Joining a Group in NHSN
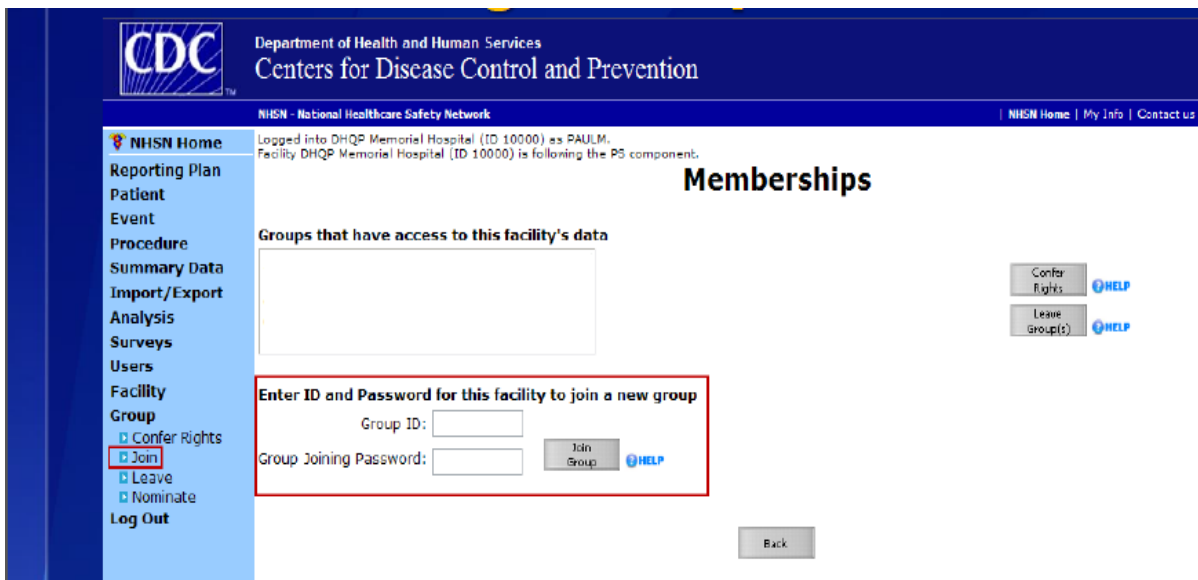### (User must be administrative-level to complete the process)

1. Access the NHSN Patient Safety Home Page and click on "Group".
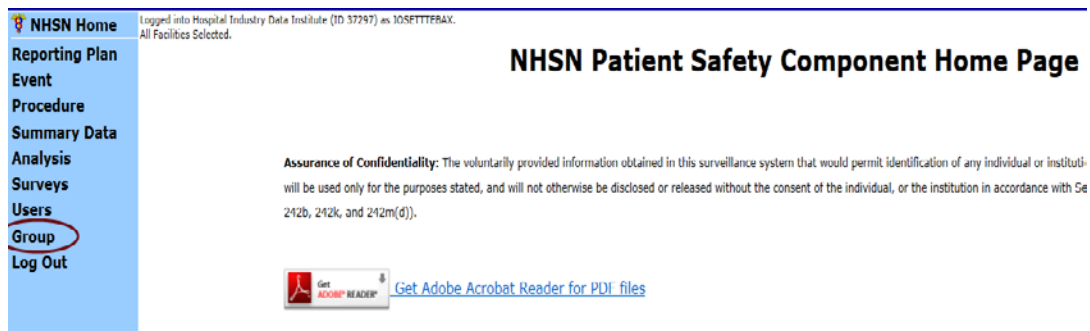
2. Click on "Join" in the NHSN navigation bar

3. Enter the HIDI Group ID and Password and click "Join Group"

Enter ID and Password for this facility to join a new group

Group ID: _____

Group Joining Password: _____

Join Group   **❓HELP**

*HIDI ID: 37297

*Password: MHA37297

4. Review the pop-up message and click "OK" to proceed

Leave Group(s)   **❓HELP**

Message from webpage   ❌

Enter ID a

?   The decision to join a group is a decision made by a facility administrator. Existence of a group organization in NHSN should not be construed as a recommendation from CDC to join the group. CDC cannot be held accountable for how group users use data access granted to the group by a facility.

Group Joinir

OK   Cancel

Back
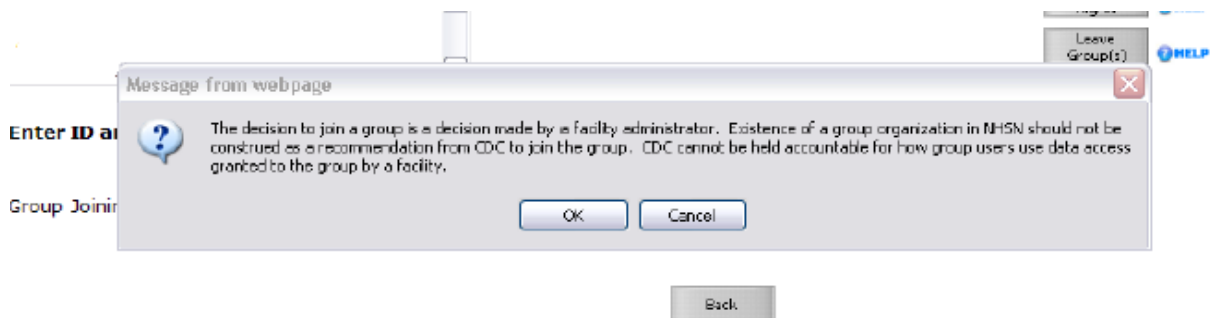
5. The next screen will list the data that HIDI is requesting access to

<p style="text-align:center; color:red">Basics to the Group Data Rights Template</p>

- X in box indicates that the piece of data is being requested

- Facilities may check "N/A" to the right of each line item to exclude that item from being shared

- Use drop-down boxes to include or specific locations

*Remainder of the screen cannot be edited

RESOURCES:

NHSN Help Desk: nhsn@cdc.gov

HNSN Home Page: http://www.cdc.gov/nhsn

MHA Staff: awilliams@mhanet.com

HIDI Staff: jbax@mhanet.com