the included temporary password to log into SAMS' user registration pages. During registration, you will be asked to supply some basic information about yourself. This information will help CDC Program Administrators provide you with the application access most appropriate for your role in Public Health. You will also choose your personal SAMS password to help keep your account private and secure.
2. **Identity Verification** - Once you complete your online registration, you will receive an email with instructions for completing Identity Verification. In order to provide individuals with access to non-public information, U.S. law **requires** that the identity of potential users is first verified - this step is critical in helping to protect people's private data and in helping to prevent information misuse. Please be assured that CDC and its Programs have made every effort to keep this necessary process as simple and non-intrusive as possible. Also be assured that your registration materials will only be used to help determine your suitability for information access and that these materials will not be shared outside of CDC programs.
3. **Access Approval** - Once your Identity Verification is complete, CDC Program Administrators will determine the access level most appropriate for your role and will activate your SAMS account. SAMS will send you an account activation email with a link to the SAMS portal page where you can begin using your extranet applications.

To register with SAMS, please click the following link or cut and paste it into your browser:

<https://sams.cdc.gov/idm/SAMS/ca/index.jsp?task.tag=SAMSRegistration>

When prompted, please enter:

- Your Username:
- Temporary Password:

and click the Login button.

*****Note:** In order to access SAMS, your browser **must** be configured to use TLS 1.0 encryption. If your computer is not configured for TLS, or if you are unsure, please contact your local IT System Administrator for assistance.



In the *Invitation to Register* email you received, click the link to SAMS, or cut and paste the following link into your browser:

<https://sams.cdc.gov>

The screen shown below displays:

- On the *Log In* screen, enter the username and password provided in the email, and click the **Login** button. The *SAMS Rules of Behavior* screen displays.
- Read the *SAMS Rules of Behavior* and click the **Accept** button.



Warning: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Choose a login option

External Partners		HHS Staff	
<p>SAMS Credentials</p>  <p>SAMS Username <input type="text"/></p> <p>SAMS Password <input type="password"/></p> <p>Login</p> <p>Forgot Your Password?</p> <p>For External Partners who login with <u>only</u> a SAMS issued UserID and Password.</p>	<p>SAMS Multi-factor Login</p>  <p>OR</p> <p>Sign on with a SAMS Grid Card or Mobile Soft Token</p> <p>Login</p> <p>For External Partners who have been issued a SAMS Multi-factor token(s).</p>	<p>AMS Login</p>  <p>How to use AMS</p> <p>Login</p> <p>For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.)</p>	<p>AMS One Time Password</p>  <p>OR</p> <p>How to use OTP</p> <p>Login</p> <p>For all HHS staff including Operating Divisions (CDC, NIH, FDA, etc.) with a One Time Password.</p>



The SAMS registration page displays.

Secure Access Management Services (SAMS) 

Welcome: Shea Graffo  Logout

Registration

Please provide the following information to register with SAMS, and click Submit. Required fields are marked with a red asterisk (*). Your registration will be routed to a SAMS Application Administrator for approval. You will receive an email notification when your registration has been approved and you have been granted access to SAMS.

User ID

First Name*

Middle Name

Last Name*

Suffix

Email

Home Address

Address Line 1*

Address Line 2

City*

State*

Postal Code*

Country*

Organization Name*

Organization Role

Organization Address

Address Line 1*

Address Line 2

City*

State*

Postal Code*

Country*

Primary Phone*

Alternate Phone

You must specify a new password. Your password must:

- Be seven or more characters long.
- Contain at least three of the following: uppercase, lowercase, numeric, and numeric character.
- Not contain your username or any part of your full name.
- Be different than your previous 13 passwords.

Password* Confirm Password*

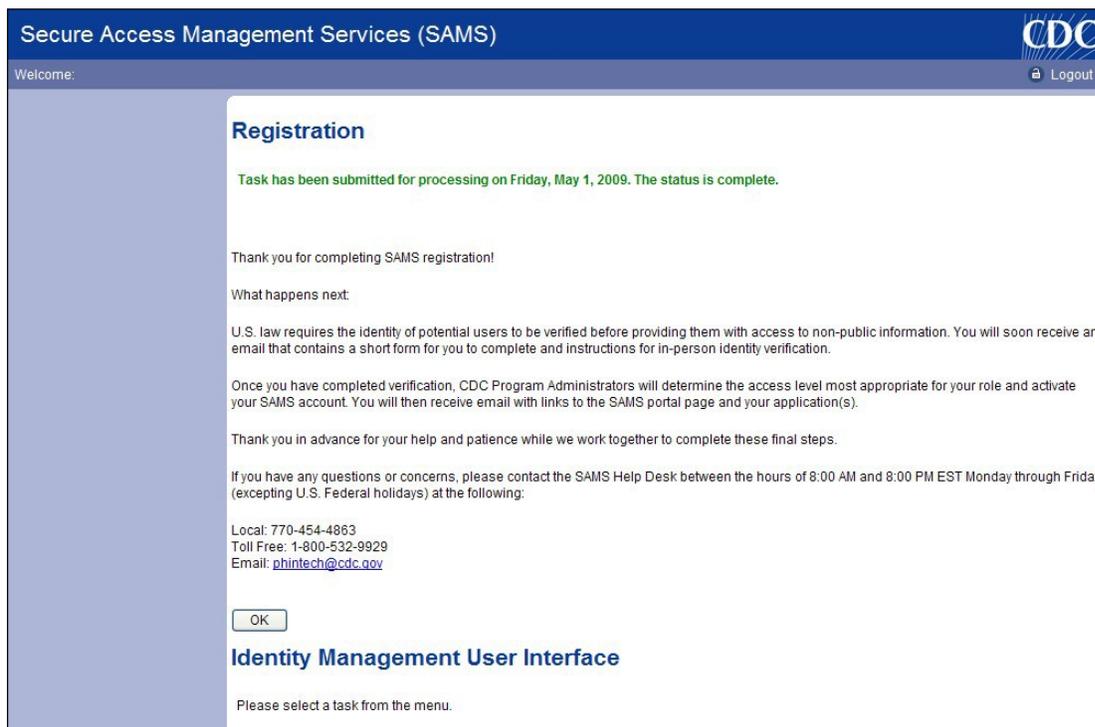
Your answers to the following questions will be used to verify your identity should you forget your password.

Question:	Answer:
Q1* <input type="text" value="Name of the city/town where you were born"/>	A1* <input type="text"/>
Q2* <input type="text" value="Name of the city/town where you were born"/>	A2* <input type="text"/>
Q3* <input type="text" value="Name of the city/town where you were born"/>	A3* <input type="text"/>
Q4* <input type="text" value="Name of the city/town where you were born"/>	A4* <input type="text"/>
Q5* <input type="text" value="Name of the city/town where you were born"/>	A5* <input type="text"/>

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- Enter information in the fields displayed. Fields marked with an asterisk are required.
- Change your password. Ensure that your password meets the requirements displayed on the screen.
- In the *Question* section, select a question from the list displayed in line 1.
- In the *Answer* section in line 1, type your answer to the question you selected.
- Repeat steps 6 and 7 until all five questions are answered.
Note: Be sure that the questions you select have answers you are sure to remember.
- Click the **Submit** button to complete your registration. The registration confirmation message displays.



- Click the **OK** button to acknowledge the message and display the screen below. Notice that no tasks appear in the left-hand portion of the screen. Once you have registered, you cannot perform any tasks in SAMS until you are approved for an activity.



- Click the **Logout** link.
- Follow the Identity Verification instructions included in the SAMS Registration Email Notification.



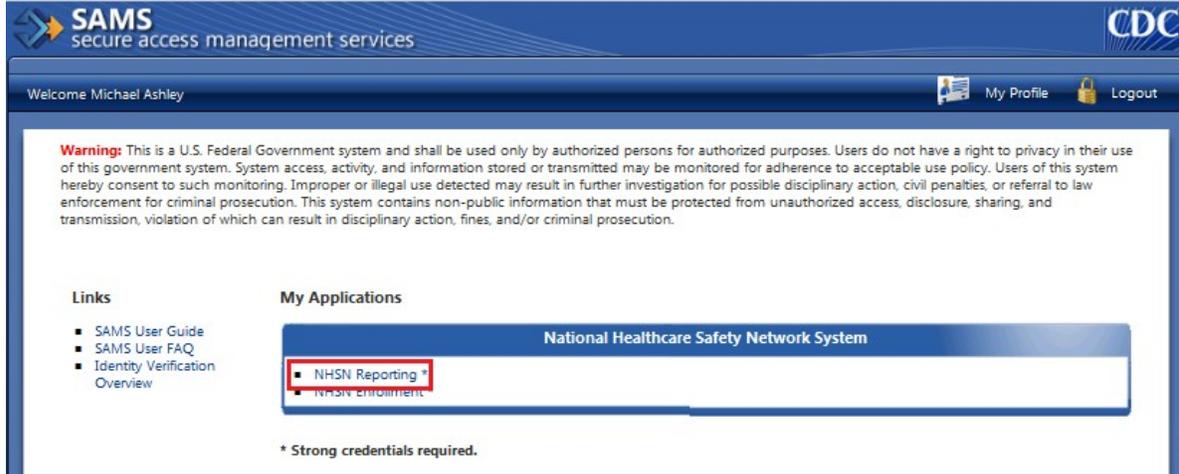
Step 4. Begin Using the NHSN Reporting Application

Once you have successfully registered with SAMS and completed the proofing verification process, you will receive an email indicating your registration is approved. You can then access NHSN by going to the SAMS website at <https://sams.cdc.gov>.

NOTE: You are given the option of logging in with only a Username and Password. If you choose this method, the system will grant Level 2 access. In order to login with the Level 3 access required to utilize NHSN, you must log in using your SAMS Multi-Factor Login.

When you arrive at the SAMS website, you may want to bookmark the page, either individually or in a special NHSN bookmark folder. If you are unsure how to bookmark a web page, please contact your IT department for assistance.

- Enter your username, password and the requested token information and click **Log In**.
- You will then be brought to the SAMS homepage. In the middle of the page, you should see a link to the National Healthcare Safety Network labeled **NHSN Reporting**.



- Clicking on the **NHSN Reporting** link will take you to the **NHSN Landing** page.



- On the **NHSN Landing** page, select your Group, select “All Facilities”, and click **Submit**.

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Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network [Contact us](#)

Welcome to the NHSN Landing Page

Select a facility and component,
then click Submit to go to the Home Page.

Select facility/group from dropdown list: Grp: Maggie's Test Group (ID 11933) ▼

Select facility within the above group: All Facilities ▼

Select component: Patient Safety ▼

Submit

[Get Adobe Acrobat Reader for PDF files](#)

- Once on the **NHSN Home** page, go to the navigation bar on the left and select **Group**. From the menu that appears, select **Joining Password**. You will be taken to the **Memberships** page:

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Centers for Disease Control and Prevention

NHSN - National Healthcare Safety Network

NHSN Home
Reporting Plan
Event
Procedure
Summary Data
Analysis
Surveys
Users
Group
Find Facility
Edit Group Info
Joining Password
Evict Members
Send Email
Define Rights
Rights Acceptance Report
Log Out

Logged into Maggie's Test Group (ID 11933) as MICHAEL.
All Facilities Selected.

Memberships

Facilities whose data can be accessed by this group

Evict Member(s)

Set joining password for this group

New Password:

Verify New Password:

Set Password

Back



- The joining password can be any combination of 10 letters and/or numbers. Enter the joining password twice and click **Set Password**. Once the password is set, it is the responsibility of the Group Administrator to distribute the group ID (a 5-digit number assigned by NHSN) and the group joining password to potential member facilities. NOTE: In order for a facility to join a group, it must be a member of NHSN first.
- At this point, the group administrator can refer to the “**Guide to Setting Up the Confer Rights Template**” found on the NHSN website at <http://www.cdc.gov/nhsn/group-users/index.html> for help creating a template.
- The administrator can also add users at the group level, by clicking **Users > Add**, as well as verify that the Group Contact information is by clicking **Group > Edit Group Info**.

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NHSN Home Logged into Maggie's Test Group (ID 11933) as MICHAEL.
All Facilities Selected.

Add User

[HELP](#)

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*:

Fax Number:

E-mail Address*:



- The administrator can verify that the Group Contact information is by clicking **Group > Edit Group Info**.

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NHSN - National Healthcare Safety Network

Logged into Maggie's Test Group (ID 11933) as MICHAEL.
All Facilities Selected.

Edit Group Information

Mandatory fields marked with *

[Group Information](#) [Contact Information](#)

Group Information [HELP](#)

Group ID : 11933

Group name *: Maggie's Test Group

Address, line 1 *: 1600 Clifton

Address, line 2:

Address, line 3:

City *: ATLANTA

State *: GA - Georgia

Zip Code*: 30333

Phone*: 555-555-5555

Fax:

If you have any questions, please contact NHSN at:

Email address: nhsn@cdc.gov

Website: <http://www.cdc.gov/nhsn>