

How to Add a New User in NHSN

Purpose of Document:

The purpose of this guidance document is to assist facilities with adding users in the CDC's National Healthcare Safety Network (NHSN). Facilities are strongly encouraged to have more than one NHSN user who can view, enter, and analyze data. This will help prevent loss of NHSN access in the event of staff turnover.

To Add Users:

1. The NHSN Facility Administrator will log into SAMS at <https://sams.cdc.gov/> to access NHSN.
2. On the left-hand navigation panel of the NHSN homepage - near the bottom of the screen, select > **Users>>Add**.



3. When the **Add User** screen appears, *complete all the required fields marked with **.
 - a. **Create a username (ex. first initial and last name - ASmith)**
 - Can have up to 32 characters or numbers
 - Cannot be an email address
 - Cannot contain any special characters (i.e. %, \$,&, etc.)
- * The NHSN User ID is a unique identifier used to identify users in the NHSN application, that is created by the NHSN Facility Administrator.*
- b. **The email address entered must be the same one used to request their SAMS invitation.**

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Add User

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:

Antimicrobial Use Option Contact: Yes

Antimicrobial Resistance Option Contact: Yes

Phone Number *:

Fax Number:

E-mail Address *:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

4. Click **“Save”** to create the user.



5. Once the user has been created, you must assign user rights by selecting the access boxes and click **“Save”**.

Add User Rights

User WITTE (ID 704315) saved successfully. Please add rights for the new user.

User ID: WITTE (ID 704315)

Facility List:

Rights	Patient Safety
Administrator	<input type="checkbox"/>
All Rights	<input type="checkbox"/>
Analyze Data	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>
View Data	<input type="checkbox"/>
Staff/Visitor - Add, Edit, Delete	
Staff/Visitor - View	

Customize Rights

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The newly added user will receive two emails containing instructions to complete SAMS registration and NHSN enrollment. Examples are provided below. ***The email address used to register for SAMS must be the same email address as the one entered in step 3.**

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

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=emilyelissawitt@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>.

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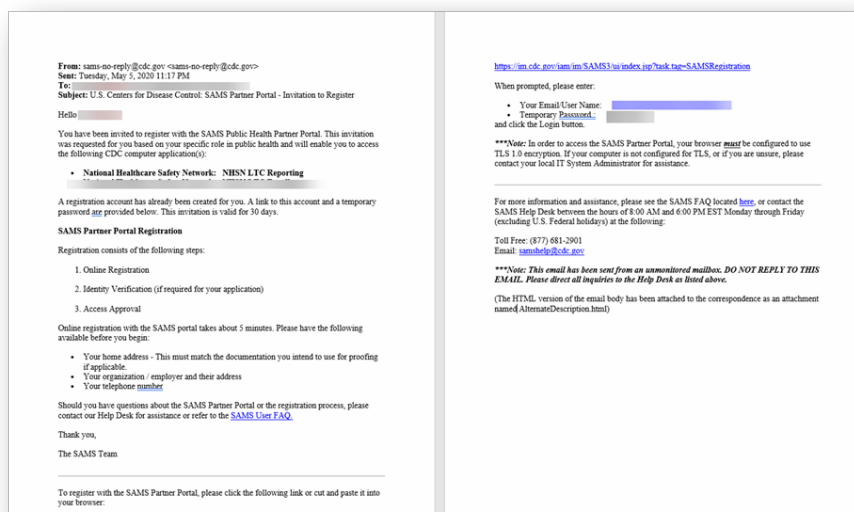


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- Once the newly added user selects the link in the email, they will receive the agreement to review NHSN “Rules of Behavior” (screenshot below):



- 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 (screenshot below) email:



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

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Important Notes:

If you have specific questions regarding “adding additional users” please submit email to the NHSN Helpdesk: NHSN@cdc.gov with “Adding Additional Users” in the subject line.

If assistance is needed with SAMS: samshelp@cdc.gov

If your facility is without an NHSN Facility Administrator or any NHSN users, please visit <https://www.cdc.gov/nhsn/facadmin/index.html> to reassign the role to a different user.

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