



UK Health
Security
Agency

HCAI PPS Data Capture System

User Guide

Self-Account Management

Document History

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21/08/2023	UK Health Security Agency	1.00
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Self-Account Management

Login to the Healthcare Associated Infections Point Prevalence Survey Data Capture System (HCAI PPS DCS)

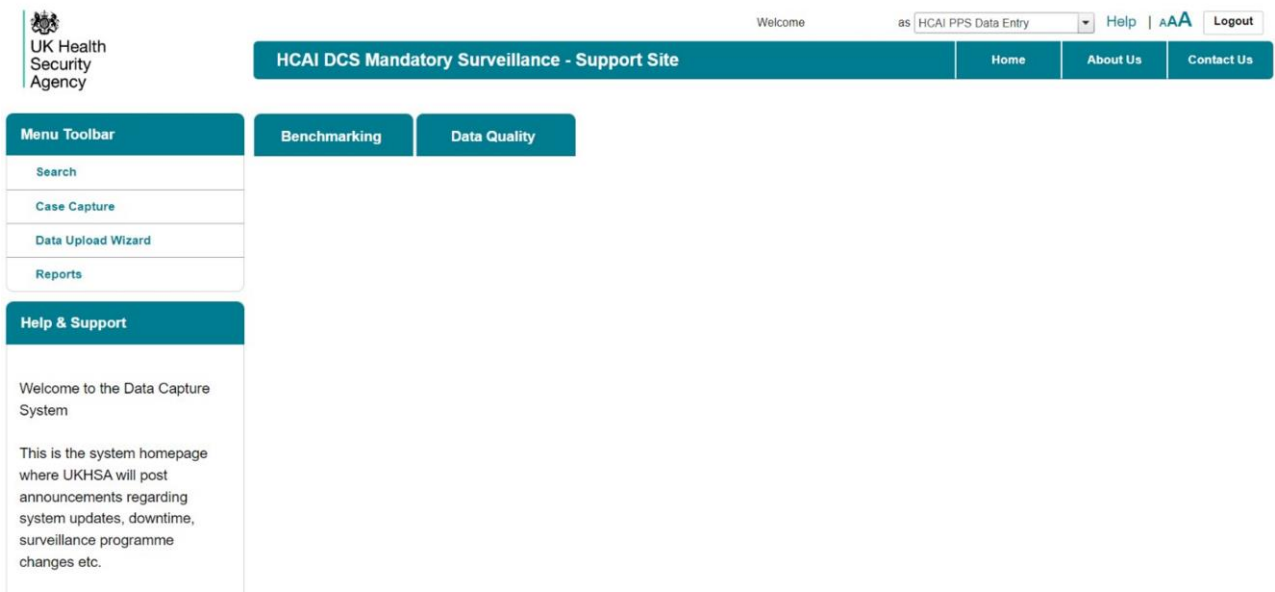
- Go to <https://hcaidcs.phe.org.uk/>
- The HCAI PPS DCS will display the 'Homepage' screen ([Figure 1](#))

Figure 1: HCAI PPS DCS Homepage screen

The screenshot shows the HCAI PPS DCS Homepage. At the top left is the UK Health Security Agency logo. To its right is a navigation bar with the text 'HCAI DCS Mandatory Surveillance' and links for 'Home', 'About Us', and 'Contact Us'. Below the navigation bar, the page is divided into several sections. On the left, there is a section titled 'About the HCAI Data Capture System' which includes a micrograph of MRSA and text describing the system. To the right of this is a 'Log in' panel with fields for 'User Name*' and 'Password*', a 'Forgot Password?' link, a 'Don't have an account?' link, and 'Register' and 'Login' buttons. At the bottom, there are three columns: 'News & Links' with 'Latest News', 'Links', and 'Guidance'; 'Reports' with 'New Reports' and 'Routine Reports'; and 'Help & Support' with 'Register' and 'Support' buttons, and a link for 'Registration and User Management'.

- 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 HCAI PPS DCS will display the 'Home Dashboard' screen ([Figure 2](#))

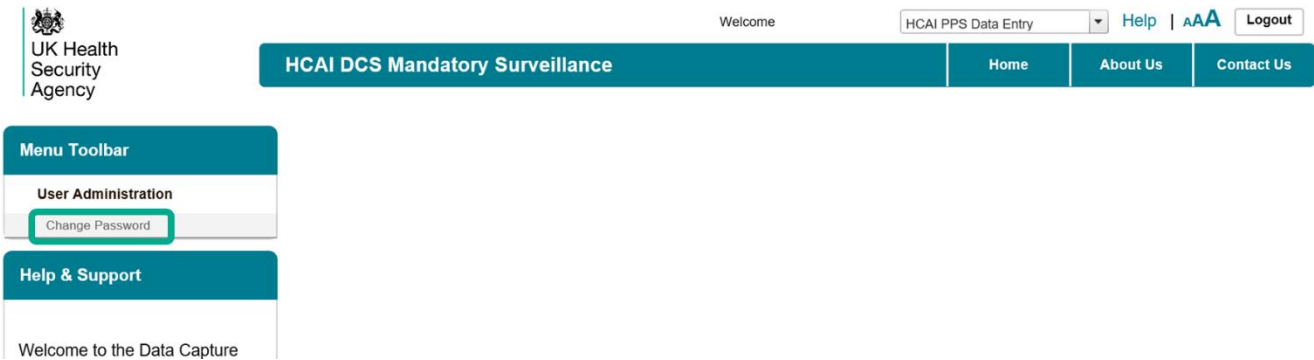
Figure 2: HCAI PPS DCS Home Dashboard



Change Password

- Access the ‘Change Password’ option under ‘User Administration’ tab on the ‘Menu Toolbar’ on the left-hand side of the screen ([Figure 3](#))

Figure 3: Accessing Change Password option



- Select ‘Change Password’
- The HCAI PPS DCS will display the ‘Change Password’ screen ([Figure 4](#))

Figure 4: Change Password screen

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Welcome as HCAI PPS Data Entry Help | AAA Logout

HCAI DCS Mandatory Surveillance Home About Us Contact Us

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- System Administration
- Case Administration
- User Administration
- System Reports
- Reports

Help & Support

Allows the user password to be changed.

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*

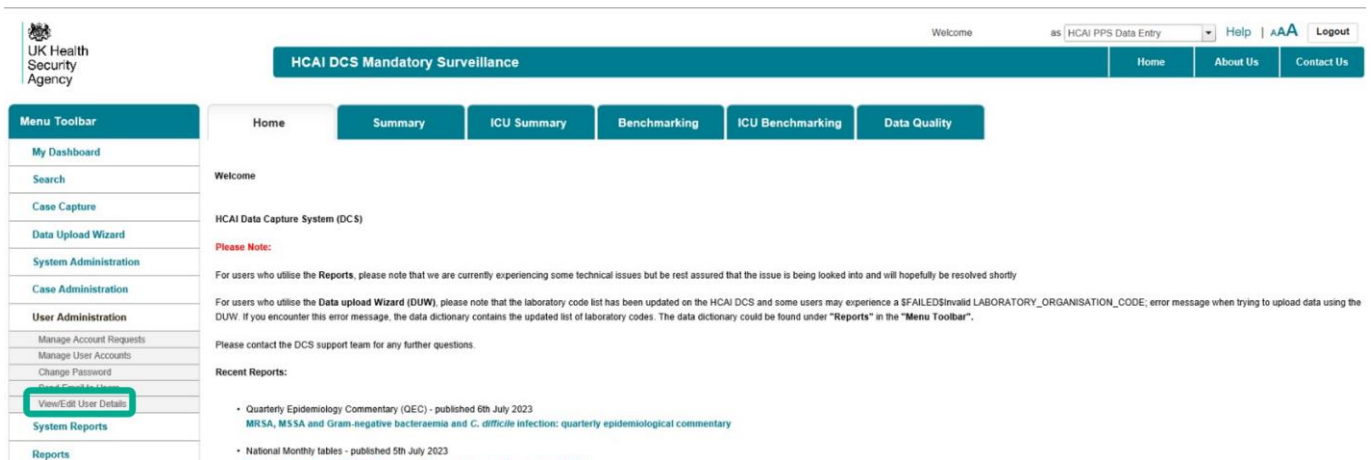
Submit **Cancel**

- Enter your 'Old Password'
- Enter your 'New Password'
 - 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 HCAI PPS DCS will display the 'Change Password Success' screen
- Select 'Continue'
- The HCAI PPS DCS will display the 'Home Dashboard' screen
- You can access the HCAI PPS 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 5](#))

Figure 5: Accessing View/ Edit User Details option



- Select 'User Administration'
- Select 'View/ Edit User Details'
- The HCAI PPS DCS will display the View/ Edit User Details screen ([Figure 6](#))

Figure 6: View/ Edit User Details Screen

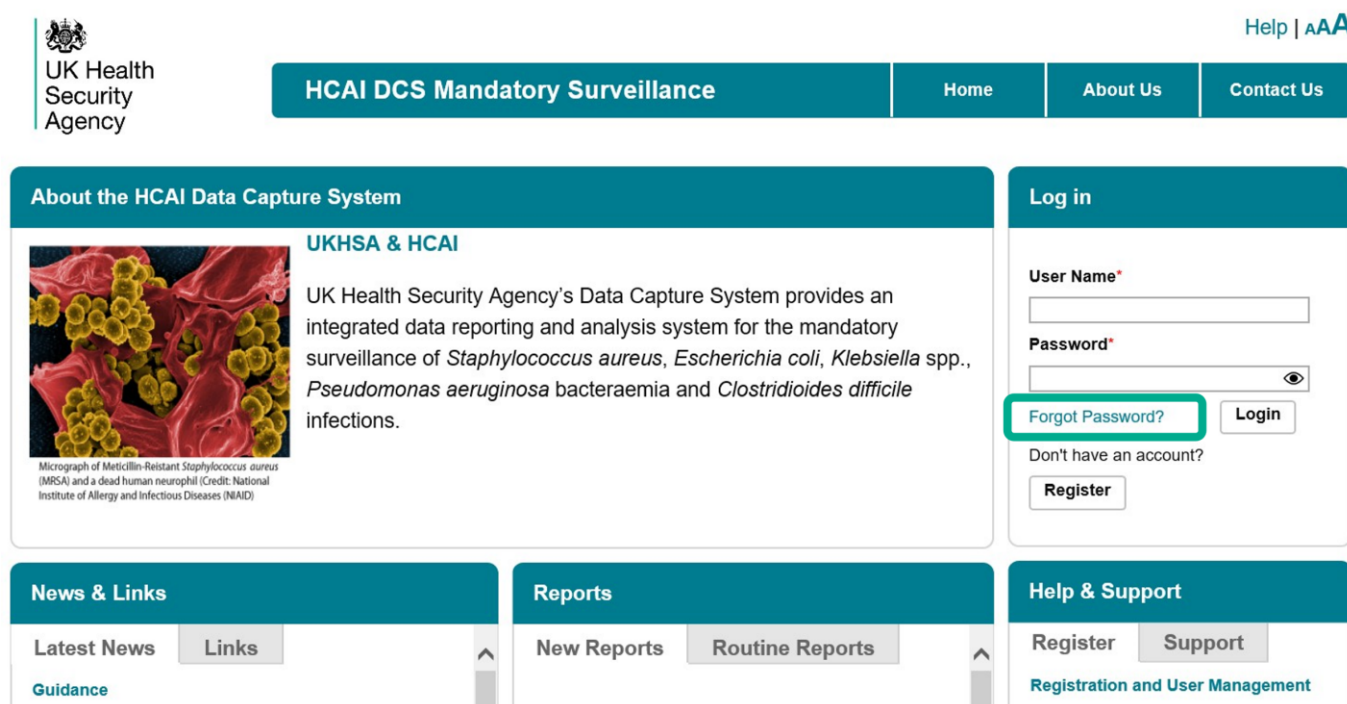
The screenshot shows the 'View/Edit User Details' screen. The top navigation bar is identical to Figure 5. The 'Menu Toolbar' on the left is also identical, with 'View/Edit User Details' highlighted. The main content area has a teal header with 'HCAI DCS Mandatory Surveillance' and buttons for Home, About Us, and Contact Us. Below the header is a 'View/Edit User Details' section. It starts with a warning icon and text: 'Mandatory fields are marked with red asterisk (*)'. The form contains the following fields: 'User Id', 'Email Address', 'First Name*', 'Surname*', 'Primary Contact Telephone Number*', and 'Secondary Contact Telephone Number'. There is a checkbox for 'Subscribe for email' which is checked. At the bottom right, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted in a green box.

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

Reset Forgotten Password

- Go to <https://hcaidcs.phe.org.uk/>
- The HCAI PPS DCS will display the 'Homepage' screen
- Navigate to the Log in Panel
- Select 'Forgot Password?' ([Figure 7](#))
- The HCAI PPS DCS will display the 'Reset Forgotten Password' screen ([Figure 8](#))

Figure 7: Homepage: 'Forgot Password?' Option



The screenshot shows the homepage of the HCAI DCS Mandatory Surveillance system. The header includes the UK Health Security Agency logo and navigation links: Home, About Us, and Contact Us. The main content area is divided into three sections: 'About the HCAI Data Capture System', 'Log in', and 'Help & Support'. The 'Log in' panel is highlighted, showing the 'Forgot Password?' link in a red box. The 'About' section features a micrograph of MRSA and a description of the system. The 'Help & Support' section includes links to Register, Support, and Registration and User Management.

UK Health Security Agency

HCAI DCS Mandatory Surveillance

[Home](#) [About Us](#) [Contact Us](#)

About the HCAI Data Capture System

UKHSA & HCAI

UK Health Security Agency's Data Capture System provides an integrated data reporting and analysis system for the mandatory surveillance of *Staphylococcus aureus*, *Escherichia coli*, *Klebsiella* spp., *Pseudomonas aeruginosa* bacteraemia and *Clostridioides difficile* infections.

Log in

User Name*

Password*

[Forgot Password?](#) [Login](#)

Don't have an account?

[Register](#)

News & Links

[Latest News](#) [Links](#)

[Guidance](#)

Reports

[New Reports](#) [Routine Reports](#)

Help & Support

[Register](#) [Support](#)

[Registration and User Management](#)

Figure 8: Reset Forgotten Password screen

- Enter your registered e-mail address
- Select 'Next'
- The HCAI PPS DCS will prompt you to select a Security Question that was chosen when you created an account ([Figure 9](#))
- Select a Security Question
- Enter the Answer to that security question, please note that answers are case sensitive
- If you have also forgotten your security answers, please contact the UKHSA PPS administrator at HCAI_PPS@ukhsa.gov.uk.

Figure 9: Reset Forgotten Password: answering security question

- The HCAI PPS DCS will send an email titled 'HCAI Data Capture System: Password Reset'

- Select the 'Reset Password' link in the message
- The HCAI PPS DCS will display the 'Reset Forgotten Password' screen ([Figure 10](#))

Figure 10: Reset Forgotten Password screen

The screenshot shows the 'Reset Forgotten Password' screen. At the top left is the UK Health Security Agency logo. To the right is a navigation bar with 'HCAI DCS Mandatory Surveillance' and links for 'Home', 'About Us', and 'Contact Us'. A 'Help | AAA' link is in the top right corner. The main heading is 'Reset Forgotten Password'. Below it is a blue box with an exclamation mark icon and the text 'Mandatory fields are marked with red asterisk (*)'. The form contains two input fields: 'New Password*' and 'Confirm Password*'. At the bottom right are 'Submit' and 'Cancel' buttons.

- 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 HCAI PPS DCS will confirm your password has been changed
- Select 'Login'
- The HCAI 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 HCAI PPS DCS ([Figure 11](#)).

Figure 11: Locked user account after entering incorrect login details

The screenshot shows the HCAI DCS Mandatory Surveillance login interface. At the top left is the UK Health Security Agency logo. The main header includes 'HCAI DCS Mandatory Surveillance' and navigation links for 'Home', 'About Us', and 'Contact Us'. A 'Help | AAA' link is in the top right. The page is divided into several sections:

- About the HCAI Data Capture System:** Features a micrograph of MRSA and text describing the system's purpose for monitoring various bacteria.
- Log in:** Contains a red error box stating: 'You have reached the limit of log in attempts and your account has now been locked. Please contact your Administrator to request an un-lock.' Below this are fields for 'User Name*' and 'Password*', a 'Forgot Password?' link, a 'Login' button, and a 'Register' button for new users.
- News & Links:** Lists 'Latest News' and 'Guidance', with a link to '1. CDI and Gram-negative Objectives FY 2022/23'.
- Reports:** Includes 'New Reports' and 'Routine Reports', with a link to '1. Independent Sector Annual report FY 2021/22'.
- Help & Support:** A section at the bottom right.

If your account has been locked you will be notified when you attempt to login to the HCAI PPS DCS. Should your account be locked please contact your local administrator. If you are the local administrator then please contact UKHSA at HCAI_PPS@ukhsa.gov.uk.

Updating User Roles

If you need to add or remove roles to your account, for example you may wish to add the PPS Local Administrator role to your account, please contact your Local Administrator, or if you are a Local Administrator please contact UKHSA at HCAI_PPS@ukhsa.gov.uk.

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: HCAI_PPS@ukhsa.gov.uk

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