



National Healthcare Safety Network (NHSN)

The Next Generation Hemovigilance Module

How To Guides

March 2026





How To Guides



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Managing Users

Add a user

The NHSN Facility Administrator can log into SAMS at <https://sams.cdc.gov/> to access NHSN.

1 On the left navigation menu of the NHSN homepage, select **Users**. This page will display all existing facility users.

2 To add a new user, click **Add** in the upper right-hand corner.

<input type="checkbox"/>	E-mail	First Name	Last Name	User ID	User Type	Active
<input type="checkbox"/>	JPS1@CDC.GOV					ACTIVE
<input type="checkbox"/>	XZD7@CDC.GOV					ACTIVE
<input type="checkbox"/>	JST2@CDC.GOV					ACTIVE
<input type="checkbox"/>	JDE3@CDC.GOV					ACTIVE
<input type="checkbox"/>	PVM7@CDC.GOV					ACTIVE
<input type="checkbox"/>	KNP4@CDC.GOV					ACTIVE
<input type="checkbox"/>	MVA9@CDC.GOV	Mary	Andrus	MVA	ICP - Infection Control Professional	NOT ACTIVE

Add a user

NHSN
NATIONAL HEALTHCARE
SAFETY NETWORK

TEST MEMORIAL HOSPITAL (12345)

TEST@CDC.GOV

Biovigilance

Alerts
Survey
Adverse Reaction
Patients
Users
Locations
Customize Forms
Facility Info
Groups
Analysis
Logout

Add User

1

User Information

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

E-mail Address:*

Prefix:

First Name:*

Middle Name:

Last Name:*

Title:

User Active:*
Y - Yes

User Type:

Phone Numbers

Phone Number:*

Extension:

2 Save

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Tip: The email address entered must be the same one used to request the SAMS invitation.

1. When the **Add User** screen appears, complete all the required fields marked with *****.
2. Once all the required fields are filled, click **Save** in the upper right corner.

Remove a user

The NHSN Facility Administrator can remove users that are no longer with the facility or serving in the role.

1 On the left navigation menu of the NHSN homepage, select **Users**. This page will display all existing facility users.

2 To remove a user, search for the desired person based on their identifiers (email, name, user ID, etc.) and select the checkbox next to their email.

3 Click **Deactivate**.

Assign user rights

Once a user has been created, you must assign user rights.

NHSN
NATIONAL HEALTHCARE
SAFETY NETWORK

TEST MEMORIAL HOSPITAL (12345)

TEST@CDC.GOV

Biovigilance

Users

Deactivate Add

<input type="checkbox"/>	E-mail	First Name	Last Name	User ID	User Type	Active
<input checked="" type="checkbox"/>	test@cdc.gov					
<input type="checkbox"/>	TEST@CDC.GOV	Test	Person	TEST		ACTIVE

1. On the left navigation menu of the NHSN homepage, select **Users**. The **Users** screen will display all existing facility users.
2. To assign rights to a user, search for the desired person based on their identifiers (email, name, user ID, etc.). Select the user's hyperlinked email.

Assign user rights

Once a user has been created, you must assign user rights.

The screenshot shows the NHSN interface for 'TEST MEMORIAL HOSPITAL (12345)'. The user is logged in as TEST@CDC.GOV. The left sidebar shows the 'Users' menu item selected. The main content area is titled 'Edit User' and contains a 'Change Rights' button highlighted with an orange box. An orange arrow points from a callout box to the 'Change Rights' button. The callout box contains the text: 'When the *Edit User* screen appears, click *Change Rights* in the upper right-hand corner.'

Assign user rights

The NHSN Facility Administrator can assign user(s) certain rights within NHSN.

NHSN
NATIONAL HEALTHCARE
SAFETY NETWORK

TEST MEMORIAL HOSPITAL (12345)

TEST@CDC.GOV

Biovigilance

Alerts

Survey

Adverse Reaction

Patients

Users

Locations

Customize Forms

Facility Info

Groups

Analysis

Logout

Edit User Rights

Test Person (10001)

1 Biovigilance

- Administrator
- All Rights
- Analyze Data
- Add, Edit, Delete
- View Data

2 Save

1. On the *Edit User Rights* screen, select the check boxes next to the desired rights.
2. Once those rights have been selected, click **Save** in the upper right-hand corner to save these changes.

Reassign users

The NHSN Facility Administrator can reassign user(s) within NHSN.

The screenshot shows the NHSN Facility Administrator interface. The top navigation bar includes the NHSN logo, the facility name 'TEST MEMORIAL HOSPITAL (12345)', and the user email 'TEST@CDC.GOV'. The left navigation menu has 'Facility Info' highlighted with a blue box and a '1' in a circle. An orange arrow points from this menu item to a large blue-bordered box containing two numbered steps. The main content area shows the 'Facility' page for 'Audrey Smith', with 'Basic Facility Information' fields for 'Facility Name' (TEST MEMORIAL HOSPITAL) and 'Facility ID' (12345). On the right, the 'Contact Information' section lists three users: Karl Landsteiner, Audrey Smith, and Charles Drew. The 'Reassign' button for Audrey Smith is highlighted with a blue box and a '2' in a circle, with an orange arrow pointing from the second step in the blue-bordered box to it.

1 On the left navigation menu of the NHSN homepage, select **Facility Info**.

2 When the **Facility** screen appears, under the **Contact Information** section on the right side, click **Reassign** for the individual of interest.

Reassign users

The NHSN Facility Administrator can assign users certain rights within NHSN.

1 When the **Users** screen appears, a list of all registered users at the facility will populate. Search for the desired new user based on their identifiers (name, user ID, email, etc.). Select the check box next to the user's name.

2 Click **Reassign User**.

Tip: A confirmation notice will appear if the selected user's record isn't complete. Select **Yes** OR **No** to complete the user's record.

First Name	Last Name	User ID	E-mail	User Type	Active
			test@cdc.gov		
<input checked="" type="checkbox"/>	Test	Person	TEST	TEST@CDC.GOV	Y

Confirm

The selected user record isn't complete. Please complete the record before reassigning the contact and click Save. Do you want to complete the record now?

Yes No

Reassign users

When the *Edit User* screen appears, complete all the required fields marked with *.

The screenshot shows the 'Edit User' form with the following fields and values:

- User ID: JODO
- E-mail Address: JODO@CDC.GOV
- Contact Type: BV - Biovigilance Contact
- First Name: John
- Middle Name: (empty)
- Last Name: Doe
- Title: (empty)
- Phone Number: (770) 987-6543
- Address, line 1: (empty)
- Address, line 2: (empty)
- Address, line 3: (empty)
- City: (empty)
- State: (empty)
- Zip Code: (empty)
- Zip Code Ext: (empty)
- Fax Number: (empty)

An orange arrow labeled '1' points to the top left of the form. A button labeled 'Click to copy mailing address from the facility' is located above the address fields. At the bottom right, there are 'Save' and 'Cancel' buttons. An orange arrow points from the 'Save' button to the text box below.

1. If **Yes** was selected on the confirmation notice to complete the user's record, then the *Edit User* screen will appear. Complete all the fields.
2. Click **Save** in the lower right-hand corner.

NHSN Enrollment

Newly added users will receive two emails containing instructions to complete NHSN enrollment & SAMS registration.

Tip: The email address used to register for SAMS must be the same one used to register the user within NHSN.

After a new user is added to an enrolled facility, NHSN will send the “Welcome to NHSN” email that will have instructions for accessing the NHSN Facility/ Group Administrator “Rules of Behavior.”

Once the user selects the link in the email, they will receive the agreement to review NHSN “Rules of Behavior.” Click **Agree**.

Welcome to the National Healthcare Safety Network (NHSN)!

You have been added as the type of user indicated for the following facility or Group:

Facility or Group Name: Decennial Medical Center

User Type:

In order to participate as an NHSN user, 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.

https://nhsn.cdc.gov/RegistrationForm/User.jsp?user_email=testperson@gmail.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>.

Facility/Group Administrator 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.

Introduction
National Healthcare Safety Network (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.

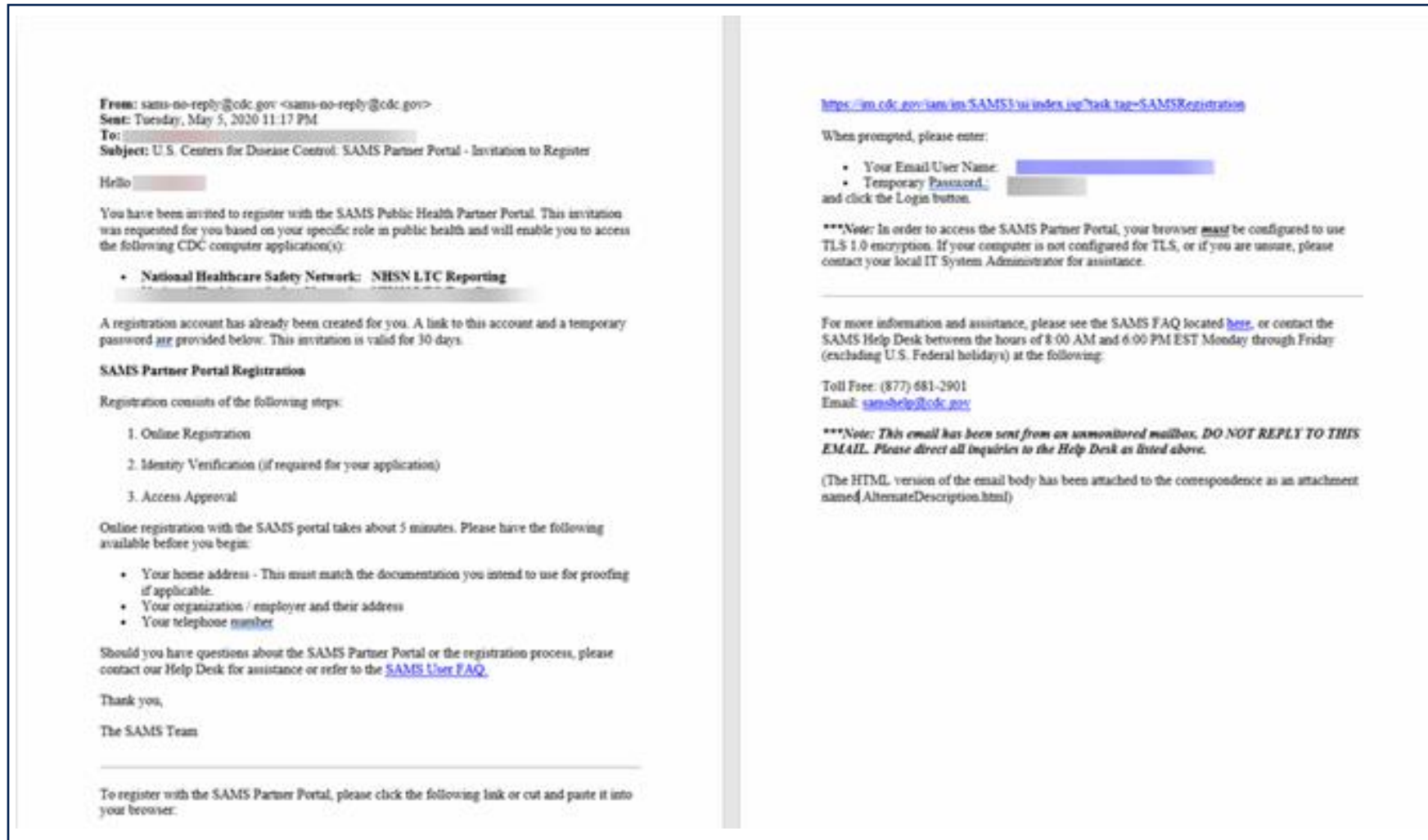
NHSN processes and stores a variety of sensitive data that are provided by healthcare facilities. This information requires protection from unauthorized access, disclosure, or modification based on confidentiality, integrity, and availability requirements. These Rules of Behavior apply to all users of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

Purpose
Rules of Behavior establish standards that recognize knowledgeable users are the foundation

CLICK HERE

SAMS Registration

Newly added users will receive two emails containing instructions to complete NHSN enrollment & SAMS Registration.



After the new user “Agree” to accept the NHSN “Rules of Behavior,” the user should allow 3 business days to receive the “Invitation to Register with SAMS” from SAMS-no-reply email.

Tip: The added user must read the email and follow the instructions in its entirety to ensure completion of process to access NHSN.

The following resources are available to provide additional guidance, support, and assistance related to the Hemovigilance Module. These services are designed to help users access reliable information, professional advice, and ongoing support when needed.

- [Secure Access Management Service \(SAMS\)](#)
- **NHSN Websites**
 - [NHSN | CDC](#)
 - [Newsletters | NHSN | CDC](#)
 - [FAQs About Agreement to Participate and Consent | NHSN | CDC](#)
- **NHSN Hemovigilance Websites**
 - [Hemovigilance Module| BV | NHSN | CDC](#)
 - [BV Roadmap | NHSN Roadmap | NHSN | CDC](#)
 - [Biovigilance Component \(BV\) Training | NHSN | CDC](#)

Want more information?

Email our team directly at Hemovigilance@cdc.gov.

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 <https://www.cdc.gov/>
Follow us on social [@CDCgov](https://twitter.com/CDCgov)

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