

NHSN Facility Administrator and User Access

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Objectives

By the end of this session, you will be able to:

- Reassign the Facility Administrator for Active FA and Unavailable FA
- Add Users in NHSN
- Add and Edit a User's Rights in NHSN
- Reactivate/Deactivate a User's Profile in NHSN
- Add a Component to a Facility in NHSN

NHSN Navigation for Users with Administrator's Rights

Reassign the Facility Administrator (FA): Active FA

How can the current Facility Administrator (FA) reassign the FA role in NHSN?

1. From the left navigation bar:

- Select Facility > Facility Info > Contact Information sections.
- Find “Facility Administrator” on the list and select the “reassign” button on the far-right side of the screen.

2. Find and select an *existing* user who will be reassigned to this role.

- If the new FA is not an active user in the facility, they will need to be added as a user first.

NOTE: The existing user that is being reassigned as the FA must be assigned as a user with administrative rights. Once selected, remember to save the updated information on the Edit Facility Information page.

Contact Information

| | Contact Type | Contact Name | Phone No.+ext | Email | Action |
|------|---|----------------|---------------|--------------|----------|
| Edit | Facility Administrator | Jones, Rebecca | 555-555-5555 | XXXX@CDC.GOV | Reassign |
| Edit | Long Term Care Facility Primary Contact | Jones, Rebecca | 555-555-5555 | XXXX@CDC.GOV | Reassign |
| Edit | Healthcare Personnel Primary Contact | Jones, Rebecca | 555-555-5555 | XXXX@CDC.GOV | Reassign |

Update

Back

Reassigning the Facility Administrator in NHSN

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Reassign the Facility Administrator (FA): Unavailable FA

- If the current facility administrator is **not available** to make the reassignment in the facility, an **FA Reassignment Form** will need to be submitted to NHSN. When received our team will process the FA Reassignment form on behalf of the submitter within **5 business days**.
 - Please access this link to complete the FA reassignment form
<https://www.cdc.gov/nhsn/facadmin/index.html>.
- If you need to reassign a facility administrator to more than 20 facilities, please submit a request to NHSN via email or Service Now @ attention Rebecca Jones.
 - Please provide the following information on the spreadsheet. Facility names, Org ID or CCNs, address if possible and name and email of the new FA. Please do not fill out over 20 FA reassignment forms for this issue.

Add Users in NHSN

1. Select Users > ADD and complete the required fields (marked with an*).
2. Select SAVE at the bottom of the page.
 - You will then be prompted to assign the new user rights that they will need to utilize NHSN. Please check to ensure that you have made them an Active User.

If the user does not have an active SAMS account: Shortly after being added, they will receive an “Welcome to NHSN” email confirmation asking them to select the corresponding link to agree to the Rules of Behavior. Once they agree to the Rules of Behavior, our system will be prompted automatically to submit an invite to the user for SAMS.

How to Add a User to a Facility

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Add and Edit a User's Rights in NHSN

How do I edit a user's rights in NHSN?

1. Select Users > Find > User's Profile > Select User's Name (a blue link).
2. select "Edit" at the bottom of the page and select "Edit Rights" on the bottom of the next page.
3. On the Edit User Rights page, check mark the applicable/appropriate rights (e.g., Administrator, All Rights, Analyze Data, etc.)
4. select SAVE at the bottom of the screen.

★ We do not recommend using the customize rights option. This function does **not** give admin or all rights access.

| Rights | Patient Safety | Healthcare Personnel Safety | Biovigilance | Long Term Care |
|-------------------|-------------------------------------|-----------------------------|-------------------------------------|-------------------------------------|
| Administrator | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| All Rights | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Analyze Data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Add, Edit, Delete | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| View Data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Customize Rights | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Advanced

Effective Rights Save Back

Reactivate/Deactivate a User's Profile in NHSN

NHSN Home

Alerts

Reporting Plan ▶

HCW ▶

Lab Test ▶

Exposure ▶

Prophy/Treat ▶

Import/Export ▶

Vaccination Summary ▶

Surveys ▶

Analysis ▶

Users ▶

Facility ▶

Group ▶

Logout

View User

Mandatory fields marked with *

User ID *: RJONES Up to 32 letters and/or numbers

Prefix: [text box]

First Name *: Rebecca

Middle Name: [text box]

Last Name *: Jones

Title: [text box]

User Active: Y - Yes

User Type: OTH - Other

Phone Number *: 555-555-5555

Fax Number: [text box]

E-mail Address *: XXXX@CDC.GOV

Address, line 1: 123 six flaggs

Address, line 2: [text box]

Address, line 3: [text box]

City: atlanta

State: GA - Georgia

County: [text box]

Zip Code: 88888

How to re/de-activate a user's profile in NHSN

1. Select USERS > FIND > FIND on the bottom of the screen
2. Select User's Profile > EDIT > USER ACTIVE drop-down toggle to YES/NO
3. SAVE at the bottom of the page.

How to Deactivate a User in NHSN

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Add a Component to a Facility

The process of adding an additional component can only be completed by the NHSN Facility Administrator.

1. After logging into NHSN go to the blue navigational bar on the left and select Facility>Add/Edit Component.
2. Select the desired component to be activated. (Do not deselect any already checked components, this will withdraw the facility)

To activate the component:

1. Select the newly added component.
2. Select your facility.
3. Click Submit
4. Scroll to the bottom of the page once in the component.
5. Accept the Agreement Form

How to Add a Component to a Facility

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Need Access to More Than One NHSN Facility.

Do I Need to Re-Apply for SAMS?

- You do not need to re-apply if you have an active SAMS account.
 - You can access/enroll multiple facilities with one SAMS account.
- If the facility is already enrolled, you will need someone in that NHSN facility with admin rights to add you as a user using the same email address that is on your SAMS account. You should have access once this has been completed.
- You must use one SAMS account for all your active facilities in NHSN. Therefore, your email in all facilities you require access to must be the same email on your SAMS account.

Enroll a New Facility in NHSN

To enroll a new facility in NHSN please visit the website

<https://www.cdc.gov/nhsn/enrollment/index.html>

Note* To ensure your facility is **not a duplicate** in NHSN please check your enrollment status here <https://nhsn.cdc.gov/AMIE/>

If you are unsure about your facility's enrollment status, please contact NHSN@cdc.gov.

Questions?

For any questions or concerns, contact the NHSN Helpdesk using

NHSN-ServiceNow to submit questions to the NHSN Help Desk.

The new portal can be accessed at <https://servicedesk.cdc.gov/nhsncsp>.

Users will be authenticated using CDC's Secure Access Management Services (SAMS) the same way you access NHSN. If you do not have a SAMS login, or are unable to access ServiceNow, you can still email the NHSN Help Desk at nhsn@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

