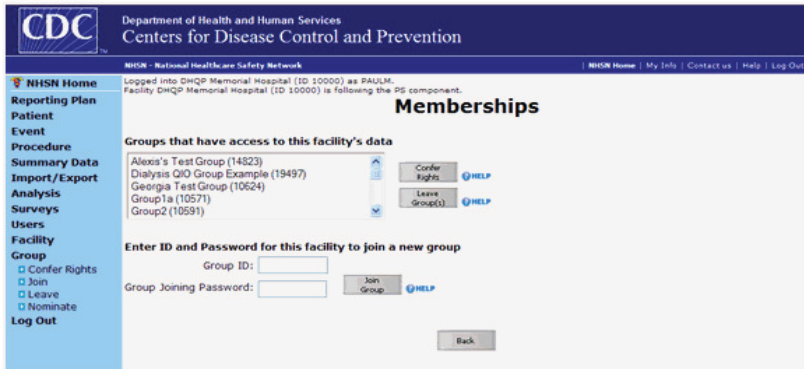


How to Join a Group

When a group has been formed in NHSN, it is the responsibility of the group administrator to email facilities that are potential members of the group. When you have received an email from the group administrator informing you that the group is active, you may follow these steps as outlined below:

1. On the navigation bar, click on "Group" and select "Join". The Memberships screen will appear:



2. Enter the 'Group ID' and 'Group Joining Password' in their respective places:

NOTE: You should have received the 'Group ID' and the 'Group Joining Password' from the Group Administrator. If you do not have that information, please contact the Group Administrator directly.

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

Group ID:

Group Joining Password:

[HELP](#)

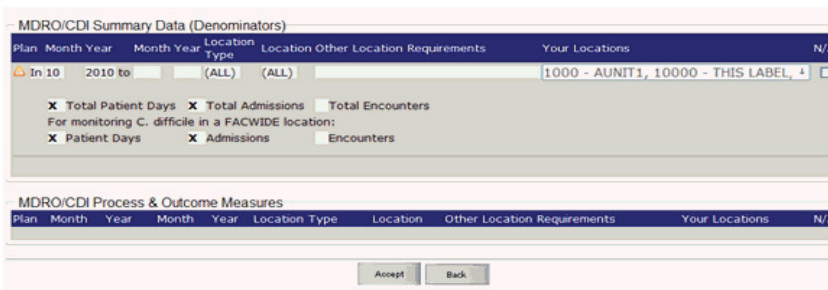
3. Click "Join Group". If you entered the correct group ID number and password, you will be taken directly to the group's template of data that they are requesting from member facilities. You will see a message indicating that you have joined the group and should now confer rights.



4. Review the data that the group is requesting from your facility. Many areas of this screen are not able to be edited. If you are uncomfortable with data being requested by the group, follow up with the group administrator for more information. You may also leave the group at any time.

5. If you are comfortable with the rights being requested by the group, scroll to the bottom of the screen and click the Accept button to accept these rights.

6. You will return to the memberships screen and see a message indicating that rights have been conferred successfully.



NOTE: For detailed information about the group function and the data rights template, please refer to <http://www.cdc.gov/nhsn/library.html#group>.