



UK Health
Security
Agency

Self account management User guide

ICU Data Capture System

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Document history

| Revision date | Author | Version | Changes |
|---------------|--|---------|--|
| 25/04/2018 | Public Health England | 1.0 | - |
| 02/10/2020 | Public Health England | 1.1 | - |
| 09/01/2025 | Matt Wilson, UK Health Security Agency | 1.2 | <ul style="list-style-type: none"> • Updated screenshots to reflect current ICU DCS • Updated branding |

Login to the Intensive Care Unit Data Capture System (ICU 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

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Help | [AAA](#)

ICU Surveillance 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. UK Health Security Agency'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?](#) **Login**

Don't have an account?

Register

Further Reading

Infection In Critical Care Quality Improvement Programme

ICCQIP

>>The ICCQIP board was set up in 2016 to address the concerns of hospital-associated Infections (HAI) ...

Supplementary Information

Publications & Updates

Aggregate Reports **Publications**

Aggregate Quarterly Reports - England

>>Unit level reports are produced on a quarterly basis and sent to the respective units for their info...

Help & Support

Register **Support**

Details to Register

Registration User Guides

>>Please email the ICCQIP inbox ...

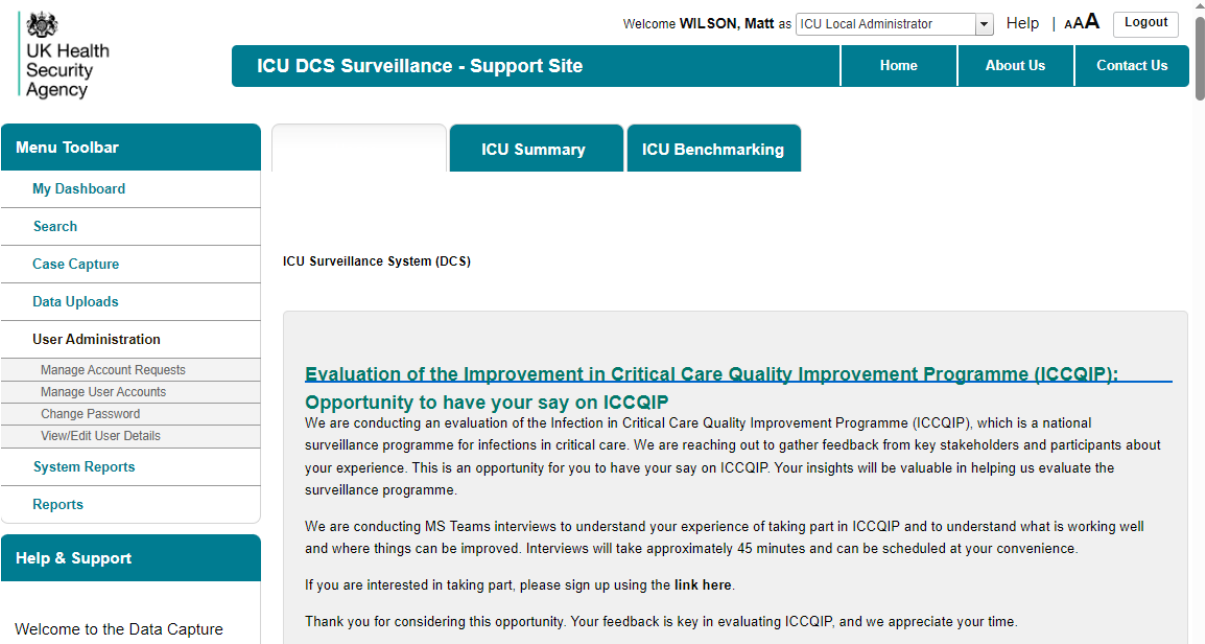
[See FAQs and Content for more info](#)

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Ver 1.39.0.0.B Powered by CGI

- 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

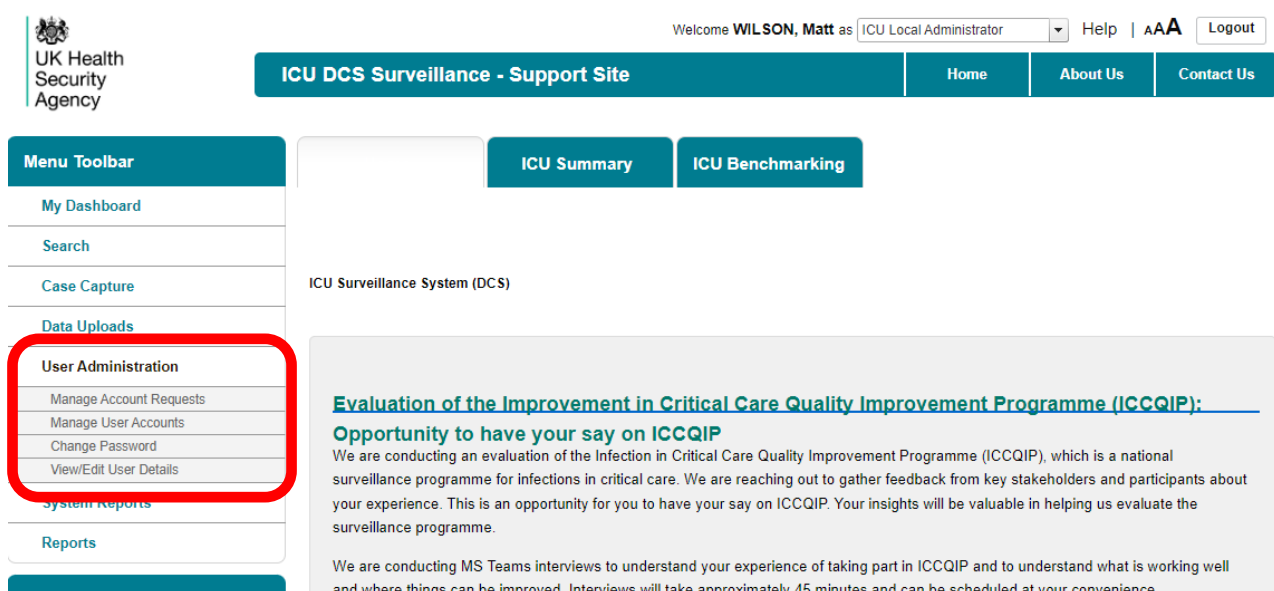
The screenshot shows the "Login As" screen. At the top, there's a header with the UK Health Security Agency logo and a close button (X). The main content area has the text "Please authenticate your account by answering the following security question and clicking on Submit". Below this is a "Security Question" field with the text "Where was your mother born?". Underneath is an "Answer" field with a password icon (eye). There's a link for "Forgotten Security Questions?" and an "Authenticate" button at the bottom.

- 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

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Welcome **WILSON, Matt** as ICU Local Administrator | [Help](#) | [AAA](#) [Logout](#)

ICU DCS Surveillance - Support Site | [Home](#) | [About Us](#) | [Contact Us](#)

Menu Toolbar

- [My Dashboard](#)
- [Search](#)
- [Case Capture](#)
- [Data Uploads](#)
- [User Administration](#)
- [System Reports](#)
- [Reports](#)

Help & Support

Allows the user password to be changed.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Change Password

! Mandatory fields are marked with red asterisk (*)

To change your password, enter your current password and then supply a new password. Then re-enter your new password to confirm you typed it correctly.

New passwords are required to be a minimum of 8 characters in length.

Account Information

Old Password*

New Password*

Confirm New Password*

[Submit](#) [Cancel](#)

- Enter your 'Old Password'
- Enter your 'New Password'
- 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 or 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

The screenshot shows the 'ICU DCS Surveillance - Support Site' interface. At the top, there is a welcome message for 'WILSON, Matt' as 'ICU Local Administrator' with links for 'Help', 'AAA', and 'Logout'. Below this is a navigation bar with 'Home', 'About Us', and 'Contact Us'. On the left, a 'Menu Toolbar' lists various options: 'My Dashboard', 'Search', 'Case Capture', 'Data Uploads', 'User Administration' (highlighted with a red box), 'System Reports', and 'Reports'. Under 'User Administration', sub-options include 'Manage Account Requests', 'Manage User Accounts', 'Change Password', and 'View/Edit User Details'. The main content area shows 'ICU Summary' and 'ICU Benchmarking' tabs, and a section titled 'ICU Surveillance System (DCS)' with an announcement about the 'Evaluation of the Improvement in Critical Care Quality Improvement Programme (ICQIP)'.

- 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

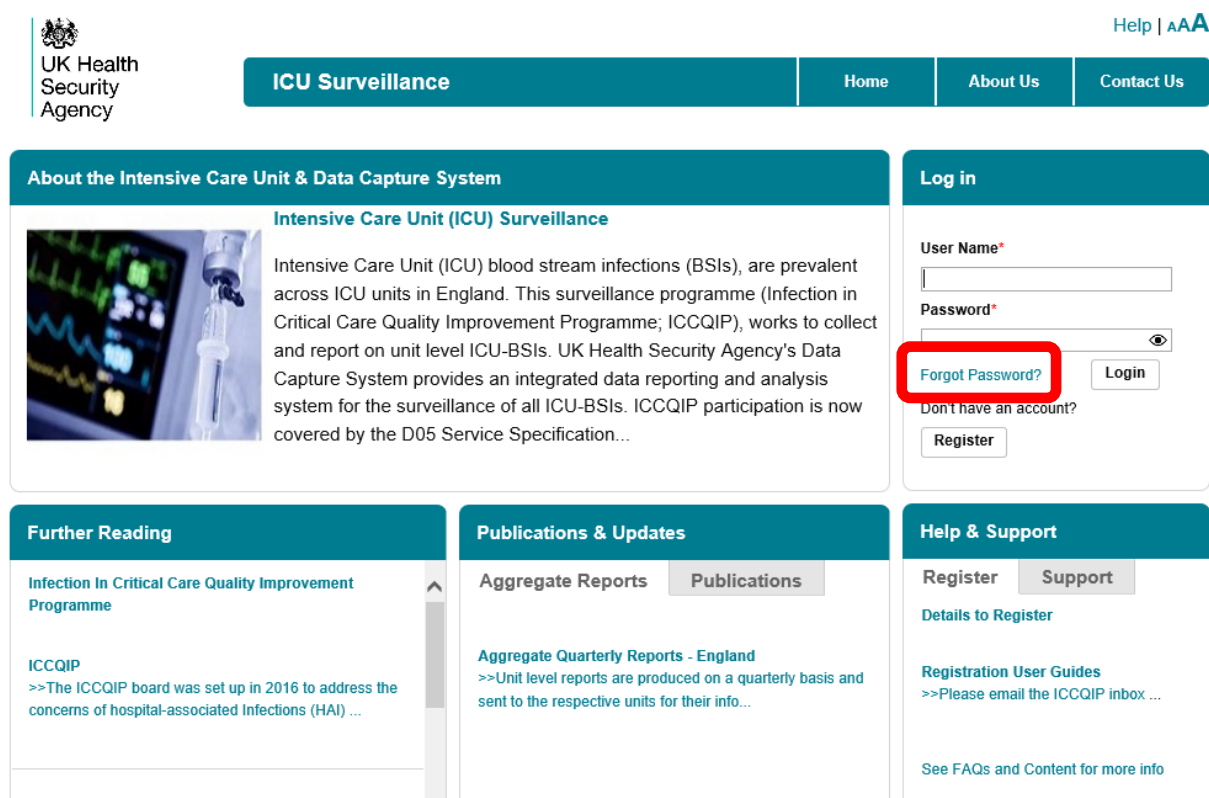
The screenshot shows the 'View/Edit User Details' screen. At the top, the same welcome message and navigation bar are present. The 'Menu Toolbar' on the left now has 'User Administration' selected. The main content area is titled 'View/Edit User Details' and contains a form with the following fields: 'User Id' (matt.wilson@ukhsa.gov.uk), 'Email Address' (Matt.Wilson@ukhsa.gov.uk), 'First Name*' (Matt), 'Surname*' (Wilson), 'Primary Contact Telephone Number*' (02071231041), 'Secondary Contact Telephone Number' (empty), and 'Subscribe for email' (checked). A red asterisk (*) indicates mandatory fields. At the bottom right, there are 'Save' and 'Cancel' buttons. A 'Help & Support' section on the left provides a brief description of the system and a link to the 'view guide'.

- 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



The screenshot shows the homepage of the ICU Data Capture System. At the top left is the UK Health Security Agency logo. A teal navigation bar contains 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. On the right, there are links for 'Help' and 'AAA'. The main content area is divided into several sections. The 'Log in' panel on the right features a 'Forgot Password?' link, which is highlighted with a red rectangle. Below the login fields are links for 'Don't have an account?' and 'Register'. Other sections include 'About the Intensive Care Unit & Data Capture System', 'Further Reading', 'Publications & Updates', and 'Help & Support'.

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Help | AAA

ICU Surveillance Home About Us Contact Us

About the Intensive Care Unit & Data Capture System

Intensive Care Unit (ICU) Surveillance

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Log in

User Name*

Password*

Forgot Password? Login

Don't have an account?

Register

Further Reading

Infection In Critical Care Quality Improvement Programme

ICCQIP

>>The ICCQIP board was set up in 2016 to address the concerns of hospital-associated Infections (HAI) ...

Publications & Updates

Aggregate Reports Publications

Aggregate Quarterly Reports - England

>>Unit level reports are produced on a quarterly basis and sent to the respective units for their info...

Help & Support

Register Support

Details to Register

Registration User Guides

>>Please email the ICCQIP inbox ...

See FAQs and Content for more info

Figure 9: Reset Forgotten Password screen

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ICU Surveillance Home About Us Contact Us

Help | AAA

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 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

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ICU Surveillance Home About Us Contact Us

Help | AAA

Reset Forgotten Password

! Mandatory fields are marked with red asterisk(*)

Reset Forgotten Password

Choose Security Question* -- Select --

Answer*

Submit Cancel

- 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](#))

Figure 11: Reset Forgotten Password screen

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ICU DCS Surveillance - Support Site

Home

About Us

Contact Us

Help | AAA

Reset Forgotten Password

! Mandatory fields are marked with red asterisk (*)

Reset Forgotten Password

New Password*

Confirm Password*

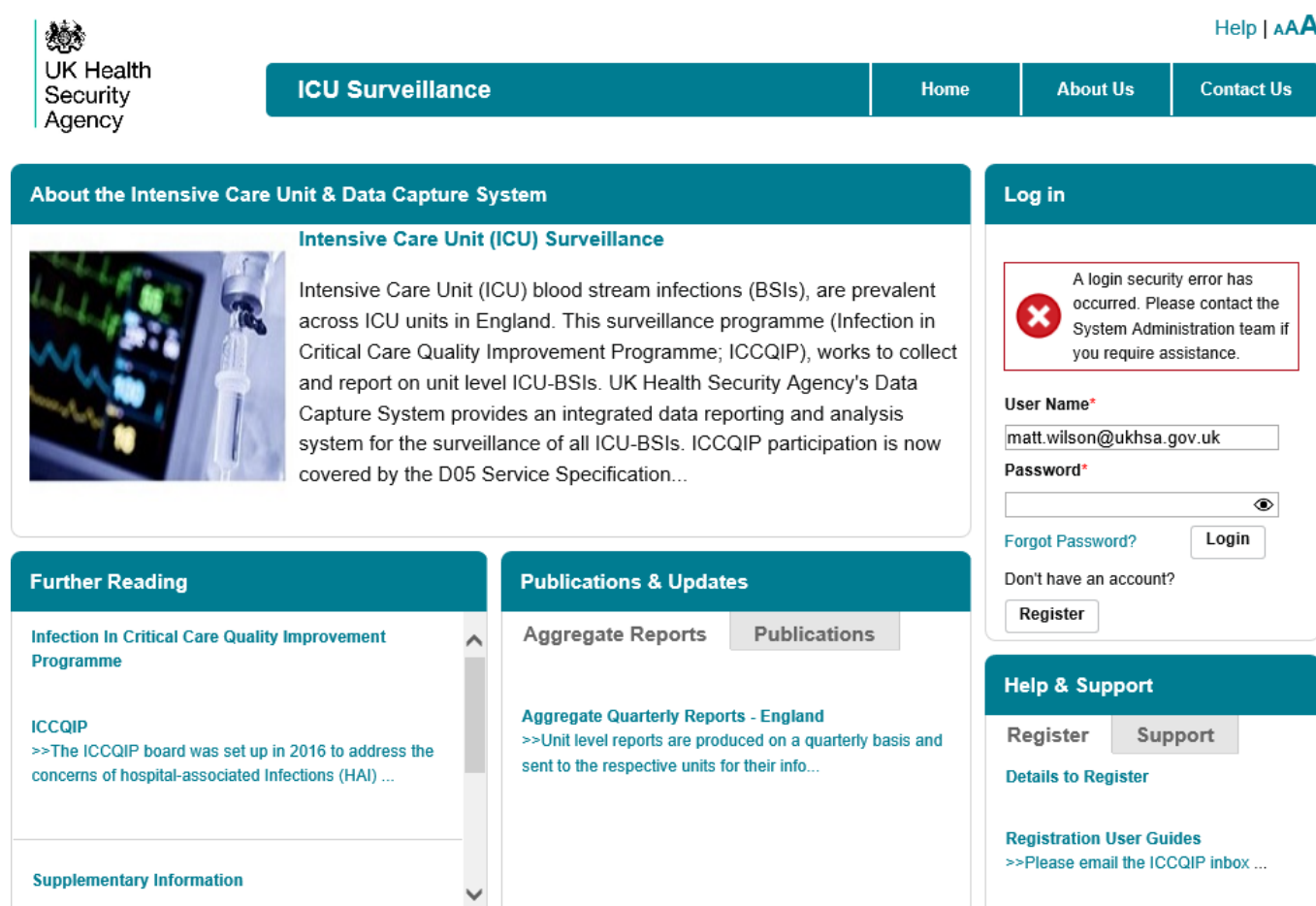
Submit Cancel

- Enter your 'New Password'
- 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 your account has been locked you will be notified when you attempt to login to the ICU DCS ([Figure 12](#)). Should your account be locked please contact your ICU Local Administrator who can unlock it. If you are an ICU Local Administrator please contact UKHSA.

Figure 12: Error message after entering incorrect login details



The screenshot displays the ICU Data Capture System (DCS) login interface. At the top left is the UK Health Security Agency logo. A navigation bar includes 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. A 'Help | AAA' link is in the top right. The main content area is divided into three columns. The left column, titled 'About the Intensive Care Unit & Data Capture System', features a section on 'Intensive Care Unit (ICU) Surveillance' with an image of a medical monitor and a text description of the ICCQIP programme. The middle column, 'Further Reading', lists 'Infection In Critical Care Quality Improvement Programme' and 'Supplementary Information'. The right column, 'Publications & Updates', shows 'Aggregate Reports' and 'Publications'. On the far right, the 'Log in' section contains an error message: 'A login security error has occurred. Please contact the System Administration team if you require assistance.' Below this are input fields for 'User Name*' (containing 'matt.wilson@ukhsa.gov.uk') and 'Password*', a 'Forgot Password?' link, a 'Login' button, and a 'Register' button. A 'Help & Support' section at the bottom right includes 'Register', 'Support', 'Details to Register', and 'Registration User Guides'.

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 UKHSA.

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: ICCQIP.surveillance@ukhsa.gov.uk

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