



Public Health
England

Protecting and improving the nation's health

ICU Data Capture System Training 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. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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Contents

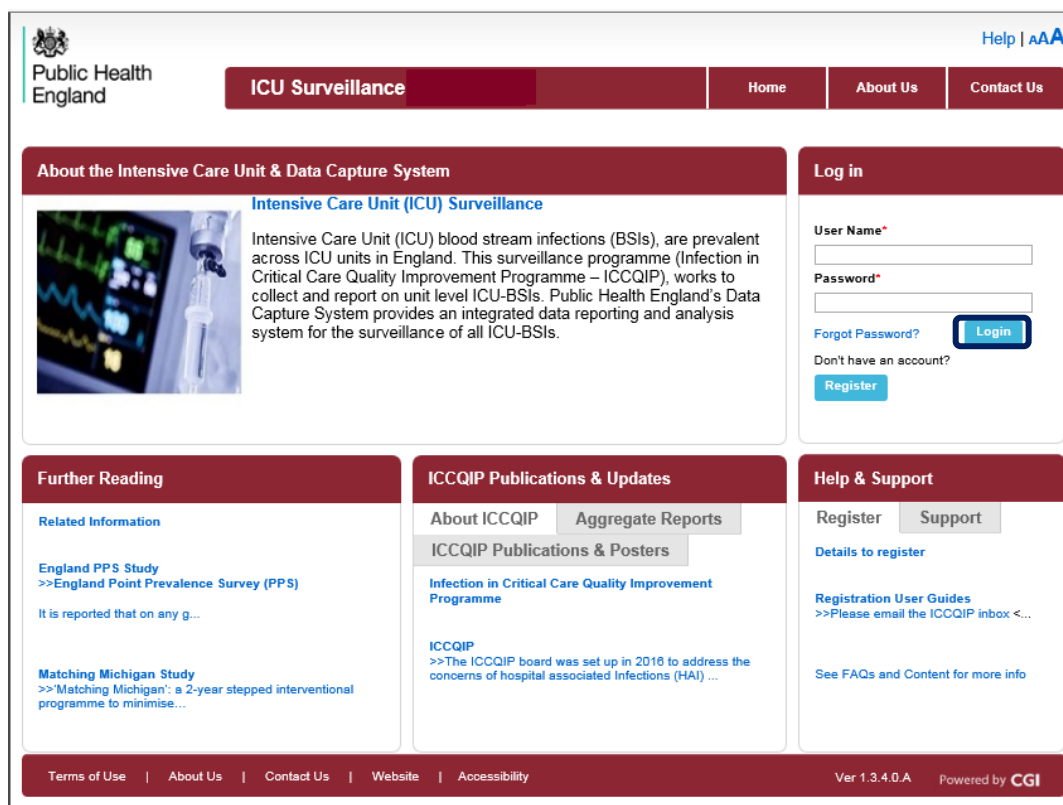
| | | |
|-----------------------------|---|----|
| About Public Health England | 2 | |
| Document History | 3 | |
| Self-Account Management | 5 | |
| Login to the ICU DCS System | | 5 |
| Change Password | | 6 |
| View/ Edit User Details | | 8 |
| Reset Forgotten Password | | 9 |
| Locked Accounts | | 12 |
| Updating User Roles | | 13 |

Self-Account Management

Login to the ICU DCS System

Single Organisation Login

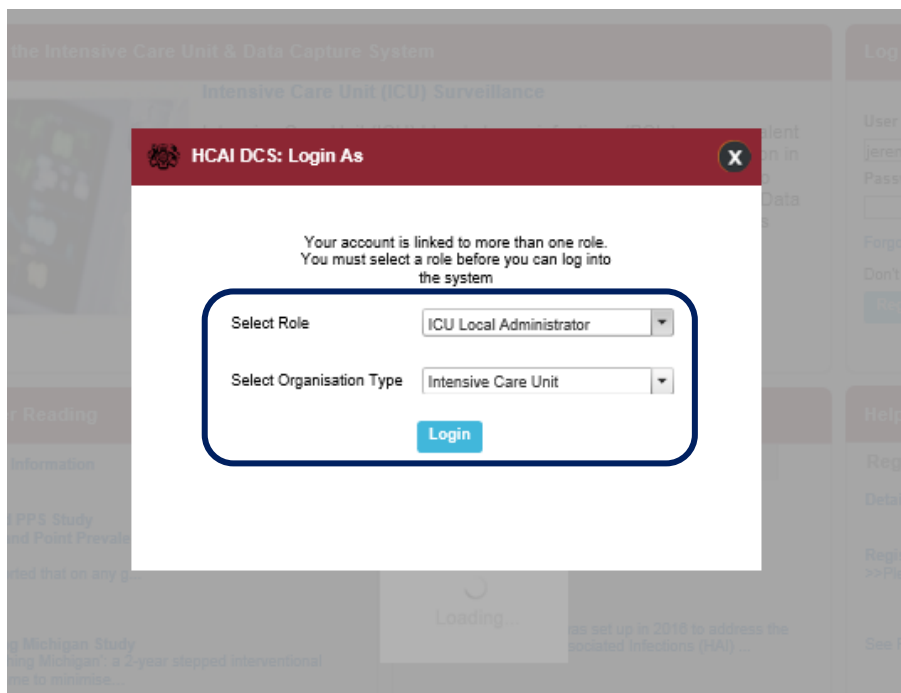
- Go to <https://icudcs.phe.org.uk>
- The ICU DCS System will display the “Homepage” screen



- 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 System will display the “Home Dashboard” screen

Multiple Organisation and/ or Role Login

- Go to <https://ICUdcs.phe.org.uk>
- The ICU DCS System 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 System will display the “Login As” screen



- Select the “Role” you wish to access the ICU DCS System with
- Select the “Organisation Type” you wish to access the ICU DCS System with
- The ICU DCS System will display the Home Dashboard screen

Change Password

- Access the “Change Password” screen by navigating to the “Menu Toolbar” on the left-hand side of the screen

The screenshot shows the ICU Surveillance System dashboard. At the top, it says 'Welcome ANSELMO, Jeremy as ICU Local Administrator'. The navigation bar includes 'Home', 'About Us', and 'Contact Us'. The left sidebar has a 'Menu Toolbar' with 'User Administration' highlighted. Below it, there are sections for 'System Reports' and 'Reports'. The main content area has tabs for 'Home', 'ICU Summary', and 'ICU Benchmarking'. The 'Home' tab is active, showing a 'Welcome-ICU' message and a link to 'System Announcements-ICU'.

- Select “User Administration”
- Select “Change Password”
- The ICU DCS System will display the “Change Password” screen

The screenshot shows the 'Change Password' screen. At the top, it says 'Welcome as ICU Local Administrator'. The navigation bar includes 'Home', 'About Us', and 'Contact Us'. The left sidebar has a 'Menu Toolbar' with 'User Administration' highlighted. The main content area has a 'Change Password' tab. A message at the top states: 'Mandatory fields are marked with red asterisk (*)'. Below this, there is a text box with the following instructions: '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.' The form has three input fields: 'Old Password*', 'New Password*', and 'Confirm New Password*'. A 'Submit' button is highlighted.

- Enter your “Old Password”
- Enter your “New Password”
 - Please note that your new password must not match 8 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 i.e. #*£)
- Re-enter you’re your new password in “Confirm New Password”
- Select “Submit”

- The ICU DCS System will display the “Change Password Success” screen
- Select “Continue”
- The ICU DCS System will display the “Home Dashboard” screen
- You can access the ICU DCS System with your new password the next time you login

View/ Edit User Details

- Access the “View/ Edit User Details” screen by navigating to the “Menu Toolbar” on the left-hand side of the screen

The screenshot displays the ICU DCS System interface. At the top left is the Public Health England logo. The top right shows a user welcome message: "Welcome ANSELMO, Jeremy as ICU Local Administrator" with a dropdown menu, and links for "Help", "AAA", and "Logout". Below this is a navigation bar with "ICU Surveillance" (highlighted), "Home", "About Us", and "Contact Us". The main content area has a "Menu Toolbar" on the left with sections: "My Dashboard", "Search", "Data Upload Wizard", "User Administration" (highlighted with a blue box), "System Reports", and "Reports". The "User Administration" section contains: "Manage Account Requests", "Manage User Accounts", "Change Password", and "View/Edit User Details". The main content area also has tabs for "Home", "ICU Summary", and "ICU Benchmarking". The "Home" tab is active, showing "Welcome-ICU", "System Announcements-ICU", "ICU Surveillance System (DCS)", and "System go live...". A "Help & Support" section at the bottom left contains a welcome message and a link to "See FAQs and Content for more info".

- Select “User Administration”
- Select “View/ Edit User Details”
- The ICU DCS System will display the View/ Edit User Details screen

The screenshot shows the 'View/Edit User Details' page in the ICU Surveillance system. The page header includes the Public Health England logo, the user name 'ANSELMO, Jeremy', and navigation links for Home, About Us, and Contact Us. A left-hand menu contains options like My Dashboard, Search, Data Upload Wizard, User Administration, System Reports, Reports, and Help & Support. The main content area displays the user's details in a form with the following fields:

- User Id: jeremy.anselmo@nhs.net
- Email Address*: jeremy.anselmo@nhs.net
- First Name*: Jeremy
- Surname*: Anselmo
- Primary Contact Telephone Number*: 999999999
- Secondary Contact Telephone Number: (empty)

A 'Save' button is highlighted with a red box, and a 'Cancel' button is also visible. A warning message at the top states: 'Mandatory fields are marked with red asterisk (*)'.

- If required, update your First Name, Surname, Primary Telephone Number or Secondary Telephone Number
- Select “Save”
- The ICU DCS System will display the Home Dashboard screen

Reset Forgotten Password

- Go to <https://icudcs.phe.org.uk>
- The ICU DCS System will display the “Homepage” screen
- Navigate to the Log in Panel
- Select “Forgot Password?”
- The ICU DCS System will display the Reset Forgotten Password screen

Public Health England

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

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- Enter your registered e-mail address
- Select “Next”
- The ICU DCS System will prompt you to select a Security Question that was chosen when you created an account
- Select a Security Question
- Enter the Answer to that security question, please note that answers are case sensitive

Public Health England

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

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- The ICU DCS System will notify you with the relevant link via email
- The ICU DCS System will send an email titled “ICU Data Capture System: Password Reset”
- Select the “Reset Password” link in the message
- The ICU DCS System will display the “Reset Forgotten Password” screen

Public Health England

ICU Surveillance

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

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Ver 1.3.4.0.B Powered by CGI

- Enter your “New Password”
 - Please note that your new password must not match 8 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 i.e. #*£)
- Re-enter your new password in “Confirm New Password”
- Select “Submit”
- The ICU DCS System will confirm your password has been changed
- Select “Login”
- The ICU DCS System 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 System.

The screenshot shows the Public Health England (PHE) website for the ICU Surveillance system. At the top left is the PHE logo. A navigation bar contains 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. A 'Help | AAA' link is in the top right. The main content area is divided into several sections:

- About the Intensive Care Unit & Data Capture System:** Features an image of a medical monitor and a drip chamber. Text describes the Intensive Care Unit (ICU) blood stream infections (BSIs) surveillance programme (ICCQIP), which collects and reports on unit level ICU-BSIs.
- Further Reading:** Includes links for 'Related Information', 'England PPS Study' (with a sub-link to 'England Point Prevalence Survey (PPS)'), and 'Matching Michigan Study'.
- ICCQIP Publications & Updates:** Includes tabs for 'About ICCQIP' and 'Aggregate Reports', and a link to 'ICCQIP Publications & Posters'. A sub-section titled 'Infection in Critical Care Quality Improvement Programme' mentions the ICCQIP board set up in 2016.
- Log in:** Contains a red error message: 'You have reached the limit of log in attempts and your account has now been locked. Please contact your Local Administrator to request a un-lock.' Below this are input fields for 'User Name*' and 'Password*', a 'Forgot Password?' link, a 'Login' button, and a 'Register' button.
- Help & Support:** Includes 'Register' and 'Support' tabs, a 'Details to register' link, 'Registration User Guides', and a link to 'See FAQs and Content for more info'.

The footer contains links for 'Terms of Use', 'About Us', 'Contact Us', 'Website', and 'Accessibility', along with version information 'Ver 1.3.4.0.B' and 'Powered by CGI'.

If your account has been locked you will be notified when you attempt to login to the ICU DCS System. Should your account be locked please contact your Local Administrator who can unlock it. If you are a 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 a Data Entry role to your account, please contact your Local Administrator, or if you are a Local Administrator please contact PHE.