



UK Health
Security
Agency

CPE PPS Data Capture System User Guide

Self-Account Management

Document History

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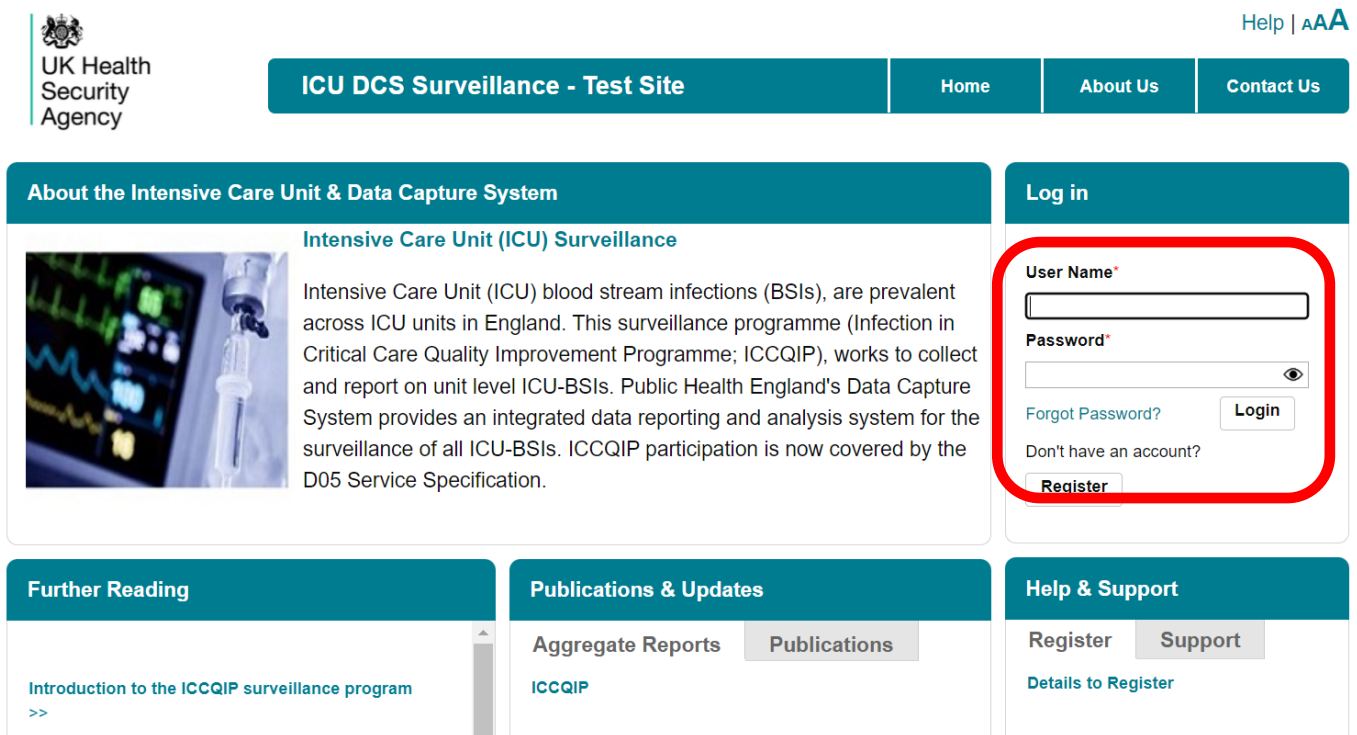
Self-Account Management

Login to the Carbapenemase-Producing Enterobacteriales Point Prevalence Survey Data Capture System (CPE PPS DCS)

Single Organisation Login

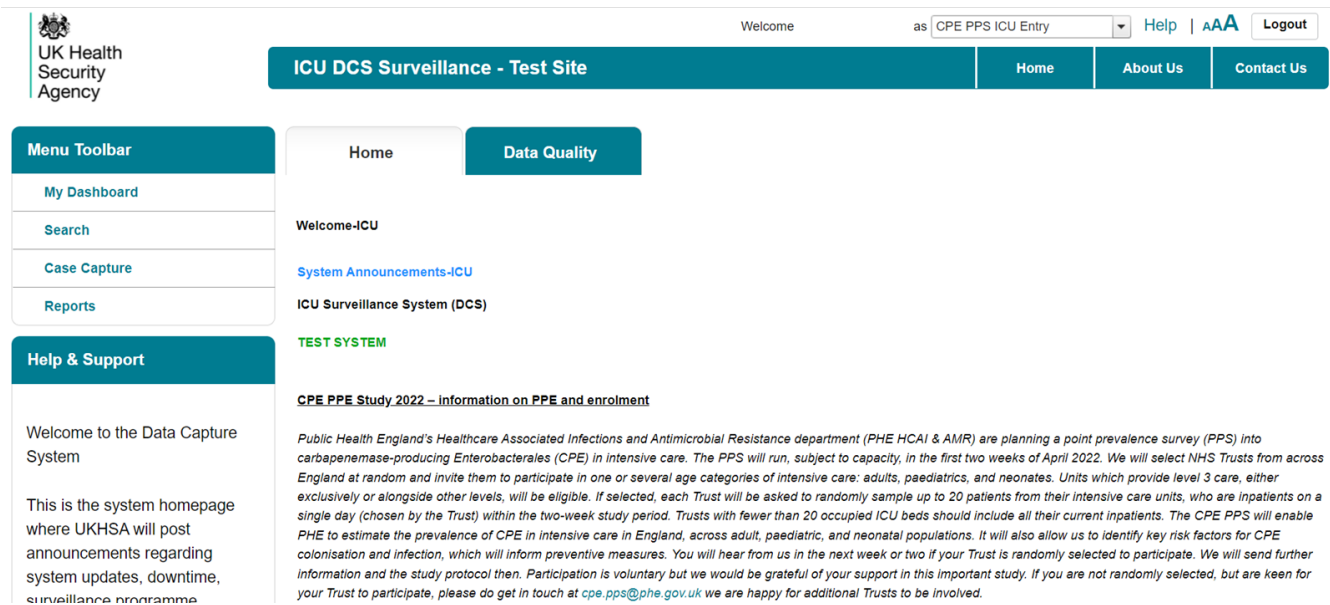
- Go to <https://icudcs.phe.org.uk>
- The CPE PPS DCS will display the 'Homepage' screen ([Figure 1](#))

Figure 1: CPE PPS DCS Homepage screen



- 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 be prompted for one of your security questions
- The CPE PPS DCS will display the 'Home Dashboard' screen ([Figure 2](#))

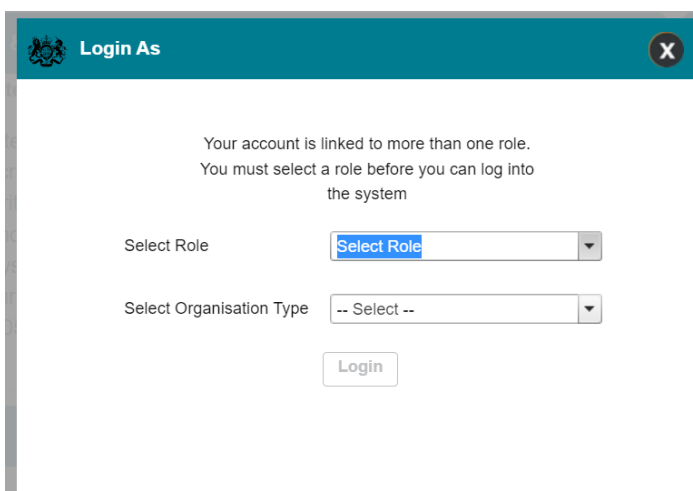
Figure 2: CPE PPS DCS Home Dashboard



Multiple Organisation and/or Role Login

- If you have multiple roles or organisations that you are registered for, the login process is slightly different
- Go to <https://icudcs.phe.org.uk>
- The CPE PPS DCS will display the 'Homepage' screen
- Enter your 'User Name' (the email address that was used to request your account) and 'Password' in the 'Login' panel
- Select the 'Login' Button
- You will be prompted for one of your security questions
- The CPE PPS DCS will display the 'Login As' screen ([Figure 3](#))

Figure 3: CPE PPS DCS: Login As screen



- Select the 'Role' you wish to access the CPE PPS DCS with
- Select the 'Organisation Type' you wish to access the CPE PPS DCS with
- The CPE PPS DCS will display the 'Home Dashboard' screen ([Figure 2](#))

Change Password

- Access the 'Change Password' option under 'User Administration' tab on the 'Menu Toolbar' on the left-hand side of the screen ([Figure 4](#))

Figure 4: Accessing Change Password option

The screenshot shows the ICU Surveillance System interface. At the top left is the UK Health Security Agency logo. The top right shows a user profile for 'CPE PPS ICU Entry' with 'Help', 'AAA', and 'Logout' links. A teal navigation bar contains 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. Below this is a 'Menu Toolbar' with a 'Data Quality' button. The main content area is divided into sections: 'ICU Surveillance System (DCS)', 'ICU DCS', and 'CPE PPS Study 2022 – information on PPS and enrolment'. The 'User Administration' menu on the left has 'Change Password' highlighted with a red box. The 'CPE PPS Study 2022' section contains detailed text about the study protocol.

- Select 'Change Password'
- The CPE PPS DCS will display the 'Change Password' screen ([Figure 5](#))

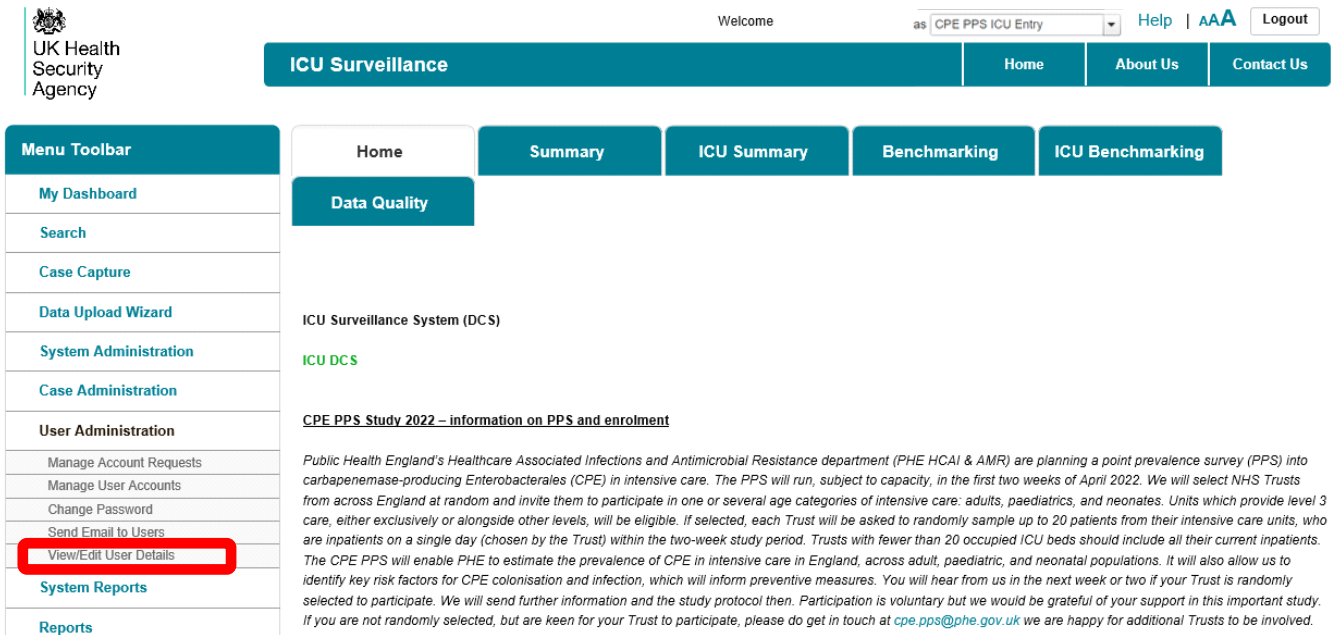
Figure 5: Change Password screen

- Enter your 'Old Password'
- Enter your 'New Password'
 - Please note that your new password must not match eight previously used passwords, and your password must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character e.g. #*£)
- Re-enter your new password in 'Confirm New Password'
- Select 'Submit'
- The CPE PPS DCS will display the 'Change Password Success' screen
- Select 'Continue'
- The CPE PPS DCS will display the 'Home Dashboard' screen
- You can access the CPE PPS DCS with your new password the next time you log in

View/Edit User Details

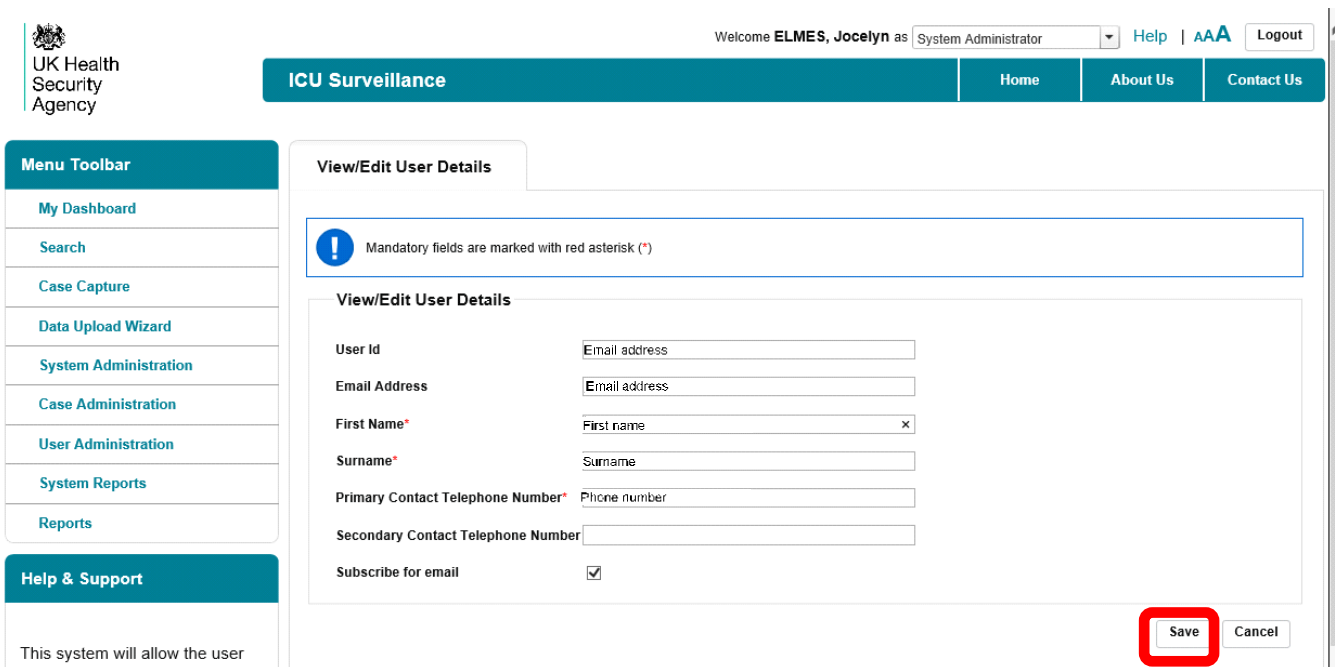
- Access the 'View/Edit User Details' option under 'User Administration' tab on the 'Menu Toolbar' on the left side of the screen ([Figure 6](#))

Figure 6: Accessing View/Edit User Details option



- Select 'User Administration'
- Select 'View/Edit User Details'
- The CPE PPS DCS will display the View/Edit User Details screen ([Figure 7](#))

Figure 7: View/Edit User Details Screen



- If required, update your First Name, Surname, Primary Telephone Number or Secondary Telephone Number
- Select 'Save'
- The CPE PPS DCS will display the 'Home Dashboard' screen

Reset Forgotten Password

- Go to <https://icudcs.phe.org.uk>
- The CPE PPS DCS will display the 'Homepage' screen
- Navigate to the Log in Panel
- Select 'Forgot Password?' (Figure 8)
- The CPE PPS DCS will display the 'Reset Forgotten Password' screen (Figure 9)

Figure 8: Homepage: 'Forgot Password?' Option

UK Health Security Agency

ICU DCS Surveillance - Test Site

Home About Us Contact Us

About the Intensive Care Unit & Data Capture System

Intensive Care Unit (ICU) Surveillance

Intensive Care Unit (ICU) blood stream infections (BSIs), are prevalent across ICU units in England. This surveillance programme (Infection in Critical Care Quality Improvement Programme; ICCQIP), works to collect and report on unit level ICU-BSIs. Public Health England's Data Capture System provides an integrated data reporting and analysis system for the surveillance of all ICU-BSIs. ICCQIP participation is now covered by the D05 Service Specification.

Log in

User Name*

Password*

[Forgot Password?](#)

Don't have an account?

Further Reading

[Introduction to the ICCQIP surveillance program](#)
>>

Publications & Updates

[ICCQIP](#)

Help & Support

[Details to Register](#)

[Registration User Guide](#)

Figure 9: Reset Forgotten Password screen

UK Health Security Agency

ICU DCS Surveillance - Test Site

Home About Us Contact Us

Reset Forgotten Password

! Mandatory fields are marked with red asterisk(*)

Enter registered e-mail address*

Next Cancel

- Enter your registered e-mail address
- Select 'Next'
- The CPE PPS DCS will prompt you to select a Security Question that was chosen when you created an account ([Figure 10](#))
- Select a Security Question
- Enter the Answer to that security question, please note that answers are case sensitive

Figure 10: Reset Forgotten Password: answering security question

! Mandatory fields are marked with red asterisk(*)

Reset Forgotten Password

Choose Security Question* -- Select --

Answer*

Submit Cancel

- The CPE PPS DCS will send an email titled 'ICU Data Capture System: Password Reset'
- Select the 'Reset Password' link in the message
- The CPE PPS DCS will display the 'Reset Forgotten Password' screen ([Figure 11](#))

Figure 11: Reset Forgotten Password screen

Reset Forgotten Password

! Mandatory fields are marked with red asterisk (*)

Reset Forgotten Password

New Password*

Confirm Password*

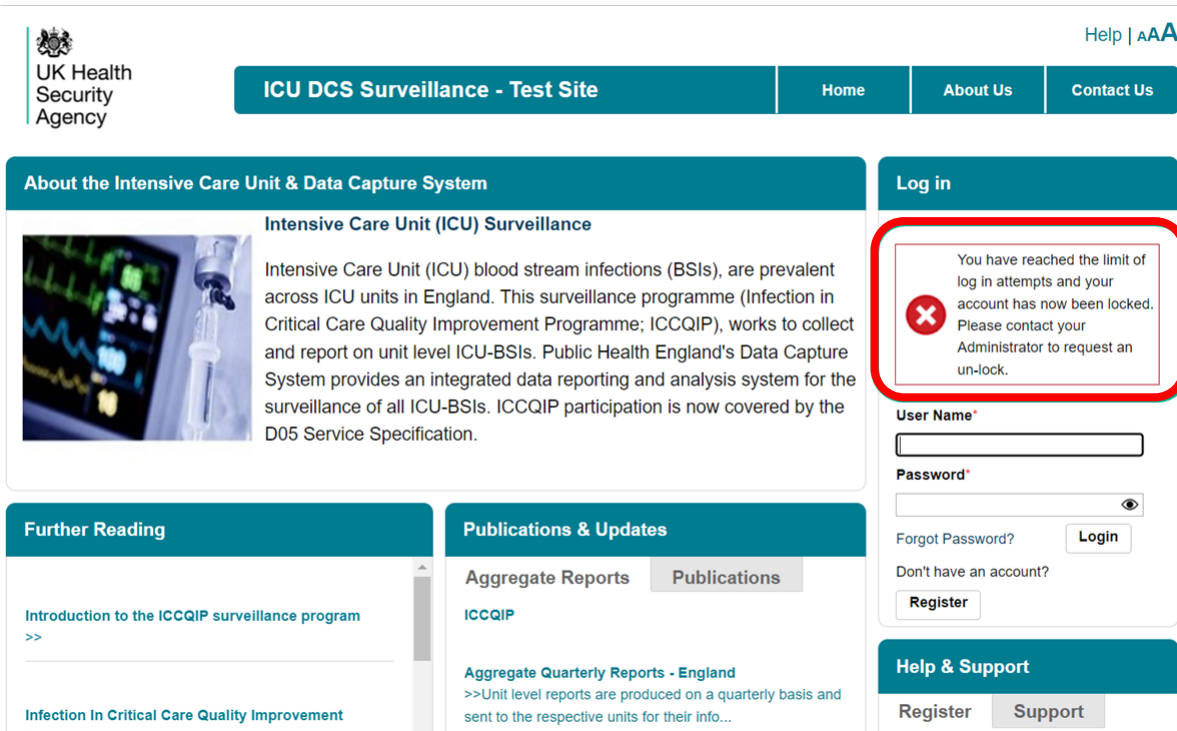
Submit Cancel

- Enter your 'New Password'
 - Please note that your new password must not match eight previously used passwords, and your password must be 8 or more characters to include at least one capital letter, one numeric character and non-alpha numeric character e.g. #*£)
- Re-enter your new password in 'Confirm New Password'
- Select 'Submit'
- The CPE PPS DCS will confirm your password has been changed
- Select 'Login'
- The CPE PPS DCS will display the 'Homepage' screen

Locked Accounts

If you have entered the incorrect password on five occasions your account will be automatically locked by the CPE PPS DCS ([Figure 12](#)).

Figure 12: Locked user account after entering incorrect login details



If your account has been locked, you will be notified when you attempt to login to the CPE PPS DCS. Should your account be locked please contact cpe.pps@phe.gov.uk.

Updating User Roles

If you need to add or remove roles to your account, for example you may wish to add the CPE PPS ICU Entry user role to your account, please contact your ICU Local Administrator, or if you are an ICU Local Administrator please contact UK HSA.

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

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For queries relating to this document, please contact: cpe.pps@phe.gov.uk

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