

# COVID-19 DIALYSIS MODULE

## HOW TO ADD A USER

**Purpose of Document:**

The purpose of this guidance document is to assist facilities with adding users in the CDC’s National Healthcare Safety Network’s (NHSN’s) COVID-19 Dialysis Module. Facilities are strongly encouraged to have more than one NHSN users 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, select > **Users**>>**Add** near the bottom of the screen.



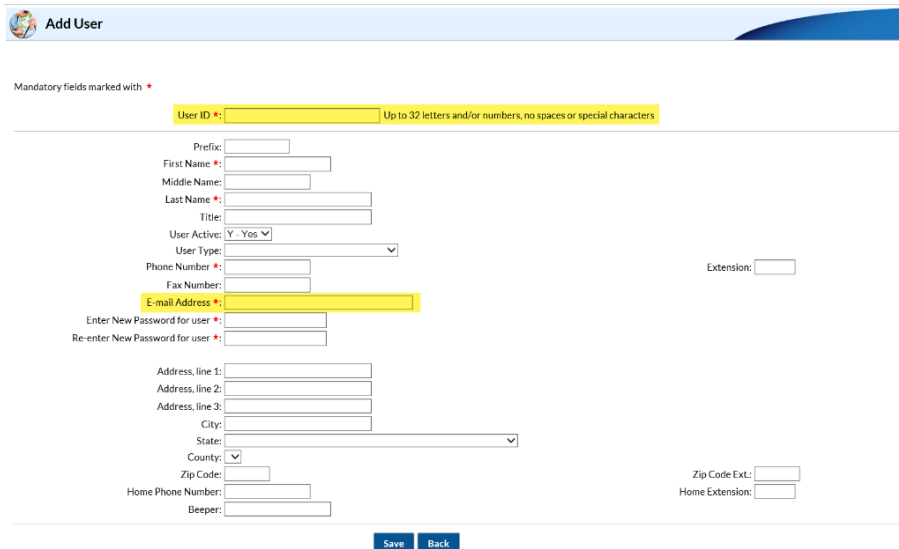
3. When the **Add User** screen appears, complete all the required fields marked with **\***.

**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.**



**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:  Yes  No

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:




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



- Once the user has been created, you must assign user rights by checking the boxes under Dialysis and click **“Save”**.

 **Add User Rights**

User ID: **WITTE (ID 507224)**  
 Facility List: Fac: Witt Dialysis Test Facility

Rights	Patient Safety	Healthcare Personnel Safety	Biovigilance	Long Term Care	Dialysis	Outpatient Procedure	
Staff - Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff - View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
View Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Advanced</b>

Effective Rights **Save** Back

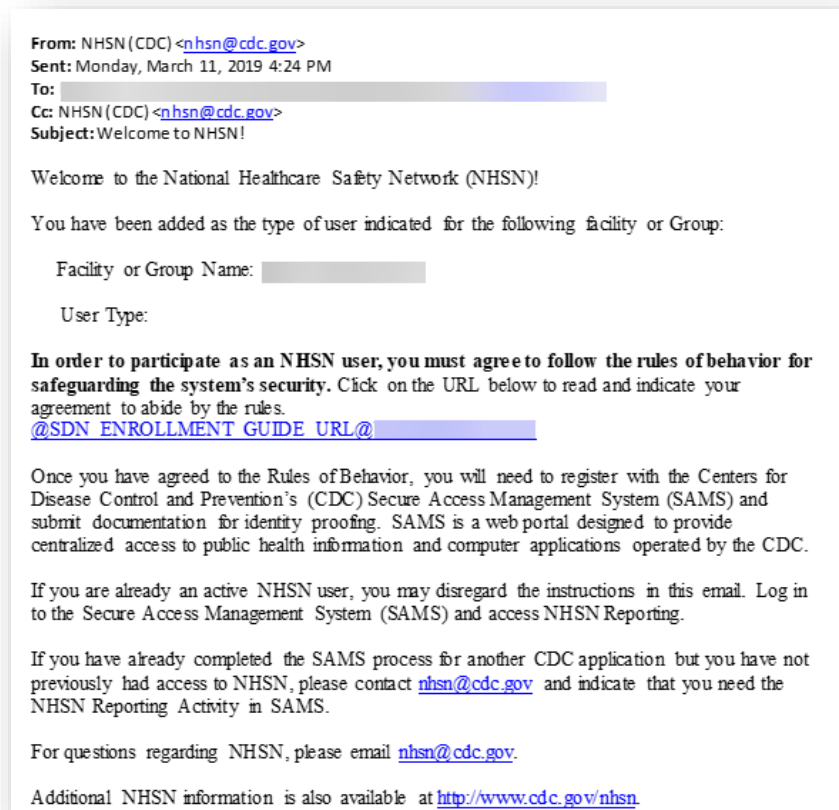
\*Rights are assigned based on how much access the NHSN Facility Administrator would like to grant the user

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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.

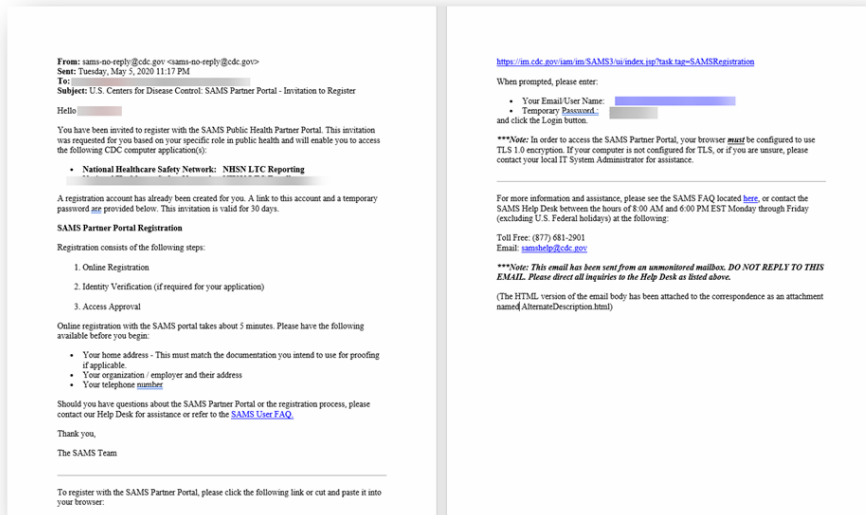


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- Once the newly added user selects the link in the email, they will receive the agreement to review NHSN “Rules of Behavior” (screenshot below):



- 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](mailto:NHSN@cdc.gov) with “Adding Additional Users” in the subject line.

If assistance is needed with SAMS: [samshelp@cdc.gov](mailto: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.