



User Guide for New Registration & Web Form Access



A joint venture between The University of Melbourne and The Royal Melbourne Hospital

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1. User Registration for VICNISS Website & Web forms

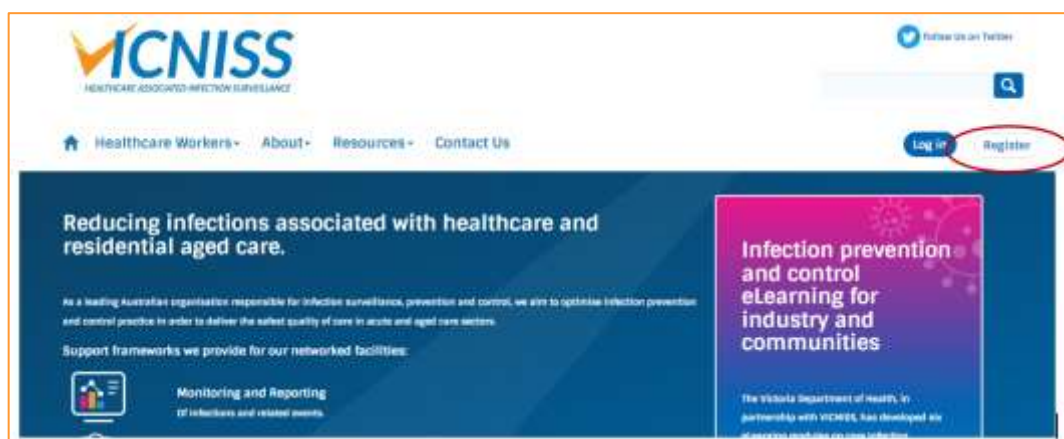
This user guide is designed for staff working in healthcare and aged care facilities wishing to register for the VICNISS website to enter data, generate reports and access resources and for those requiring to further their access.

For external users, being those who wish to access VICNISS resources but do not require access to forms & reports, the process is similar though with less fields to complete. Some of the following instructions will not be relevant.

Many resources on the VICNISS website do not require you to be a registered user. If you are only visiting the website for information please click on the RESOURCES tab before registering as you may find your registration is not necessary.

Please contact VICNISS (PH: 9342 9333 or email vicniss@mh.org.au) for any queries or help with registering.

1.1. Select the 'register' link on the homepage



The 'User Portal Registration' page will be displayed

1.2. User portal registration

Follow the prompts and complete all details on the user portal registration page (NB: Data fields marked with * are required to complete registration)

User Portal Registration

- I work at a health care facility participating in VICNISS
- I work at a public aged care facility in Victoria
- I work at an 'other' Victorian aged care facility (not for profit/private)
- I work for the state department of Health - Victoria
- I am an external user ⓘ
- I am a VICNISS staff member

NB: I am an external user – This option is for anyone wanting to access VICNISS resources contained in the modules. For most other resources on the VICNISS website, **registration is not required**.

1.3. Facility information

Choose your facility from the drop down list. You can only register for one facility but once registered you can add additional facilities (see below, Section 2).

1.4. Module access

There will be a list of modules for you to choose. The list will contain either aged care modules or acute care modules, depending on the facility you selected. If you are not sure of all modules you require, they can be added later, once your registration is complete and approved.

1.5. Contact information

NB: Data fields marked with * are required to complete registration

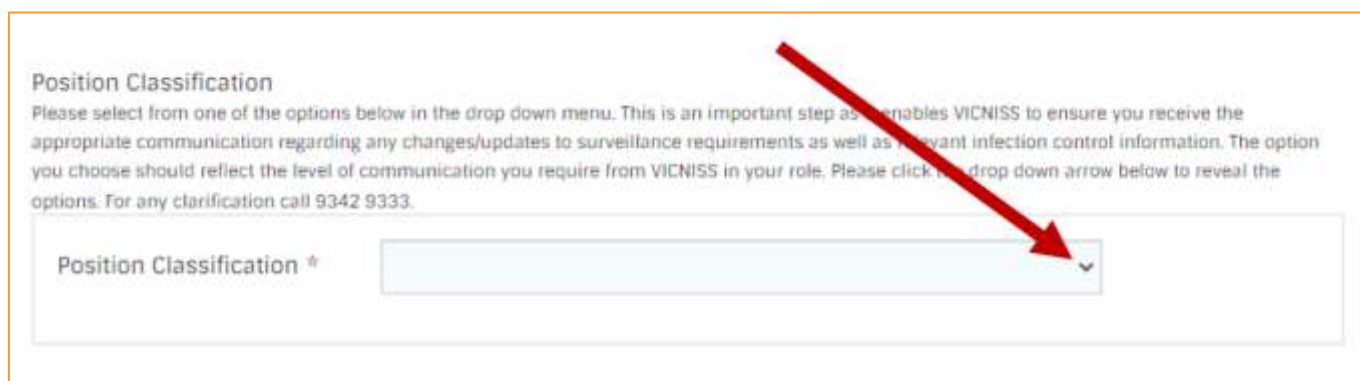
Provide phone number: A number on which you can be reached if there are any issues/questions with your registration

Employment Details: Enter the department in which you work, relevant to this registration and your job title.

Reason for Registering (**not applicable for users from a healthcare facility or public aged care facility participating in VICNISS*): This will provide more information to enable assessment of your requirements to ensure suitable registration.

1.6. Position classification


Select the Position Classification from the drop down list (this step is crucial to ensure you receive the right level of communication from VICNISS). IPC position classifications have an explanation to assist you in selecting the correct one.



Position Classification

Please select from one of the options below in the drop down menu. This is an important step as it enables VICNISS to ensure you receive the appropriate communication regarding any changes/updates to surveillance requirements as well as relevant infection control information. The option you choose should reflect the level of communication you require from VICNISS in your role. Please click the drop down arrow below to reveal the options. For any clarification call 9342 9333.

Position Classification *



- Aged Care Infection Prevention and Control (IPC) Lead
- Aged Care Worker
- Chief Executive Officer
- **Executive Sponsor** (Line Manager for the Infection Control Department)
- **Haemodialysis staff member** (Work in haemodialysis unit)
- **Infection Prevention and Control (IPC) Consultant** (Working as Infection Control Consultant. May or may not have completed qualifications. Will receive routine surveillance communication)
- **Infection Prevention and Control (IPC) Coordinator** (coordinates IPC activities across all facilities at the HEALTH service level (single or multi facility health service). Will receive routine surveillance communication, PLUS high rate notifications at facility and health service level)
- **Infection Prevention and Control (IPC) Manager** (Manages IPC at the hospital/facility (reports to the IPC coordinator). Will receive routine surveillance communication, PLUS high rate notifications at facility level)
- **Infection Prevention and Control (IPC) Team Member** (Working in the IPC team as support staff. E.g.

- admin, data manager etc.)
- Infectious Diseases Physician
- Information technology staff member
- **Other** (Does not fit any other listed categories e.g. Director of Nursing)
- Quality Manager
- RICPRAC Coordinator

1.7. **Subscribe to ebuletin (recommended)**

A bi-monthly email summarising important VICNISS updates, helpful tips and news.

1.8. **Account information**

Enter email address – please use work email address. This is used for verification that you work at the facility you are registering for. Create a password. Your minimum password length is 6 characters. Passwords must have at least one lowercase ('a'-'z') and one digit ('0'-'9')

1.9. **Security**

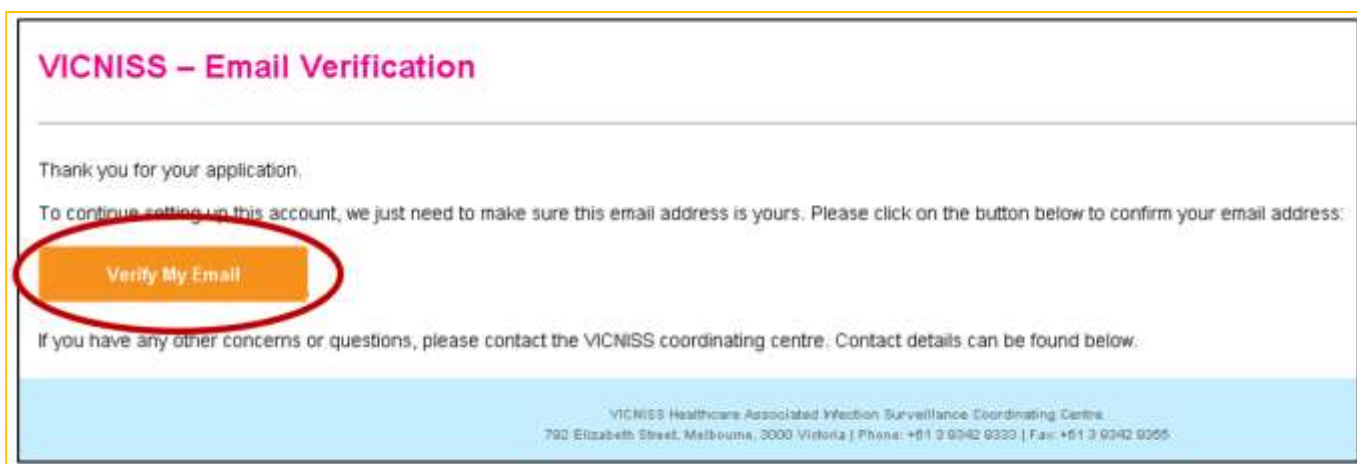
Ensure to tick box

1.10. **Submit form**

When all data fields and security question is complete click on the submit button

Email verification

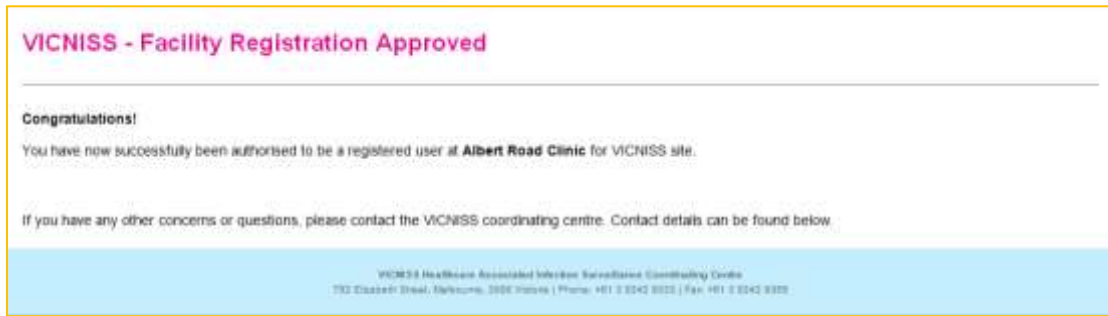
An email will be sent to the address provided by the user. *Select the link in the email* to verify your email address.



You will then receive an email similar to the following to indicate your registration has been sent for approval to the **VICNISS Access Administrator**. The **VICNISS Access Administrator** can approve/reject registration request of new users for the facility as well as manage changes to existing users for the facility.



When your new registration is approved, you will receive an email confirming your registration.



2. Request Access to Additional Facilities

If a **registered user** would like to request access to another facility, once signed into the VICNISS website, click on the arrow next to your name to see a drop-down list.

Click on 'My Facilities'.

The name of facility/s for which you are registered can be seen here. To add a new facility click on the 'Register for Additional Facility' button

Choose additional facility from drop down list. Note you can only choose one facility at a time. You will need to repeat these steps for each additional facility.

Approval process for this request is the same as above for your initial registration.

3. Access to Online Data Entry Forms (Web Forms)

These instructions are designed for **registered users** participating in VICNISS surveillance and submitting data only. (NB: If you are an external user you do not get access to forms and reports. Please [contact VICNISS](#) for any queries regarding this).

Go to VICNISS home page at www.vicniss.org.au. Click on **log in**

Enter your User Name (user's email address)

Enter your Password

Click **LOGIN**

Once logged in your name will appear in the right-hand side.

On the far left click **HEALTHCARE WORKERS**



In the dropdown box, click **FORMS**

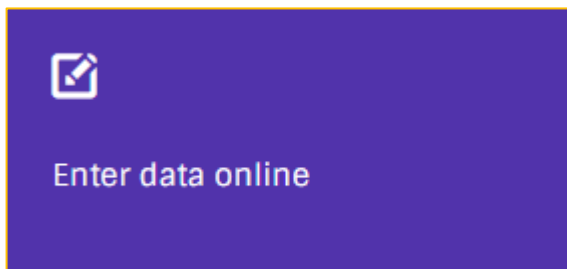


The forms page is displayed alphabetically. Forms can be saved as a favourite; if you choose favourites this form will move to the top of your 'forms' page.

Forms can also be accessed by clicking on the **USER PORTAL** link:

You will be directed to this page where you can access other data information and reports by clicking the relevant boxes.





For forms click on “Enter online data” (purple box).

4. Additional Web Form Approval *after* Registration

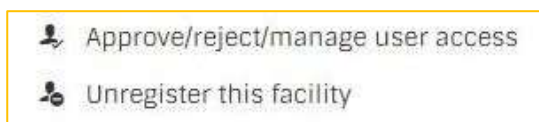
Registered VICNISS web form users who require access to additional web forms (e.g. registered for SAB web form but now require access to Influenza web form etc.) must gain approval from their **VICNISS Access Administrator**.

The following can only be performed by the **VICNISS Access Administrator**.

The **VICNISS Access Administrator** is the Infection Prevention & Control (IPC) coordinator or manager who coordinates the data entry of VICNISS surveillance and approves and coordinates the access of staff members at your health service to the various VICNISS forms and modules.

For **VICNISS Access Administrators** to add an additional module or forms to an individual’s profile (you must follow these steps *for each facility*):

- Once logged in, under your name click **MANAGE USERS** and then click **SEARCH**
- You will now have a list of all VICNISS users from your health service for which you can manage their access
- Click on the icon > next to users’ name and this will show the facilities registered to this user.
- Find the facility and then click on the ellipsis points to the right which will then reveal the following options:



- You want to select **Approve/reject/manage user access**
- **Unregister this facility** can be selected if the user no longer works for your facility or no longer requires any access to the VICNISS modules and forms etc.
- You can now select or deselect forms and reports for the required modules as required.
- Once completed click save.

5. Troubleshooting for Registered Users

5.1. Forgotten password

Where a password has been lost or forgotten, go to the VICNISS homepage at www.vicniss.org.au and click ‘login’. Then on the sign in page select “Forgot Password” and follow the prompts.

5.2. Expired account

If a user has not logged on for 12 months or more, the user’s account will expire. If you want to reactivate an account, please call VICNISS (03) 9342 9333