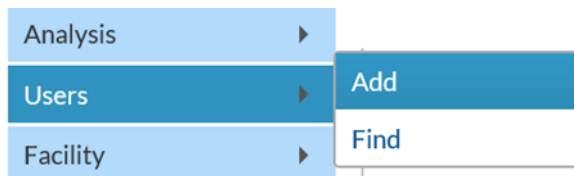


Purpose of Document:

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 COVID-19 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.



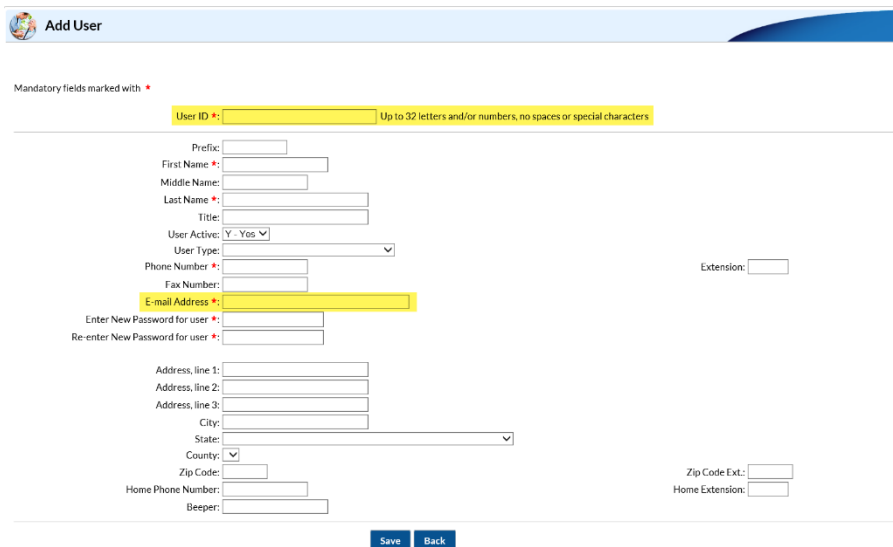
3. When the **Add User** screen appears, complete all the required fields marked with *.

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.



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



- 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*

Add User Rights

✔ User ATURNER (ID 468319) saved successfully. Please add rights for the new user.

User ID: **ATURNER (ID 468319)**

Facility List:

Rights	Long Term Care	
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"/>	
Customize Rights	<input type="checkbox"/>	Advanced

Add User Rights

✔ Users rights saved successfully.

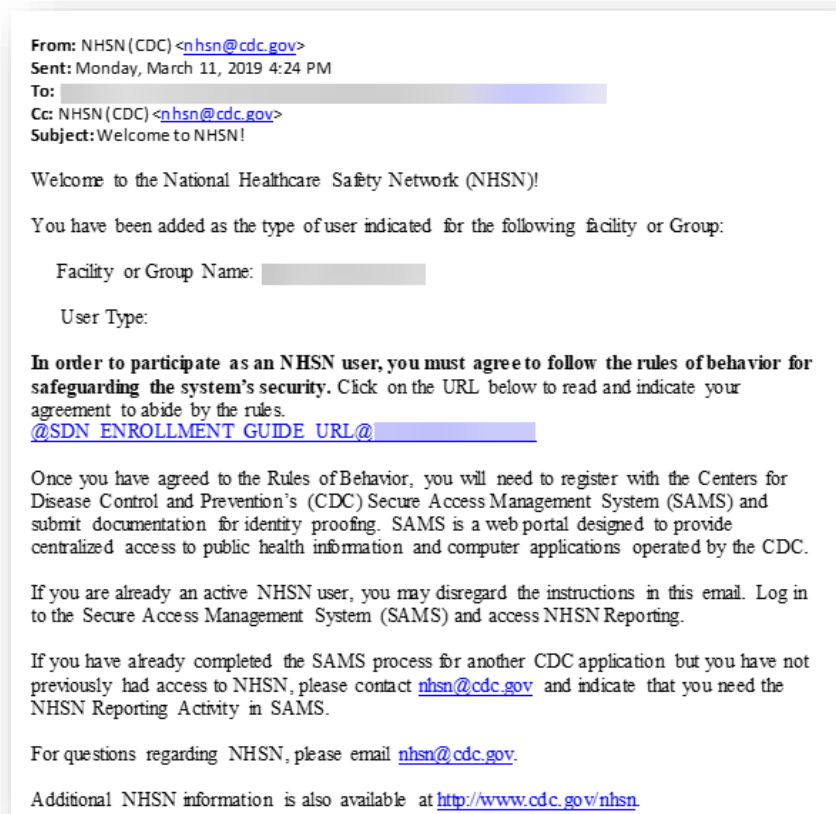
User ID: **ATURNER (ID 468319)**

Facility List:

Rights	Long Term Care	
Administrator	<input type="checkbox"/>	
All Rights	<input type="checkbox"/>	
Analyze Data	<input checked="" type="checkbox"/>	
Add, Edit, Delete	<input checked="" type="checkbox"/>	
View Data	<input checked="" type="checkbox"/>	
Customize Rights	<input type="checkbox"/>	Advanced

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.](#)

- ❖ Guidance for Email Use for NHSN and SAMS registration can be found here - <https://www.cdc.gov/nhsn/pdfs/ltc/nhsn-sams-registration-email-use.pdf>.
- 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.

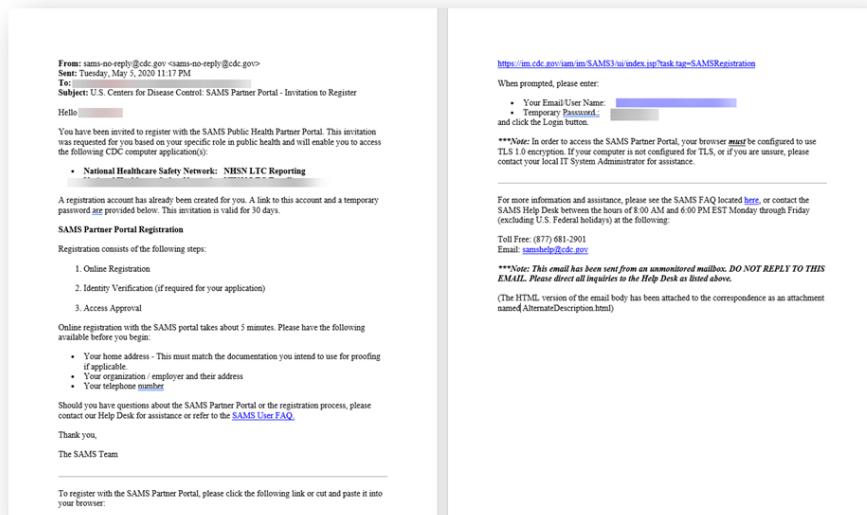


COVID-19 LONG-TERM CARE FACILITY (LTCF) MODULE HOW TO ADD A USER

- 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.

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

LTCF Resources can be accessed here: <https://www.cdc.gov/nhsn/ltc/covid19/index.html>

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.