

# BREAKING NEWS from the Dialysis NHSN Helpdesk!

SDN to Shutdown on April 15<sup>th</sup>—Dialysis Users Must Register with SAMS

The Secure Data Network (SDN) shuts down on April 15, 2015. Therefore, all NHSN users must **begin registration with Secure Access Management Services (SAMS) no later than March 14, 2015** to avoid being locked out of NHSN.



## I normally use SDN and a digital certificate to log in to my facility in NHSN. What do I do?

All existing NHSN users have been invited to register with SAMS. If you haven't started, [begin your registration with SAMS now](#). Delaying the start of the process beyond March 14, 2015 could result in loss of access to NHSN. If you have started the process, please [complete registration with SAMS as soon as possible](#). Once SDN is shutdown on April 15, 2015, you will no longer be able to use SDN and your digital certificate to access NHSN.

## SAMS Registration Process for Existing NHSN Users:

1. Check your inbox for an email from [sams-no-reply@cdc.gov](mailto:sams-no-reply@cdc.gov) with "Invitation to Register" in the subject line. Click the link at the bottom of the email to log in to SAMS and complete the online SAMS registration form.
2. Within 5 business days of successful online registration, receive a SAMS "Identity Verification Request" email. From the email, print and complete the Identity Verification Form.
3. Take the Identity Verification Form to a notary public for endorsement.
4. Mail or fax to CDC the complete and endorsed Identity Verification Form and copies of your supporting documents.

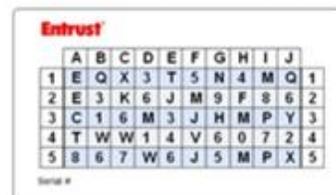
**To Fax (Toll Free):** 1-877-681-2899

### To Mail:

Centers for Disease Control and Prevention  
Attn: Proofing Authority  
1600 Clifton Road, MS K-94  
Atlanta, GA 30333

5. Receive confirmation from CDC that forms were received ("Proofing Documentation Delivered" email and letter via US Postal Service).
6. After CDC processes the documents, receive "SAMS Account Activation" and "SAMS Activity Authorization" emails.
7. Within 10 business days, receive your SAMS grid card (delivered by US Postal Service to your home address).
8. Begin logging into NHSN through SAMS, using your SAMS grid card, username, and password.

## SAMS Grid Card Credentials



***It can take up to 30 days to complete SAMS registration and obtain a SAMS grid card in the mail.***

# BREAKING NEWS from the Dialysis NHSN Helpdesk!

SDN to Shutdown on April 15<sup>th</sup>—Dialysis Users Must Register with SAMS

## **I am a new NHSN user at my facility and currently do not have access. Where do I begin?**

**New NHSN users** should obtain NHSN access and begin SAMS registration by following the steps listed on the “New User Checklist” at <http://www.cdc.gov/nhsn/PDFs/dialysis/NHSN-de-New-User-Checklist.pdf>. Ask an NHSN user with administrative rights in NHSN at your facility to add you as a user. Once you have been added as a user in NHSN and accepted the NHSN Rules of Behavior, this will trigger the “Invitation to Register” email from SAMS to be sent to your inbox. Follow the steps above to complete the SAMS registration process.

## **If my registration with SAMS is still incomplete on April 15<sup>th</sup>, what happens?**

After April 15<sup>th</sup>, users who have not completed their registration with SAMS will be locked out of NHSN. Therefore, both current SDN users and new NHSN facility users should begin the registration process with SAMS now, with the assumption that completing the registration process can take up to 30 days.



**Questions about NHSN?** Contact us at [nhsn@cdc.gov](mailto:nhsn@cdc.gov) with “Dialysis” in the subject line and we will respond to your inquiry within 5 business days.

**Questions about the SAMS registration process or need to check on the status of your registration?** Follow-up with the SAMS helpdesk at [SAMShelp@cdc.gov](mailto:SAMShelp@cdc.gov).