



UK Health  
Security  
Agency

# CPE PPS Data Capture System User Guide

[Create User Account](#)

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## Document History

Revision Date	Author	Version
07/04/2022	UK Health Security Agency	1.0

# Create a User Account

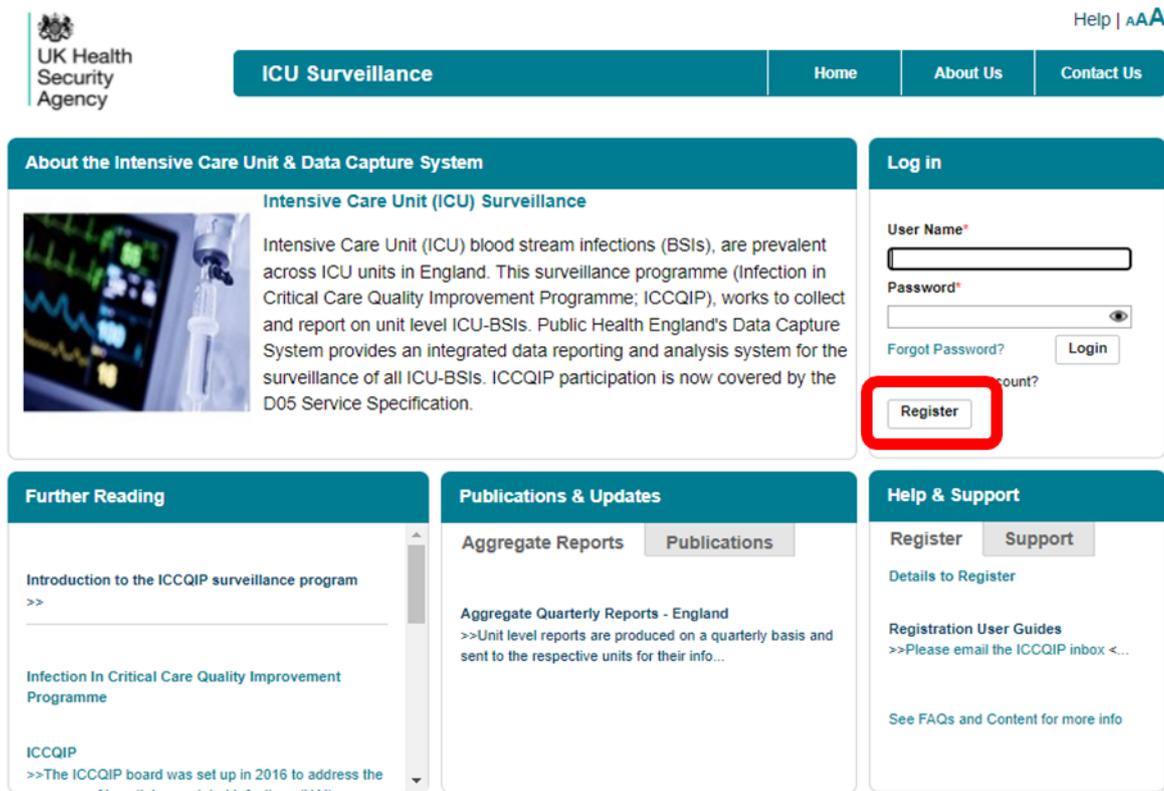
All users of the Point Prevalence Survey of Carbapenemase-Producing Enterobacteriales/organisms (CPE PPS) Data Capture System (DCS) must create a user account. There is a two-step process to create an account. Firstly, you must request an account, which needs to be authorised by UKHSA. Secondly, once your request has been authorised you will need to activate your account before you can log into the CPE PPS DCS.

**Please note:** new account requests will be handled in one of two ways: 1) the individual at the Trust that had completed the SelectSurvey confirming participation in the CPE PPS will be asked to verify the email address/user requesting the account; 2) senior management at the Trust (for example the CEO or Director of Infection Prevention and Control of the Trust) who were originally contacted with an invitation to participate in the CPE PPS will be asked to verify email address/user requesting the account.

## Request an Account

- Go to <https://icudcs.phe.org.uk/>
- The CPE PPS DCS will display the 'Homepage' screen ([Figure 1](#))
- Select 'Register' button in the 'Log in' panel

Figure 1: CPE PPS DCS Home page



The CPE PPS DCS will display the 'Request User Account' form ([Figure 2](#))

**Figure 2: Request User Account form**

The screenshot shows the 'Request User Account' form. At the top left is the UK Health Security Agency logo. A teal navigation bar contains 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. A 'Help | AAA' link is at the top right. The form title is 'Request User Account'. A blue box with an exclamation mark icon contains the text: 'Mandatory fields are marked with red asterisk (\*)'. The form fields are: 'Email Address\*' (text input), 'Confirm Email Address\*' (text input), 'First Name\*' (text input), 'Surname\*' (text input), 'Primary Contact Telephone Number\*' (text input), 'Secondary Contact Telephone Number' (text input), 'Surveillance programme\*' (dropdown menu with 'ICCQIP ICU bloodstream surveillance' selected), 'Region\*' (dropdown menu with '-- Select --'), 'Organisation Type\*' (dropdown menu with '-- Select --'), 'Organisations\*' (dropdown menu with '-- Select --'), 'ICU units' (dropdown menu with 'Select Site'), and 'Roles\*' (dropdown menu with 'Select Roles'). Below the fields is a CAPTCHA image with the code 'ENR JU' and a text input field labeled 'Type the code from the image'. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red rectangle.

- Enter your 'Email Address', 'First Name', 'Surname' and 'Contact Telephone Number(s)' (Please note that 'Email Address' and 'Confirm Email Address' must be identical).
- Select 'ICCQIP ICU bloodstream surveillance' from the 'Surveillance programme' dropdown menu
- Select the 'Region' associated with your organisation from the dropdown menu.
- Select your 'Organisation Type' from the dropdown menu.

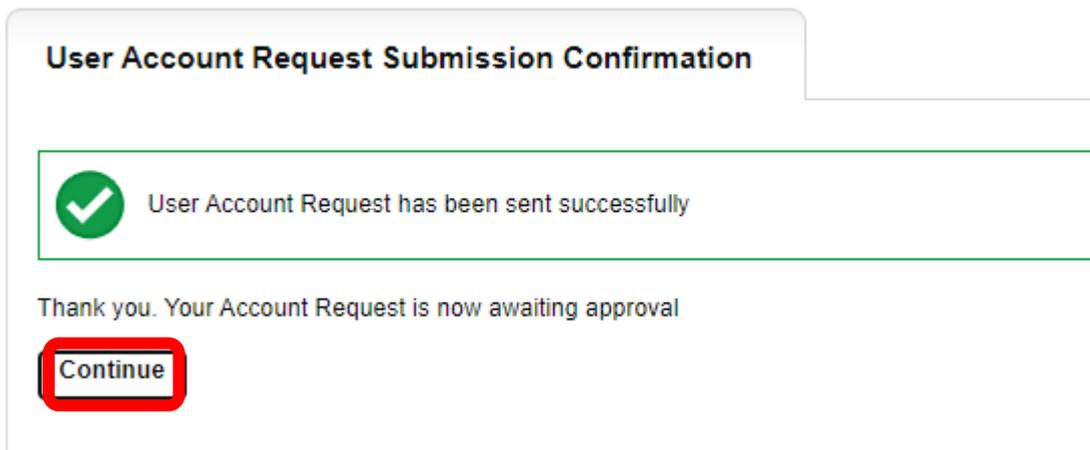
The 'Organisation Type' field provides a choice of different organisational classes. Select 'CPE ICU' or 'CPE NHS Trusts' depending on whether your account is for ICU units/ ICU patients or for an NHS Trust, respectively.

**Please note:** Each NHS Trust will need representatives to cover both the 'CPE ICU' and 'CPE NHS Trusts' user type as there are case capture requirements on CPE screening at an NHS Trust level as well as for each ICU site participating within a Trust. In addition, patient-level case capture occurs under the 'CPE ICU' user type.

- Selection of 'CPE NHS Trusts' will display the list of NHS Trusts in the 'Organisations' menu within the 'Region' selected, while selection of 'CPE ICU' will display the list of ICUs identified for participation (via the registration SelectSurvey) in the 'Organisations' menu.
- Select the relevant NHS Trust/ICU for which you are registering from the 'Organisations' dropdown menu.
- You can request access to multiple ICUs or NHS Trusts by selecting multiple options from the 'Organisations' dropdown menu (see [Request Accounts for Multiple Organisations](#) below).
- Select the 'Role' associated with the 'Organisation Type' previously selected, there will only be one option to select.
- Enter the CAPTCHA code at the bottom of the page
- Select the 'Submit' button

You will be navigated to the 'User Account Submission Confirmation' screen ([Figure 3](#))

**Figure 3: User Account Request Submission Confirmation screen**



- Select the 'Continue' button
- You will then be navigated to the CPE PPS DCS 'Homepage' screen ([Figure 1](#))
- The CPE PPS DCS will automatically send you an email ([Figure 4](#)) confirming your request for an account, as well as one to UKHSA .
- **Please note:** please do not use a generic email address to register for the system, or the account request will be refused. Email addresses and names used to register for an account on the CPE PPS DCS will be cross-checked against the details provided

in the completed CPE PPS SelectSurvey prior to an application being authorised by UKHSA.

**Figure 4: Confirmation email from the CPE PPS DCS about user account request**

PHE Data Capture System: Your Request for a New Account



Your request for a new account has been sent to the Authorised Person for your organisation/s and we'll let you know when your request has been processed by sending a message to the e-mail address you registered with.

Kind regards,

PHE Data Capture System

- UKHSA will then 'Authorise' or 'Reject' your account request.

## Activate an Account

If your account request is authorised, you will be sent a further email by the CPE PPS DCS, asking you to verify your email account ([Figure 5](#)).

**Figure 5: Confirmation email from CPE PPS DCS about account approval**

PHE Data Capture System: Your Request for a New Account



Your request for a new account on the PHE Data Capture System has been approved.

You are authorised to log on as **CPE PPS Trust Data Entry** for **Trust name**

Please activate your account by visiting [Verify Account](#)

Kind regards,

PHE Data Capture System

Click on the 'Verify Account' link and this will direct you to the CPE PPS DCS to complete your account request by first accepting the End-User Licence Agreement (EULA) and entering additional user account information (password, security questions and answers) ([Figure 6](#)).

**Please note:** that if you already have a DCS account (for ICCQIP ICU BSI surveillance or Mandatory HCAI surveillance) then once you have verified your email you will skip this section and jump straight to [Figure 7](#) as the role(s) requested and authorised will be added to the account you already have.

**Figure 6: Additional information required to complete user account**

The screenshot shows the 'Create User Account' form. At the top left is the UK Health Security Agency logo. The page title is 'ICU DCS Surveillance - Test Site'. There are navigation links for 'Home', 'About Us', and 'Contact Us'. A 'Help | AAA' link is in the top right. The form itself has a title 'Create User Account' and a warning message: 'Mandatory fields are marked with red asterisk (\*)'. The form contains the following fields:

- Password\* (text input)
- Re-Enter Password\* (text input)
- Security Question 1\* (dropdown menu with '-- Select --')
- Security Answer 1\* (text input)
- Security Question 2\* (dropdown menu with '-- Select --')
- Security Answer 2\* (text input)
- Security Question 3\* (dropdown menu with '-- Select --')
- Security Answer 3\* (text input)

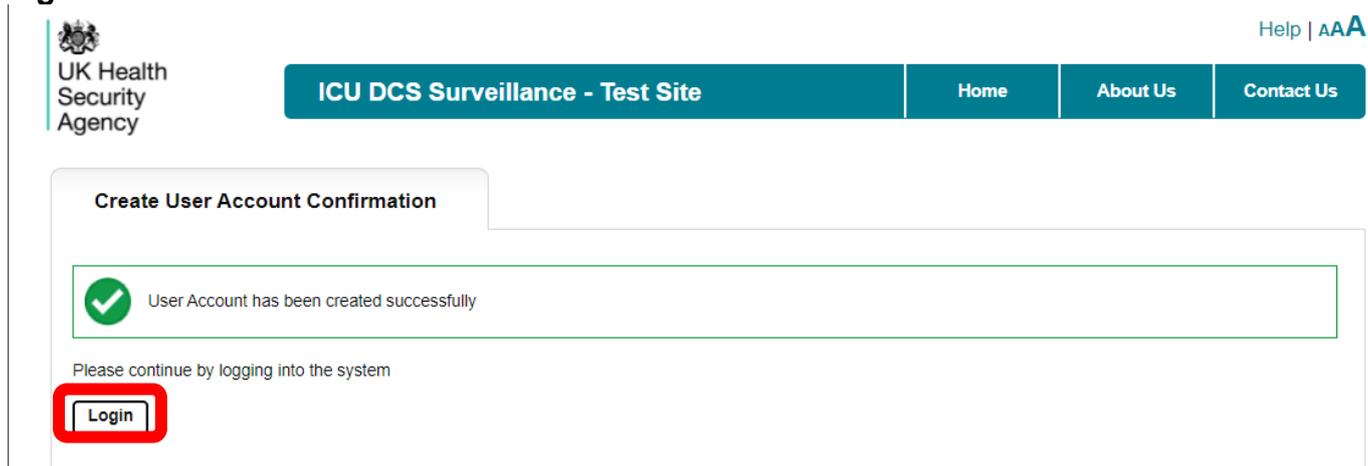
At the bottom right of the form are 'Submit' and 'Cancel' buttons.

- Passwords must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character, such as #\*£).

**Please note:** that if you 'Reject' the EULA you will need to register again.

- Once you are navigated to the 'Create User Account' and have completed the necessary password and security question responses, select the 'Submit' button.
- The CPE PPS DCS will display the 'Create User Account Confirmation' screen ([Figure 7](#)).

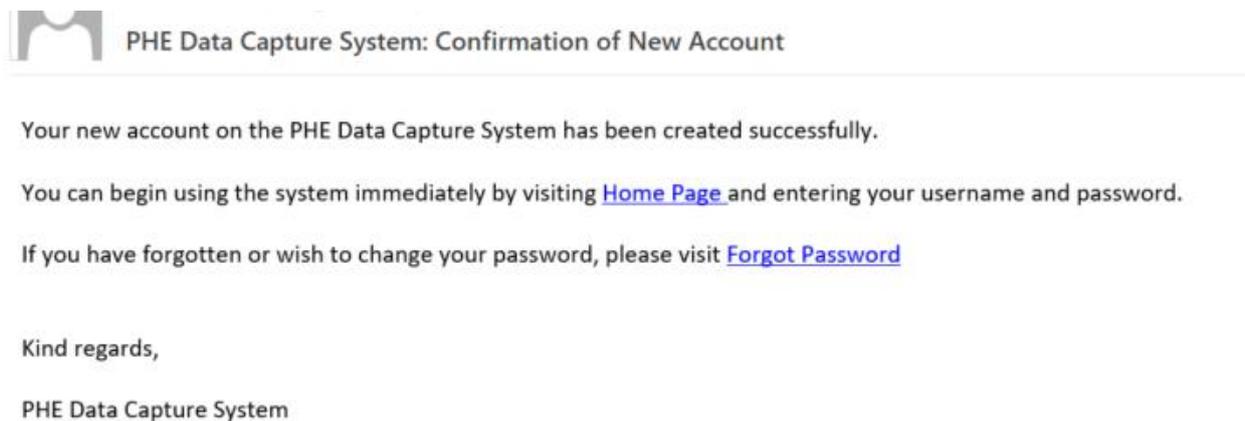
**Figure 7: Create User Account Confirmation screen**



Select the 'Login' button.

- The CPE PPS DCS will display the 'Homepage' screen ([Figure 1](#)).
- The CPE PPS DCS will send you an email confirming your account has successfully been created ([Figure 8](#)).

**Figure 8: Confirmation email from CPE PPS DCS about creation of a new user account**



If your account request is rejected, the CPE PPS DCS will send an email explaining why the account request was rejected, for further details please contact UKHSA.

## Request Accounts for Multiple Organisations

Users associated to more than one Trust or ICU, can register for access to multiple Trusts/ICUs on the CPE PPS DCS, by selecting their associated organisations from the 'Organisations' dropdown menu ([Figure 9](#), [Figure 10](#)).

Figure 9: Drop down selection for multiple trusts

Email Address\*

Confirm Email Address\*

First Name\*

Surname\*

Primary Contact Telephone Number\*

Secondary Contact Telephone Number

Surveillance programme\*

Region\*

Organisation Type\*

Organisations\*

ICU units

Roles\*

- Barnsley Hospital NHS Foundation Trust
- Barts Health NHS Trust
- Birmingham Women's And Children's NHS Foundation Trust
- Blackpool Teaching Hospitals NHS Foundation Trust
- Bolton NHS Foundation Trust
- Bradford Teaching Hospitals NHS Foundation Trust
- Brighton And Sussex University Hospitals NHS Trust
- Buckinghamshire Healthcare NHS Trust
- Calderdale And Huddersfield NHS Foundation Trust
- Cambridge University Hospitals NHS Foundation Trust
- Chelsea And Westminster Hospital NHS Foundation Trust
- Chesterfield Royal Hospital NHS Foundation Trust
- County Durham And Darlington NHS Foundation Trust
- Dorset County Hospital NHS Foundation Trust
- East And North Hertfordshire NHS Trust

Home | [Terms of Use](#) | [About Us](#) | [Contact Us](#) | Ver 1.15.0.0.B

Figure 10: Drop down selection for multiple ICUs

The screenshot shows a web form titled "Request User Account". At the top, there is a blue banner with an exclamation mark icon and the text "Mandatory fields are marked with red asterisk (\*)". The form contains several input fields, most with red asterisks indicating they are mandatory: Email Address\*, Confirm Email Address\*, First Name\*, Surname\*, Primary Contact Telephone Number\*, and Secondary Contact Telephone Number\*. There are also dropdown menus for "Surveillance programme\*" (set to "ICCQIP ICU bloodstream surveillance"), "Region\*" (set to "NATIONAL"), and "Organisation Type\*" (set to "CPE ICU"). The "Organisations\*" dropdown is expanded, showing a list of ICU units. Two units are selected with checkboxes: "R0A - CARDIOTHORACIC CRITICAL CARE UNIT" and "R0A - NORTH MANCHESTER GENERAL HOSPITAL". These two items are enclosed in a red rectangular box. Other units in the list include "R0A - BURNS INTENSIVE CARE UNIT", "R0A - CARDIAC SURGERY INTENSIVE CARE", "R0A - PAEDIATRIC INTENSIVE CARE", "R0B - INTEGRATED CRITICAL CARE UNIT", "R0B - INTENSIVE CARE UNIT/HDU", "R0D - ADULT CRITICAL CARE", "R0D - GENERAL ADULT CRITICAL CARE UNIT", "R1F - CRITICAL CARE UNIT", "R1H - CARDIOTHORACIC ITU/HDU", "R1H - GENERAL ITU/HDU", and "R1H - ROYAL LONDON HOSPITAL ADULT CRITICAL CARE UNIT". At the bottom right of the form, there are "Submit" and "Cancel" buttons. The footer of the page includes "Terms of Use | About Us | Contact Us |" on the left and "Ver 1.15.0.0.B Powered by CGI" on the right.

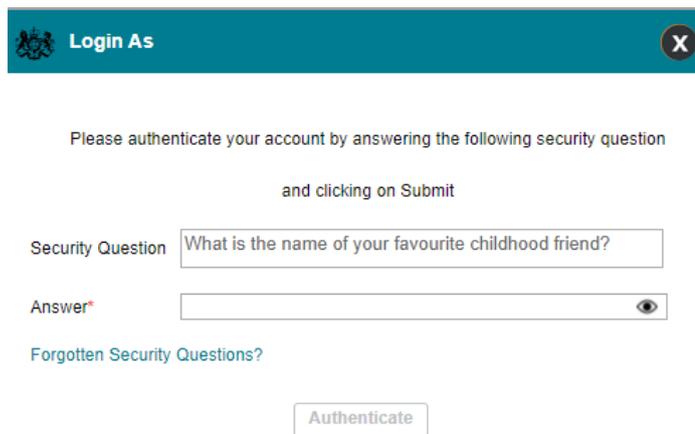
## Activate Accounts for Multiple Organisations

Multi-organisation users will receive multiple emails asking to verify the email address (one for each Trust/ICU). Users will only need to complete the 'Create User Account' screen for the first account they verify; however, each organisation/ICU account request will need to be individually verified from the separate emails sent to you, but all subsequent account verifications will bypass the security information page as the data will already have been entered.

# Login to the CPE PPS DCS System

- Go to <https://icudcs.phe.org.uk/>
- The CPE PPS DCS will display the 'Homepage' screen ([Figure 1](#))
- Enter your 'User Name' (the email address that was used to request your account) and 'Password' in the 'Log in' panel
- Select the 'Login' Button
- You will then be prompted to answer one of the three security questions ([Figure 11](#))
- Select 'Authenticate'

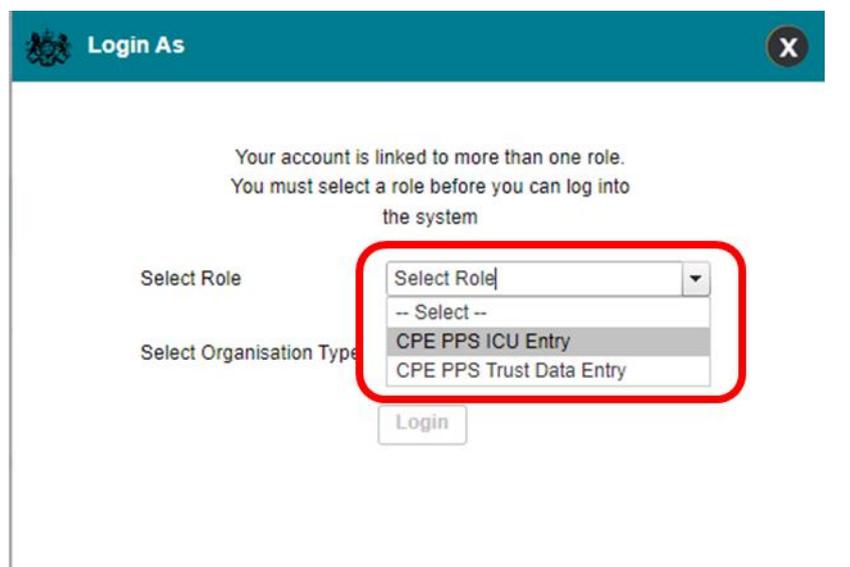
**Figure 11: Authentication of user account when logging in**



The screenshot shows a teal header with the text "Login As" and a close button. Below the header, the text reads: "Please authenticate your account by answering the following security question and clicking on Submit". There are two input fields: "Security Question" with the text "What is the name of your favourite childhood friend?" and "Answer\*" with a password mask icon. A link "Forgotten Security Questions?" is below the answer field. At the bottom, there is an "Authenticate" button.

If you have an account enabled for multiple roles, you will be prompted to select a particular role to login in with ([Figure 12](#)).

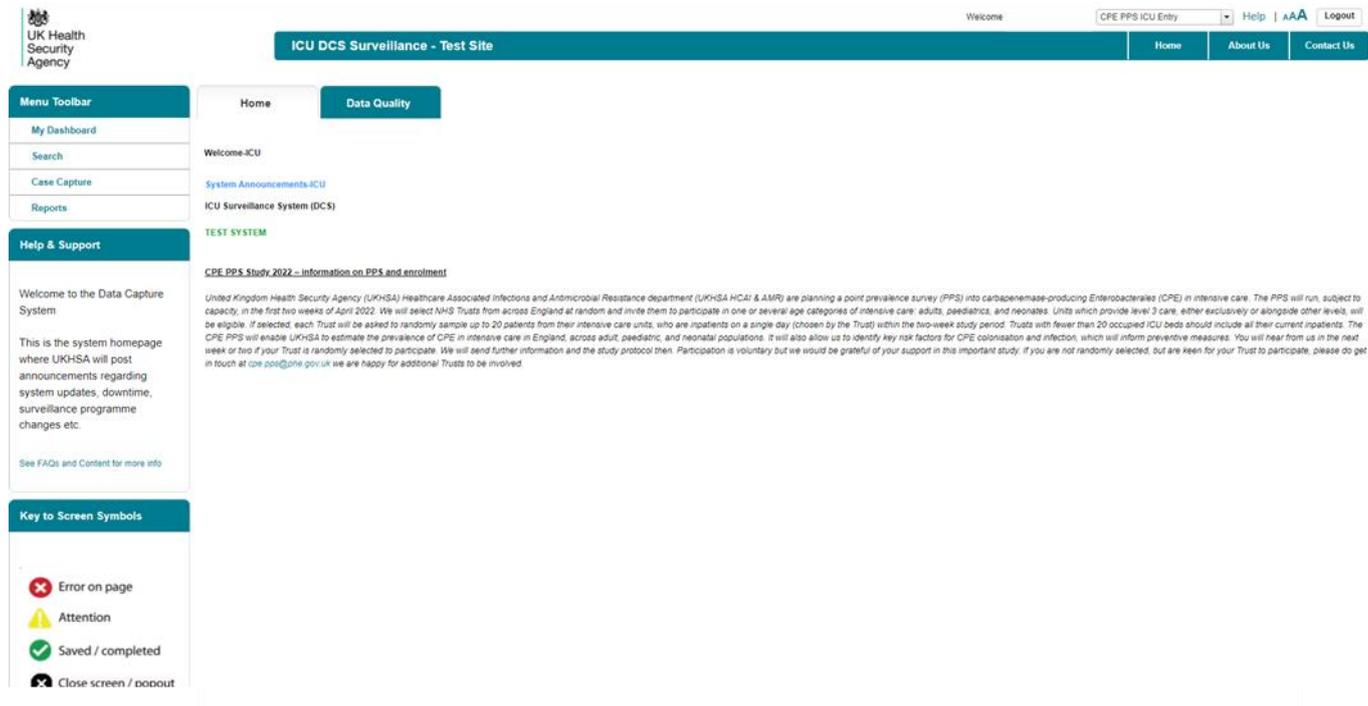
**Figure 12: Selection of user role when logging in**



The screenshot shows a teal header with the text "Login As" and a close button. Below the header, the text reads: "Your account is linked to more than one role. You must select a role before you can log into the system". There are two input fields: "Select Role" and "Select Organisation Type". The "Select Role" dropdown menu is open, showing options: "Select Role", "-- Select --", "CPE PPS ICU Entry", and "CPE PPS Trust Data Entry". A "Login" button is below the fields.

The CPE PPS DCS System will display the 'Home Dashboard' screen ([Figure 13](#)).

**Figure 13: Home Dashboard**



# About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).

[www.ukhsa.gov.uk](http://www.ukhsa.gov.uk)

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