

Long-Term Care Facility (LTCF) Component How to add User

Purpose of Document:

The purpose of this guidance document is to assist long-term care facilities (LTCFs) with adding users in the CDC's National Healthcare Safety Network's (NHSN's) LTCF Component. Facilities are strongly encouraged to hav]e 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 <u>https://sams.cdc.gov/</u> to access NHSN.
- On the left-hand navigation panel of the NHSN homepage, select > Users>>Add near the bottom of the screen.

Analysis	•	
Users	•	Add
Facility	•	Find

- 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.

tory 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:		~	
Phone Number *:			Extension:
Fax Number:			
E-mail Address *:			
Enter New Password for user *:			
Re-enter New Password for user *:			
Address, line 1:]	
Address, line 2:			
Address, line 3:			
City:			
State:		~	
County:	~		
Zip Code:			Zip Code Ext.:
Home Phone Number:			Home Extension:
Beeper			



4. Click "Save" to create the user.



5. Once the user has been created, you must assign user rights by checking the boxes under "Long Term Care" and click "**Save**".

*Rights are assigned based on how much access the NHSN Facility Administrator would like to grant the user *

User ATURNER (ID 468319) saved successfully. Please add rights for the new user. User ID: ATURNER (ID 468319) Facility List: Facility List: Rights Administrator All Rights Analyze Data Add, Edit, Delete View Data Customize Rights Save Back	🎒 Add User Rights		
User ID: ATURNER (ID 468319) Facility List F	User ATURNER (ID 468319) saved succ	cessfully. Please add rights for the new user.	
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Facility List Rights Administrator All Rights Analyze Data Add, Edit, Delete View Data Customize Rights Customize Rights Save Back		User ID: ATURNER (ID 468319)	
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Analyze Data Analyze Data Add, Edit, Delete View Data Customize Rights Effective Rights Save Back	Administrator		
Add, Edit, Delete View Data Customize Rights Advanced Effective Rights Save Back	Analyze Data		
View Data Customize Rights Effective Rights Save Back	Add. Edit. Delete		
Customize Rights Advanced Effective Rights Save Back	View Data		
Customize Rights Advanced Effective Rights Save Back			
Effective Rights Save Back	Customize Rights	Advanced	
criccive rights Save Dack		Ettastiva Diabte Sava Bask	
		Effective Rights Save Back	

🍪 Add User Rights		
Sers rights saved successfully.		
	User ID: ATURNER (ID 468319)	
	Fac: Test TM3033	
Rights	Long Term Care	
Administrator		
All Rights		
Analyze Data	\checkmark	
Add, Edit, Delete	\checkmark	
View Data	×	
Customize Rights		Advanced
	Effective Rights Save Back	

Important Notes:

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

