



NHSN User Start-up Guide

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Step 1. Receive Email from NHSN

Once the NHSN Facility Administrator has enrolled your facility in the NHSN and designated you as a user of the NHSN, you will receive an email similar to the following:

Welcome to NHSN! You have been added as a user of the type indicated for the following facility or group:

Facility or Group Name:

User Type:

NOTE: If you already an active NHSN user, you may disregard the instructions in this email. Log in to the SDN and access **NHSN Reporting**.

1. **In order to participate as a user in the 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...

Step 2. Read the NHSN Rules of Behavior

The next step is to access and read the NHSN User Rules of Behavior by clicking on the link provided in the email.

NOTE: The link to the Rules of Behavior is specific to the user's email address to which it was sent. Do not use another user's link.

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National Healthcare Safety Network (NHSN)

User Rules of Behavior

In order to participate in the NHSN, you must read and agree to abide by the following rules of behavior for safeguarding the system's security. Scroll through the document below and click on Agree or Do Not Agree button. To print a copy of the rules, click on the Print button.

1 INTRODUCTION

NHSN, a surveillance system of the Centers for Disease Control and Prevention (CDC), allows participating healthcare facilities to enter data associated with healthcare safety, such as surgical site infections, antimicrobial use and resistance, bloodstream infections, dialysis incidents, and healthcare worker vaccinations. NHSN provides analysis tools that generate reports using the aggregated data (reports about infection rates, national and local comparisons, etc). NHSN also provides links to best practices, guidelines, and lessons learned.

NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These "Rules of Behavior" apply to all users of the NHSN web-based computer system.

1.1 PURPOSE

[Print Version](#)
PDF (87KB/3 pages)



A copy of the NHSN Rules of Behavior may be printed by clicking the **Print** 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. When you click **Agree** you will be asked to enter your training completion date:

The screenshot shows a web form titled "NHSN Training Date". Inside a light gray box, there is a text area with the text: "I certify that I have completed all of the appropriate, required NHSN trainings on:". To the right of this text is a date selection field, which is currently empty and has a small calendar icon to its right. Below the text area, there are two buttons: "Reset" and "Save".

NOTE: You are required to put in a date of training during this time.

Step 3. Apply for your Digital Certificate

NOTE: If you have Windows XP with Service Pack 2 installed, you will be required to complete the following step before applying for your Digital Certificate.

- ActiveX controls: Under **Tools**, click **Internet Options > Security**. Highlight Internet and click **Custom Level**. Make sure that the option for “**Automatic Prompting for ActiveX controls**” is set to "enable".

Digital certificates ensure that you and the CDC are communicating privately and securely. They are also expensive and are paid for by your federal tax dollars. You will need to create a password (called a challenge phrase) during this process.

Access the Secure Data Network and Accept Subscriber Agreement

- Using the URL that will be provided in the email from NHSN, go to the **Centers for Disease Control and Prevention – Digital ID Enrollment** page.



Enter Enrollment Password

Please enter the password for CDC's Digital ID Services and click *Accept*.

Password:

- In the Password field, enter the password provided to you in the email from NHSN, then click **Accept**. Information about system requirements and digital ID certificates appears. Remember that passwords are case sensitive.
- Click the **Enroll** button. The SDN enrollment form appears.
- All fields with a red asterisk are required on the first page of the SDN enrollment form.
- Make sure you enter your official work email address, not your personal email address.
- The information needed to install your digital certificate will be sent to the email address you indicate. If you submit an email address with an error in it, your digital certificate will not be sent to you.

NOTE: Be sure to use the same email address for each step in the SDN and NHSN enrollment processes.

Step 1: Enter Personal Information

Items with (*) are required.

Prefix <input type="text"/>	Preferred Name <input type="text"/>
* First Name <input type="text"/>	Middle Name <input type="text"/>
* Last Name <input type="text"/>	Degree <input type="text"/>
* Email Address <input type="text"/>	CDC User ID <input type="text"/> <small>(where applicable)</small>
* Employer <input type="text"/>	Program or Division <input type="text"/>
* Employer Type <input type="text" value="Other"/>	
* Job Type <input type="text" value="Other"/>	
* Phone <input type="text"/>	Fax <input type="text"/>
Work Address <input type="text"/> <small>(130 characters maximum)</small>	* U.S. State <input type="text" value="Pick a State"/>
	U.S. County <input type="text" value="Pick a County"/>
* City <input type="text"/>	* Zip Code <input type="text"/>
* Country <input type="text" value="United States"/>	
* Alternate Contact:	
* Name <input type="text"/>	* Phone <input type="text"/>

- A pop-up message appears. Verify that the email address listed in the message is correct and then click **OK**. If your email address is incorrect, click **Cancel**, change your email address, and then click **Next**. The **Program and Activities** page appears:

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- From the Select a Program box, select **National Healthcare Safety Network (NHSN)**.
- From the Select Activities box, select **NHSN Enrollment only**. Click **Next**.

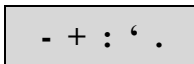
3a. Create your Challenge Phrase

For security, you will create a challenge phrase (password) that you will use every time you access SDN (this challenge phrase is different from the password you used to log on to the SDN enrollment site). You will use this challenge phrase along with your Digital ID to authenticate yourself as an SDN user.

You will not be able to install your digital certificate if you do not remember your challenge phrase.

Use the following guidelines to create your challenge phrase:

- Be at least eight characters long
- Contain only English letters and numbers
- Uses one or more of the following symbols:



- Cannot contain any part of your name or email address
- Cannot spell a word unless the word has three or more numbers or symbols before or after the word or the word has numbers or symbols within the word
- Cannot contain more than two consecutive characters
- Contain at least four different numbers or letters
- Challenge phrases are case-sensitive. Note the letters that are upper and lower case.

To enter your challenge phrase

- In the **Challenge phrase** field, type your challenge phrase.
- In the **Confirm** field, type your challenge phrase exactly the same way you typed it in the **Challenge Phrase** field.
- Click **Next**. The **Digital Certificate Request Received** message appears.
- Within 12-72 hours, you will receive an email with more instructions. Check your email daily. If you do not receive an email within 72 hours, please **do not** apply for another digital certificate. Contact CDC SDN Support at (800) 532-9929 or PHINTech@cdc.gov.

3b. Download and Install your Digital Certificate Using Internet Explorer

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- You will receive an email from **PHIN Helpdesk**. The subject line will read “Action Required – Your CDC Digital Certificate is Ready to Install” and the body of the message will look similar to the following:

Your request for a CDC digital certificate has been approved. The next step is the installation of your digital certificate...

- **NOTE: You must use Internet Explorer when downloading your digital certificate. Internet Explorer is the only browser that can be used to access NHSN.**
- **NOTE: Please ask your IT staff to add https://*.cdc.gov/ and https://*.verisign.com/ to the list of trusted sites under Tools>Internet Options>Security>Trusted Sites before clicking on the digital certification installation link in this email. This will make the installation process go smoother.**
- For step-by-step instructions on how to install your digital certificate, please reference the instructions available at <https://ca.cdc.gov/sdncode/sdnapp/doc/DigitalCertificateInstallation.htm>

Step 4. Begin Using the NHSN Reporting Application

Once you have successfully downloaded and installed your digital certificate, you can access NHSN by going to the SDN website at: <https://sdn.cdc.gov>

When you arrive at the SDN website (called the CDC Public Health Partners page), 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 challenge phrase and click **Submit**.



Welcome, Maggie Dudeck

WARNING

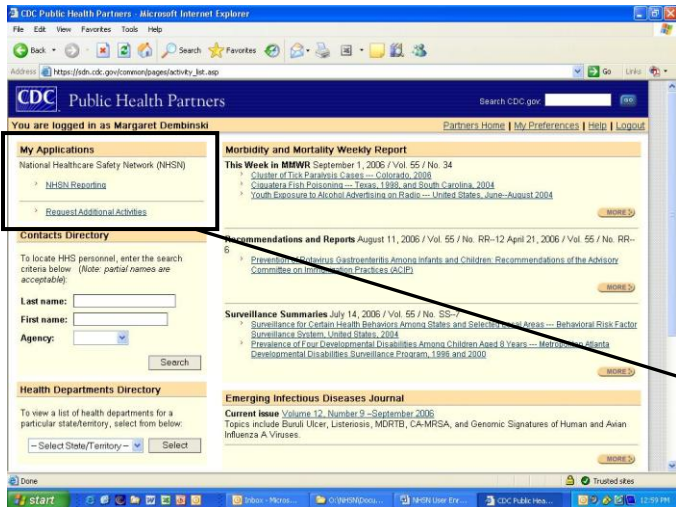
This is a U.S. Government computer system, which may be accessed and used only for official government business by authorized personnel. Unauthorized access or use may subject violators to criminal, civil, and/or administrative action. There is no right to privacy on this system. All information on this computer system may be monitored, intercepted, recorded, read, copied, and shared by authorized personnel for official purposes including criminal investigations. Access or use of this system, whether authorized or unauthorized, constitutes consent to these terms. (Title 18, U.S.C.)

Please enter your challenge phrase:

Submit

Forgot your challenge phrase? [Click here](#)

- After entering your challenge phrase, you will be brought to the SDN homepage. Under “My Applications” in the upper left corner of the page, you should see a link to the National Healthcare Safety Network labeled ‘NHSN Reporting’.



- Click on the **NHSN Reporting** link will take to go to the **NHSN Landing** or **Home** page.

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Contact Information:

If you have any questions, please contact NHSN at:

Email address: nhsn@cdc.gov

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