



Changing Your E-Mail Address in NHSN

Guidance for Current NHSN Users

These instructions are for existing users of NHSN who need guidance updating their e-mail address in NHSN.

When updating your email address in NHSN, it must also be updated in the Secure Access Management Services (SAMS), the secure system you use to access NHSN. Update your e-mail address in NHSN *first*, and then update the address in SAMS.

Step 1 — Update your e-mail address in NHSN:

1. Login to your NHSN facility or group and click the “My Info” link in the upper right corner.
2. Click the “Edit” button at the bottom of the “View User” screen.
3. Enter the correct e-mail address in the field titled “E-mail Address.”
4. Click the “Save” button at the bottom of the screen.
5. Receive a “User saved successfully” notification at the top of the screen.
6. Repeat this process for each NHSN facility (even test facilities) or group that you have access to by selecting “Home,” returning to the Landing Page and selecting each org ID from the Facility/Group dropdown menu.

Step 2 — Update your e-mail address in SAMS:

1. Login to SAMS using your password and grid card (<https://sams.cdc.gov>).
2. Click the “My Profile” link in the upper right corner.
3. Click the “Change My Email” link the left navigation bar.
4. Enter your new email address in the “Change my email to” field.
5. Click the “Submit” button.
6. Log out of SAMS.

Note: Updating your email address in one system and not the other will prevent you from accessing NHSN. Therefore, it is essential that the same email address is entered in both NHSN and SAMS.

