Protecting and improving the nation's health

ICU Data Capture System
User Guide

Self-Account Management

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, research, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

PHE supports the UN
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Document History

Revision Date	Author	Version
25/04/2018	Public Health England	1.0
02/10/2020	Public Health England	1.1

Contents

Self-Account Management

Login to the ICU Data Capture System (DCS)

Single Organisation Login
- Go to https://icudcs.phe.org.uk
- The ICU DCS will display the 'Homepage' screen (Figure 1)

Figure 1: ICU 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
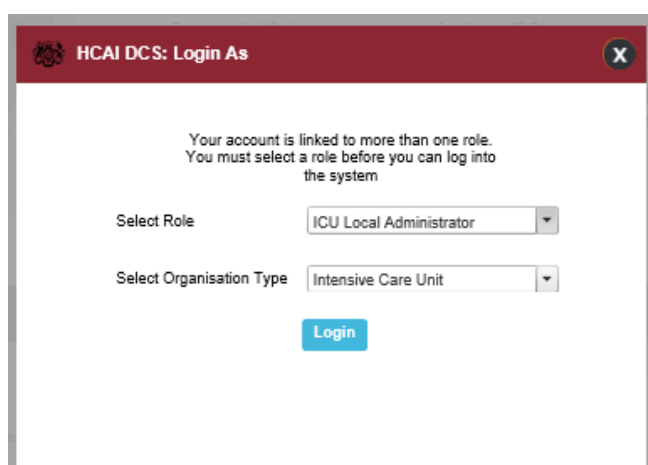- The ICU DCS will display the 'Home Dashboard' screen (Figure 2)

Figure 2: ICU DCS Home Dashboard
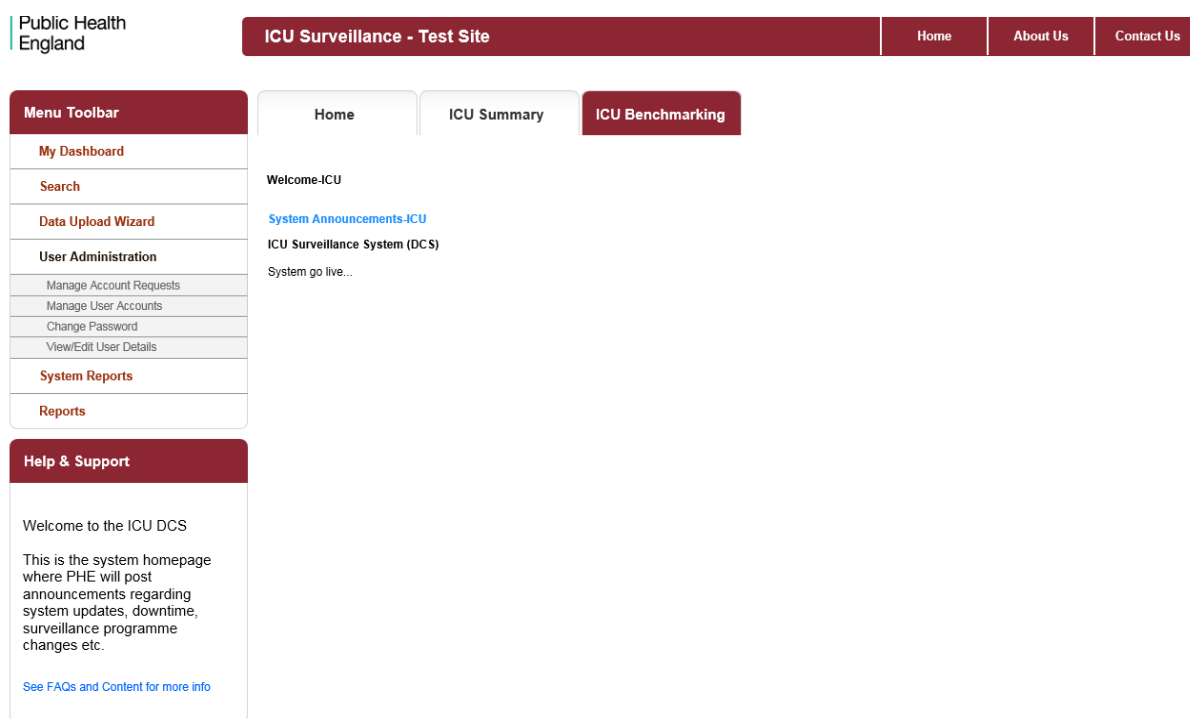
Multiple Organisation and/ or Role Login

- 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 ICU DCS will display the '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
- The ICU DCS will display the 'Login As' screen (Figure 3)

## Figure 3: ICU DCS: Login As screen

- Select the 'Role' you wish to access the ICU DCS with
- Select the 'Organisation Type' you wish to access the ICU DCS with
- The ICU 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
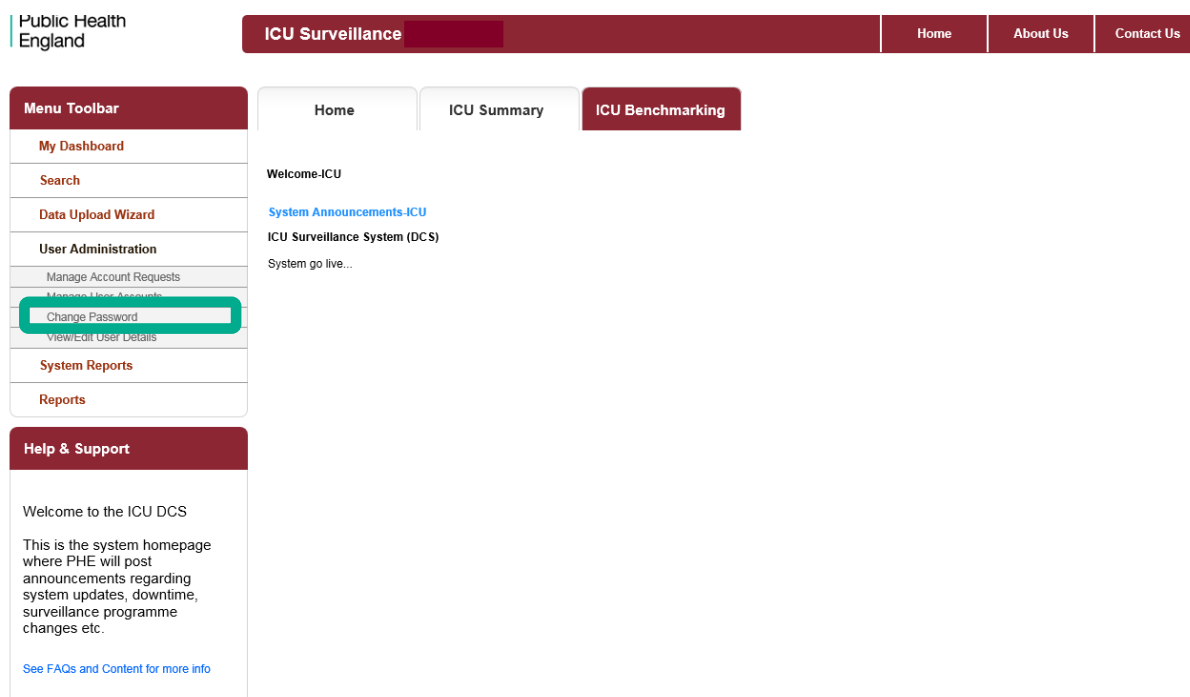
- Select 'Change Password'
- The ICU DCS will display the 'Change Password' screen (Figure 5)

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 you're your new password in 'Confirm New Password'
- Select 'Submit'
- The ICU DCS will display the 'Change Password Success' screen
- Select 'Continue'
- The ICU DCS will display the 'Home Dashboard' screen
- You can access the ICU DCS with your new password the next time you login

View/ Edit User Details

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

Figure 6: Accessing View/ Edit User Details option
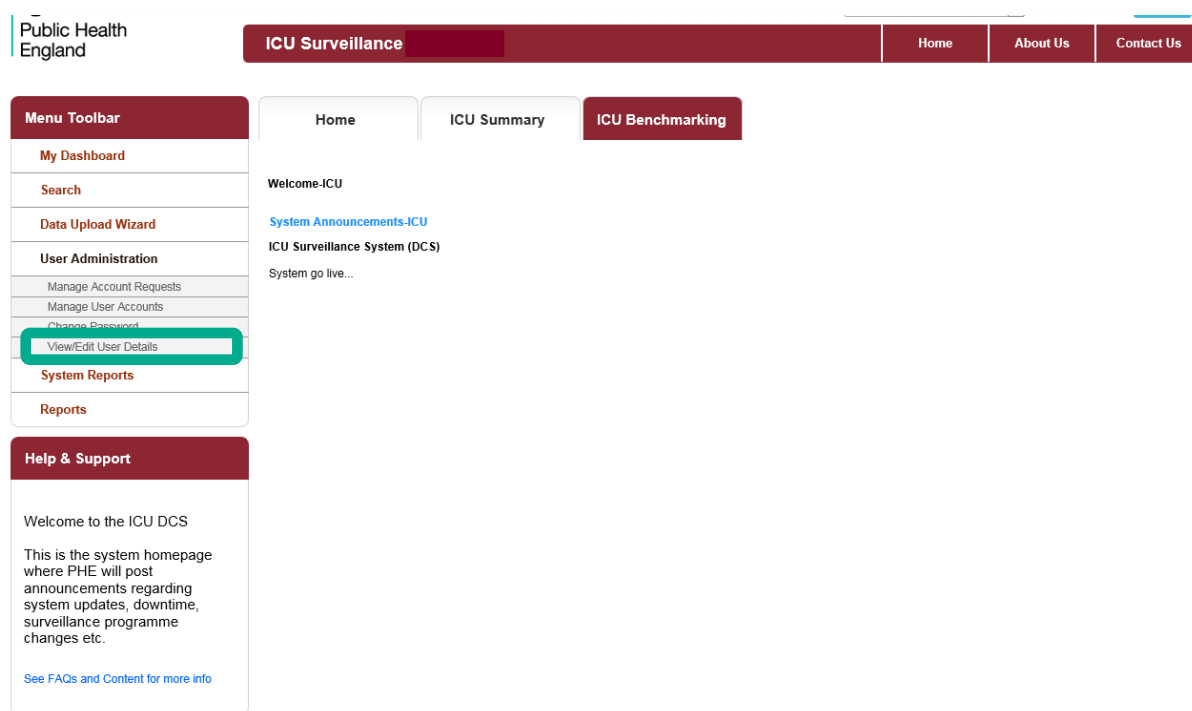
- Select 'User Administration'
- Select 'View/ Edit User Details'
- The ICU DCS will display the View/ Edit User Details screen (Figure 7)

Figure 7: View/ Edit User Details Screen
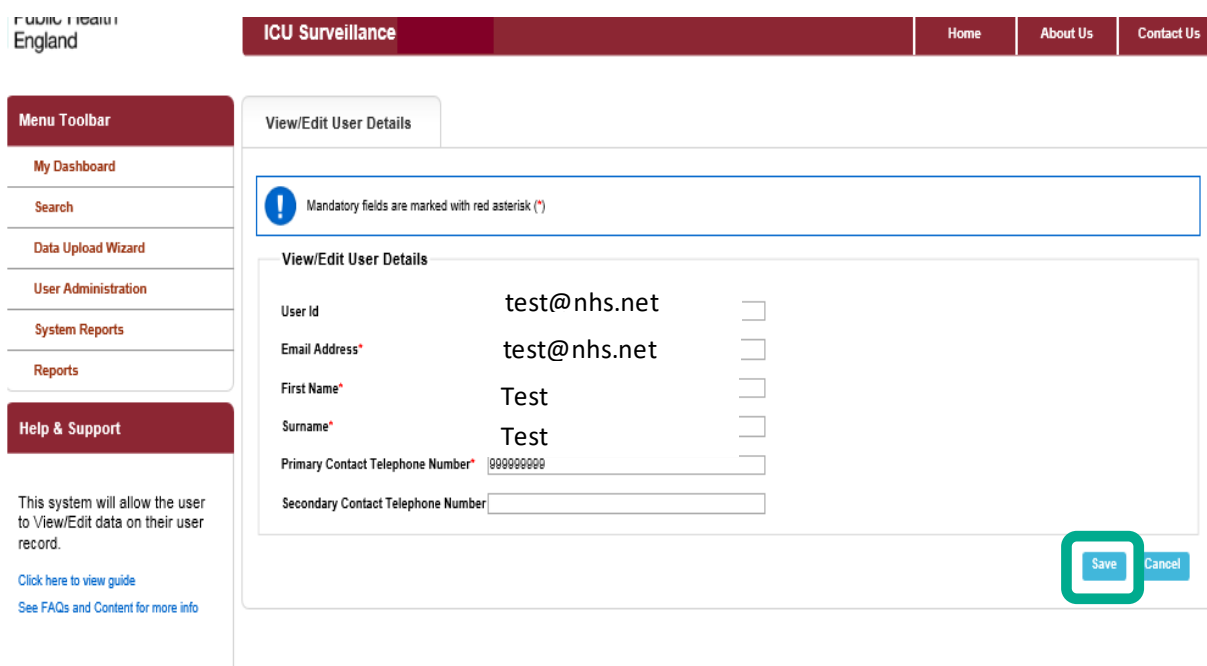
- If required, update your First Name, Surname, Primary Telephone Number or Secondary Telephone Number
- Select 'Save'
- The ICU DCS will display the 'Home Dashboard' screen

Reset Forgotten Password

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

Figure 8: Homepage: 'Forgot Password?' Option

Figure 9: Reset Forgotten Password screen

- Enter your registered e-mail address
- Select 'Next'
- The ICU 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

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

11

Figure 11: Reset Forgotten Password screen

- 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 ICU DCS will confirm your password has been changed
- Select 'Login'
- The ICU 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 ICU 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 ICU DCS. Should your account be locked please contact your ICU Local Administrator who can unlock it. If you are an ICU Local Administrator please contact PHE.

Updating User Roles

If you need to add or remove roles to your account, for example you may wish to add the ICU Data Entry role to your account, please contact your ICU Local Administrator, or if you are an ICU Local Administrator please contact PHE.