

# International Nutrition Survey

## Help Pages

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### Survey Login Page and Registration

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**User and ICU Site Registration can be completed on or before 16 September 2009.**

Prior to entering data for your ICU, you will first need to create a user account for your ICU. This only needs to be completed once. Although several individuals can have access and enter data for your ICU site, we ask that the individual coordinating the survey at your ICU site take responsibility for this initial registration process.

#### **User Registration**

- Go to survey login page and click on '**Create a new login account**'.
- Complete the questions about yourself (Form A, Part A).
- Complete your login information (i.e. select and confirm a password and complete human user verification).
- Click on 'Save User'.
- You will be sent an e-mail confirming that you have successfully registered your ICU site and you will be provided with your username. All usernames start with the prefix ccn followed by four digits.

#### **ICU Registration**

- Go to the survey login page and enter your username and password.
- You will be asked to complete questions about your hospital and ICU (Form A, Part B).
- Click on 'Save ICU'.
- You will be directed to the ICU status page and can begin to enter patient data.
- If you wish to register more than one ICU, on the ICU status page, click on 'Register New ICU'.
- You can edit your user profile and hospital / ICU details or change your password at any time by following the appropriate links.

#### **Grant Permission to Other Users**

- If you wish to grant permission for other users, on the ICU status page, click on 'grant permissions for this ICU to other users', enter their e-mail addresses and click on 'grant permissions'. This will generate an e-mail to new users with a username and temporary password to access the survey.