



UK Health
Security
Agency

HCAI PPS England Data Capture System User Guide

[Create User Account](#)

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Document History

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Create a User Account

All users of the HCAI PPS Data Capture System (DCS) must create a user account. There is a two-step process to create an account. Firstly, you must request an account, which is then authorised by your local administrator. If you are the local administrator, then your account will be authorised by UKHSA. Secondly, once your request has been authorised you can activate your account and log in to the HCAI PPS DCS.

Request an Account

- Go to <https://hcaidcs.phe.org.uk/>
- The HCAI PPS DCS will display the “Homepage” screen ([Figure 1](#))
- Select “Register” button in the ‘Log in’ panel

Figure 1: HCAI PPS DCS Home page

UK Health Security Agency

Help | [AAA](#)

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.

Micrograph of Methicillin-Resistant *Staphylococcus aureus* (MRSA) and a dead human neutrophil (Credit: National Institute of Allergy and Infectious Diseases (NIAID))

Log in

User Name*

Password*

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

Don't have an account?

Register

News & Links

Latest News Links

Guidance

1. CDI and Gram-negative Objectives FY 2022/23
>>The CDI Objectives and Gram-negative bacteraemia objectives and assessment tool for Trusts and CCG'...

2. CPE Guidance
>> The framework of actions to contain carbapenemase-producing E...

Reports

New Reports Routine Reports

1. Independent Sector Annual report FY 2021/22
>> The independent sector annual report for financial year 2021/22 w...

2. 30 day all cause fatality report

Help & Support

Register Support

Registration and User Management

User Guides
>>This section provides user guides assisting with the registration ...

See FAQs and Content for more info

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Ver 1.28.0.1.C Powered by CGI

The HCAI PPS DCS will display the “Request User Account” form ([Figure 2](#))

Figure 2: Request User Account form

The screenshot shows the 'Request User Account' form within the 'HCAI DCS Mandatory Surveillance' system. The form is titled 'Request User Account' and includes a warning message: 'Mandatory fields are marked with red asterisk (*)'. The form fields are as follows:

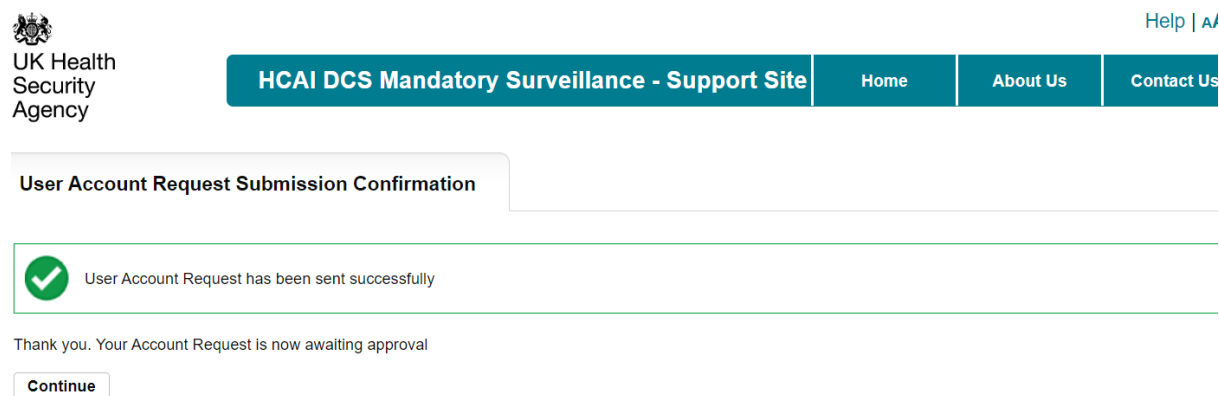
- Email Address*
- Confirm Email Address*
- First Name*
- Surname*
- Primary Contact Telephone Number*
- Secondary Contact Telephone Number
- Surveillance programme* (Dropdown menu: Mandatory surveillance)
- Region* (Dropdown menu: -- Select --)
- Organisation Type* (Dropdown menu: -- Select --)
- Organisations* (Dropdown menu: -- Select --)
- Sites (Dropdown menu: Select Site)
- Roles* (Dropdown menu: Select Roles)

Below the form fields is a CAPTCHA image showing the text '9UAOC'. Below the CAPTCHA is a text input field with the label 'Type the code from the image'. At the bottom right of the form are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

- Enter your ‘Email Address’, ‘First Name’, ‘Surname’ and Contact Telephone Number(s) (Please note that ‘Email Address’ and ‘Confirm Email Address’ must be identical). Please make sure that you only use your professional email address unique to you and no shared email address.
- Select the ‘Region’ associated with your organisation from the dropdown menu.
- Select ‘HCAI PPS Ward’ from the ‘Organisation Type’ from the dropdown menu.
- Select your organisation from the ‘Organisation(s)’ dropdown menu.
- You can request access to wards at more than one NHS Trust by selecting multiple options from the ‘Organisation(s)’ dropdown menu (see [‘Request Accounts for Multiple Organisations’](#) below).
- Select HCAI PPS Data Entry and/or HCAI PPS Local Administrator from the ‘Role’ dropdown menu.

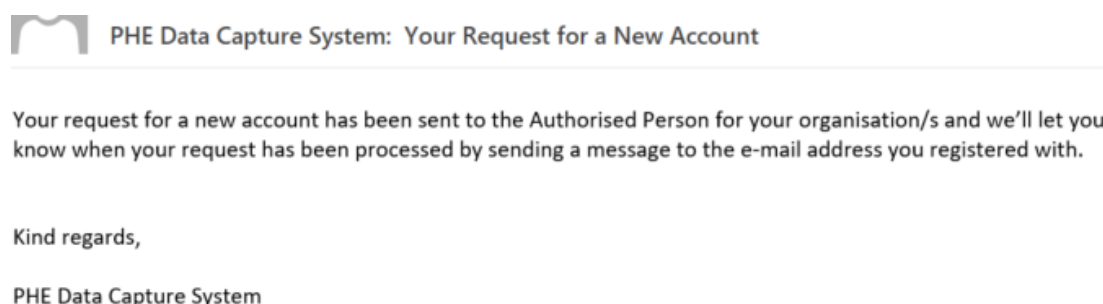
- Enter the CAPTCHA code at the bottom of the page
- Select the 'Submit' button
- You will be navigated to the 'User Account Submission Confirmation' screen ([Figure 3](#))

Figure 3: User Account Request Submission Confirmation screen



- Select the 'Continue' button
- You will then be navigated to the HCAI PPS DCS 'Homepage' screen ([Figure 1](#))
- The HCAI PPS DCS will automatically send you an email ([Figure 4](#)) confirming your request for an account, as well as one to your local administrator (or to UKHSA if you are applying for a local administrator account).

Figure 4: Confirmation email from the HCAI PPS DCS about user account request

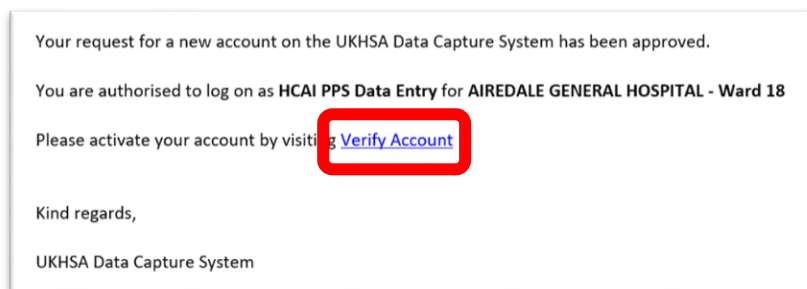


- Your Local Administrator/Public Health England will then 'Authorise' or 'Reject' your account request. Please note that UKHSA are only able to authorise Local Administrator accounts, all other accounts need to be authorised by your organisation's Local Administrator(s).

Activate an Account

If your account request is authorised, you will be sent a further email by the HCAI PPS DCS, asking you to verify your email account ([Figure 5](#)).

Figure 5: Confirmation email from HCAI PPS DCS about account approval



Click on the 'Verify Account' link and this will direct you to the HCAI PPS DCS to complete your account request by first accepting the End-User Licence Agreement (EULA) and entering additional user account information (password, security questions and answers) ([Figure 6](#)).

Figure 6: Additional information required to complete user account

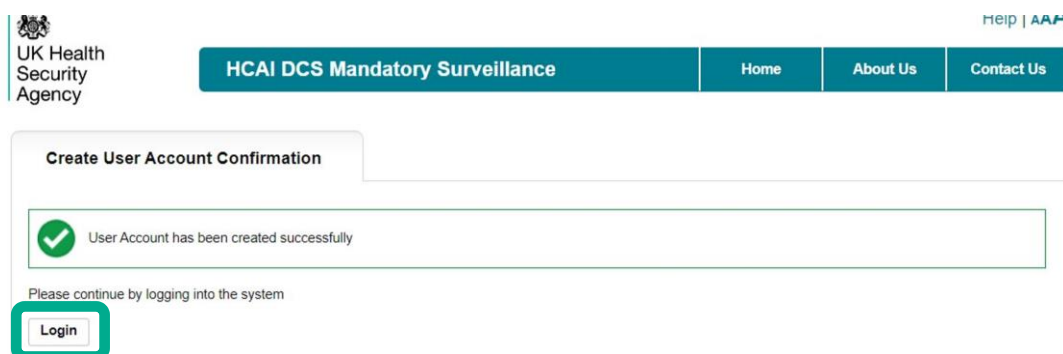
A screenshot of the "Create User Account" web form. At the top left is the UK Health Security Agency logo. A teal navigation bar contains "HCAI DCS Mandatory Surveillance", "Home", "About Us", and "Contact Us". A "Help | AAA" link is at the top right. Below the navigation bar is a tab labeled "Create User Account". A warning box states: "Mandatory fields are marked with red asterisk (*)". The form fields are: "Password*" (text input), "Re-Enter Password*" (text input), "Security Question 1*" (dropdown menu with "-- Select --"), "Security Answer 1*" (text input), "Security Question 2*" (dropdown menu with "-- Select --"), "Security Answer 2*" (text input), "Security Question 3*" (dropdown menu with "-- Select --"), and "Security Answer 3*" (text input). "Submit" and "Cancel" buttons are at the bottom right.

- Passwords must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character, such as #*£).

Please note that if you 'Reject' the EULA you will need to register again.

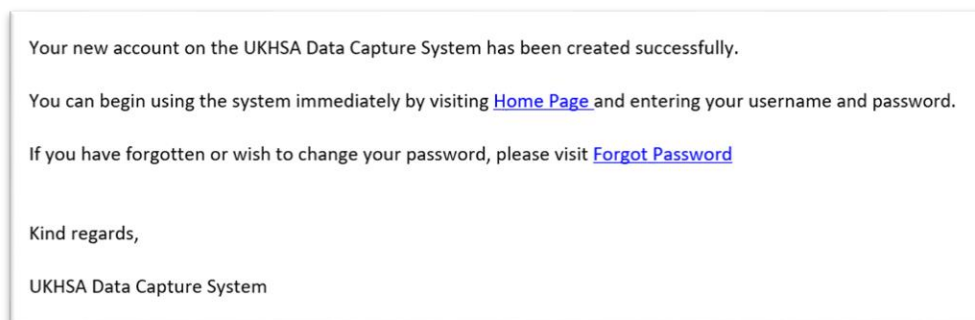
- Once you are navigated to the 'Create User Account' and have completed the necessary password and security question responses, select the 'Submit' button.
- The HCAI PPS DCS will display the 'Create User Account Confirmation' screen ([Figure 7](#)).

Figure 7: Create User Account Confirmation screen



- Select the 'Login' button.
- The HCAI PPS DCS will display the 'Homepage' screen ([Figure 1](#)).
- The HCAI PPS DCS will send you an email confirming your account has successfully been created ([Figure 8](#)).

Figure 8: Confirmation email from HCAI PPS DCS about creation of a new user account



If your account request is rejected, the HCAI PPS DCS will send an email explaining why the account request was rejected, for further details please contact your Local Administrator (or UKHSA - only if you have requested a Local Administrator Account).

Request Accounts for Multiple Organisations

Users associated to more than one organisation, can register for access to multiple organisations on the HCAI PPS DCS, by selecting their associated organisations from the 'Organisation(s)' dropdown menu ([Figure 9](#))

Figure 9: Drop down selection for multiple organisations

UK Health Security Agency

HCAI DCS Mandatory Surveillance

Home About Us Contact Us

Help | AAA

Request User Account

! Mandatory fields are marked with red asterisk (*)

Email Address*

Confirm Email Address*

First Name*

Surname*

Primary Contact Telephone Number*

Secondary Contact Telephone Number

Surveillance programme*

Region*

Organisation Type*

Organisations*

Sites

Roles*

Organisations dropdown menu:

- ☐ CIC - LD
- ☐ CIC - MAT
- ☐ CIC - MBD
- ☐ CIC - MC
- ☐ CIC - MDD
- ☒ CIC - WA
- ☒ CIC - WB
- ☒ CIC - WC
- ☒ CLATTERBRIDGE CANCER CENTRE - Conway Ward
- ☒ CLATTERBRIDGE CANCER CENTRE - Mersey Ward
- ☐ CLATTERBRIDGE CANCER CENTRE - South Ward
- ☐ CLIFTON - Ward 01
- ☐ CLIFTON - Ward 02
- ☐ CLIFTON - Ward 03
- ☐ CLIFTON - Ward 04

CIC - WA, CIC - WB, CIC - WC, CLATTERBRIDGE CANCER CENTRE

Select Site

Select Roles

BDV3A

Type the code from the image

Submit Cancel

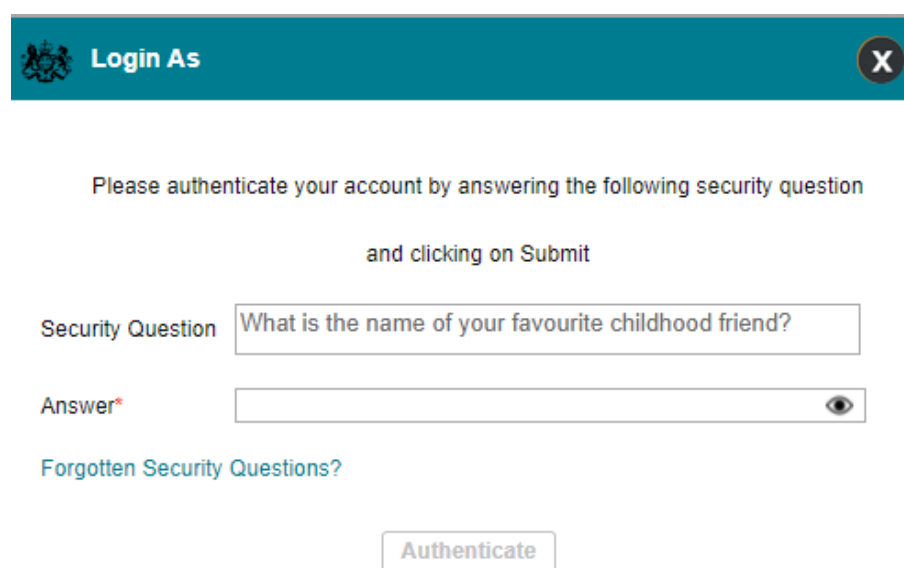
Activate Accounts for Multiple Organisations



Multi-organisation users will receive multiple emails asking to verify the email address (one for each organisation). Users will only need to complete the 'Create User Account' screen for the first account they verify; however, each organisation account request will need to be individually verified from the separate emails sent to you but all subsequent account verifications will bypass the security information page as the data will already have been entered.

Login to the HCAI PPS DCS System

- Go to <https://hcaidcs.phe.org.uk/>
- The HCAI PPS DCS will display the 'Homepage' screen ([Figure 1](#))
- 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 then be prompted to answer one of the three security questions ([Figure 10](#))
- Select 'Authenticate'
- You will then be asked to choose your role and organisation type, pick the correct options and select the 'Login' button ([Figure 11](#))


Figure 10: Authentication of user account when logging in



 Login As 


Please authenticate your account by answering the following security question
and clicking on Submit

Security Question

Answer* 

[Forgotten Security Questions?](#)

Figure 11: Role and organisation selection when logging in

 Login As ✕

Your account is linked to more than one role.
You must select a role before you can log into the system

Select Role

HCAI PPS Data Entry


Select Organisation Type

HCAI PPS Ward

Login

You will be taken to the ‘Home Dashboard’ screen ([Figure 12](#)).

Figure 12: Home Dashboard

 UK Health Security Agency

Welcome WILSON, Matt as

HCAI PPS Data Entry

Help | AAA Logout

HCAI DCS Mandatory Surveillance - Support Site

Home

About Us

Contact Us

Menu Toolbar

Search

Case Capture

Data Upload Wizard

Reports

Benchmarking

Data Quality

Help & Support

Welcome to the Data Capture System

This is the system homepage where UKHSA will post announcements regarding system updates, downtime, surveillance programme changes etc.

See FAQs and Content for more info

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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