



End-Stage Renal Disease Network Program

How to Join and Confer Rights to the Network Group under the Dialysis Component:

The facility's NHSN Administrator must complete the following steps:

1. **Obtain the Group ID and joining password from you Network's NHSN contact by sending email to IPROESRDHelp@iproesrdnetwork.freshdesk.com**
2. **Log in to NHSN**
3. **Click on NHSN Reporting**
4. **Click the drop down and select Dialysis Component**
5. **Select the facility**
6. **Click Group then click on join the group**
 - a. On the **NHSN Dialysis Component Home Page**, choose **Group** on the blue navigation pane on the left side of the screen
 - b. Click on **Join**
 - c. Enter the Group ID obtained from your Network's NHSN contact
 - d. Enter the joining password obtained from your Network's NHSN contact
 - e. Click the **Join Group** button
7. **Confer Rights**
 - a. You will be taken to the template of rights screen to **confer rights** to the Network group
 - b. Review the template
 - i. Select the reporting location from the "Your Locations" drop down menus in all sections
 - ii. Uncheck all "N/A" boxes in all sections
 - iii. Verify that your reporting locations appear in all "Your Locations" drop down menus. Do not leave location blank.
 - iv. Verify that ALL "N/A" boxes are unchecked. Do not check "N/A"
 - c. Click on the **Accept** button

Note: Facility must make sure they join group AND confer rights so Network has access to their data. If facility does not complete steps to confer rights, an alert will appear on the NHSN Facility Administrator's home page to confer rights to the Network group template. The facility will need to click on the alert to open up the group membership rights template and click Accept.