



UK Health  
Security  
Agency

# Create user account

## User guide

ICU Data Capture System

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## Document History

Revision date	Author	Version	Changes
26/03/2018	Public Health England	1.0	-
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09/01/2025	Matt Wilson, UK Health Security Agency	1.2	<ul style="list-style-type: none"><li>• Updated screenshots to reflect current ICU DCS</li><li>• Updated branding</li></ul>

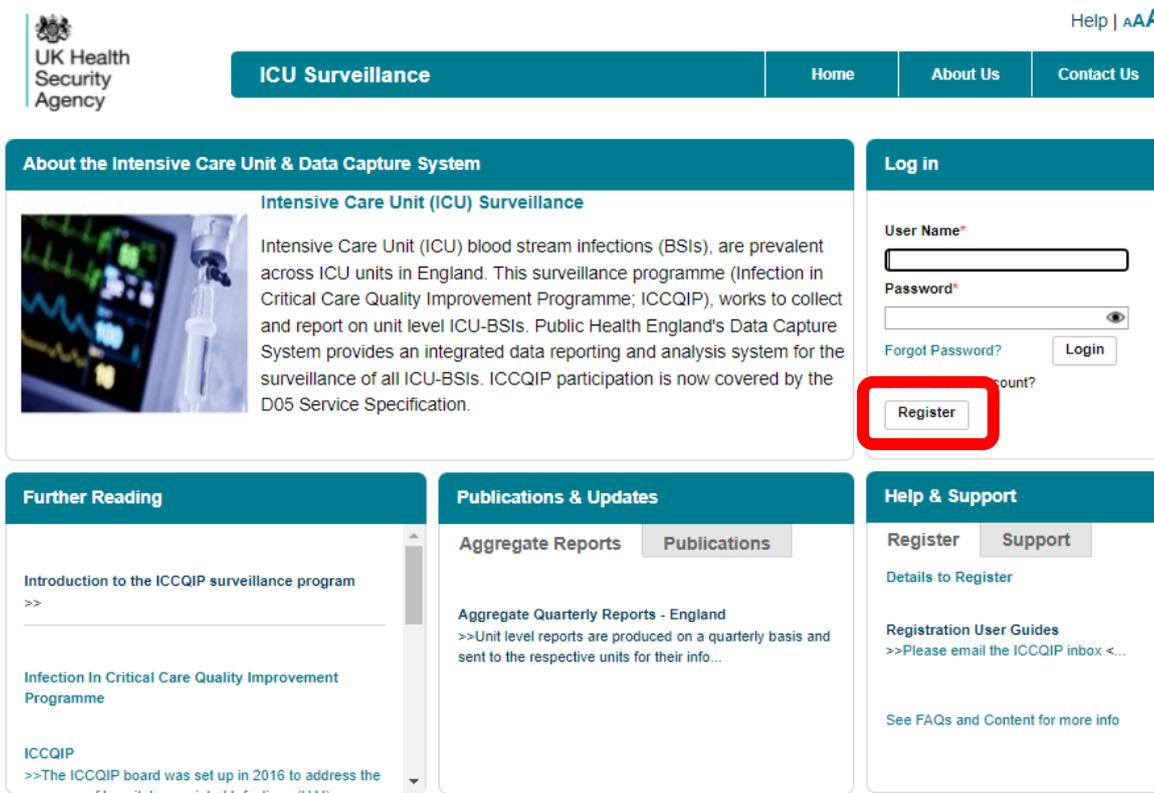
# Create a user account

All users of the ICU 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 either authorised by your Local Administrator or, if you have requested a Local Administrator account, by UKHSA. Secondly, once your request has been authorised you can activate your account and log into the ICU DCS.

## Request an account

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

Figure 1: ICU DCS home page



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

**Figure 2: Request User Account form**

The screenshot shows the 'Request User Account' form. At the top left is the UK Health Security Agency logo. At the top right are links for 'Help | AAA' and a navigation bar with 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. The form title is 'Request User Account'. A blue box with an exclamation mark icon contains the text: 'Mandatory fields are marked with red asterisk (\*)'. The form fields are:
 

- Email Address\*
- Confirm Email Address\*
- First Name\*
- Surname\*
- Primary Contact Telephone Number\*
- Secondary Contact Telephone Number
- Surveillance programme\* (dropdown menu: ICCQIP ICU bloodstream surveillance)
- Region\* (dropdown menu: -- Select --)
- Organisation Type\* (dropdown menu: -- Select --)
- Organisations\* (dropdown menu: -- Select --)
- ICU units (dropdown menu: Select Site)
- Roles\* (dropdown menu: Select Roles)

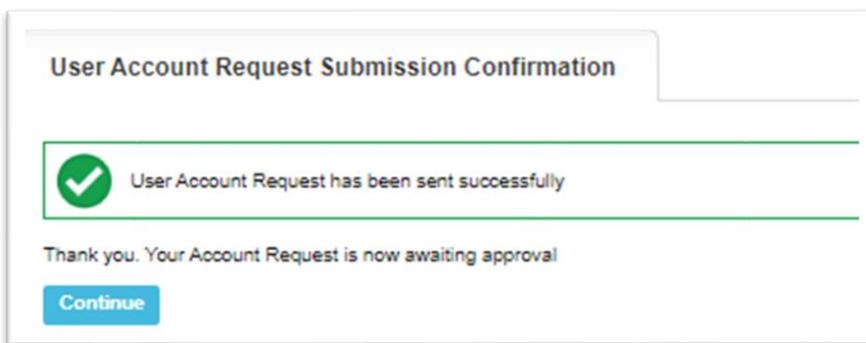
 Below the fields is a CAPTCHA image showing the code 'ENRJU'. A text box below the image says 'Type the code from the image'. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button highlighted by a red rectangle.

- Enter your 'Email Address', 'First Name', 'Surname' and Contact Telephone Number(s) (Please note that 'Email Address' and 'Confirm Email Address' must be identical)
- Select the 'Region' associated with your organisation from the dropdown menu
- Select your 'Organisation Type' from the dropdown menu
- The 'Organisation Type' field provides a choice of different organisational classes. Select 'Intensive Care Unit' or 'Independent Sector Healthcare Provider' depending on whether your account is for NHS or Independent Sector ICU(s), respectively.
- Select the NHS Trust or Independent Sector Healthcare Provider that your ICU is a part of from the 'Organisation(s)' dropdown menu
  - You can request access to ICUs at more than one NHS Trust by selecting multiple options from the 'Organisation(s)' dropdown menu (see 'Request Accounts for Multiple Organisations' below)

- Select the ICU(s) you want to have access to from the 'ICU units' drop down menu, these will be filtered to show only those that are associated with the NHS Trusts/Independent Sector Healthcare Provider that you selected for 'Organisation'
  - You can request access to multiple ICUs by selecting multiple options from the 'ICU units' dropdown menu (see 'Request Accounts for Multiple Organisations' below)
- You can select more than one role to access the ICU DCS by selecting multiple options from the dropdown menu. The role(s) you have selected will impact the level of access and data you are able to view
- Enter the CAPTCHA code at the bottom of the page
- Select the 'Submit' button

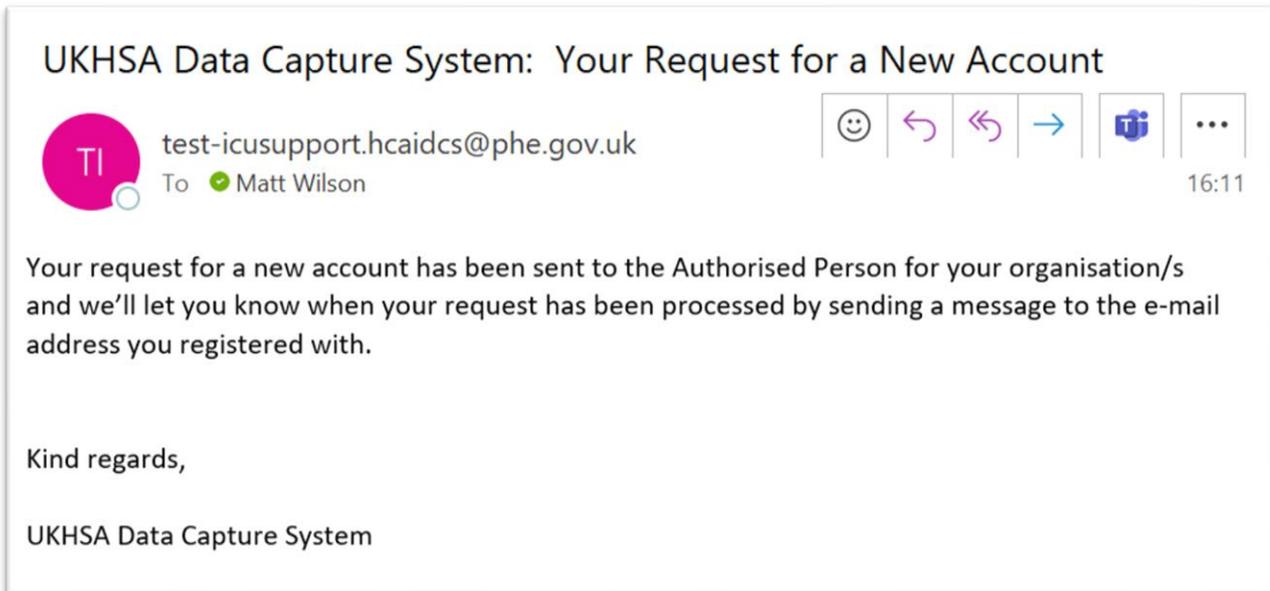
You will be navigated to the 'User Account Submission Confirmation' screen ([Figure 3](#))

**Figure 3: User Account Request Submission Confirmation screen**



- Select the 'Continue' button
- You will then be navigated to the ICU DCS 'Homepage' screen ([Figure 1](#))
- The ICU DCS will automatically send you an email to you ([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 ICU DCS about user account request**

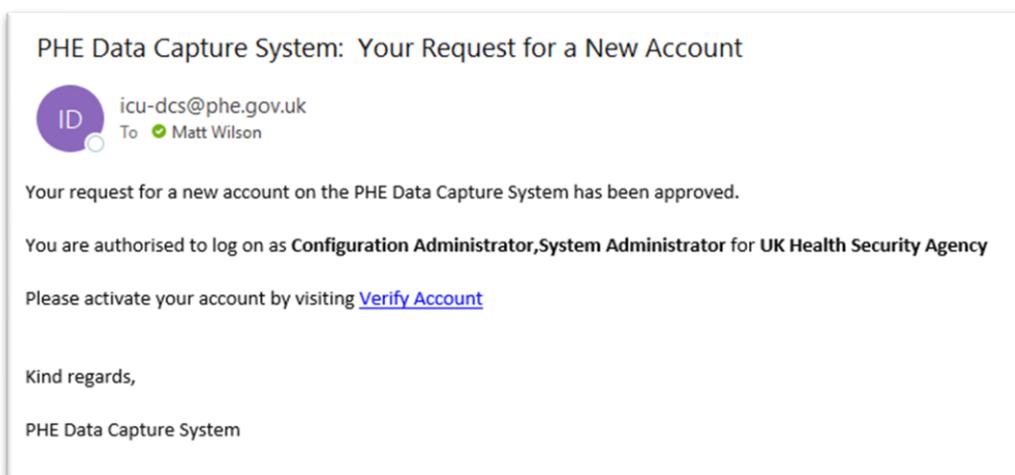


Your Local Administrator or UKHSA will then 'Authorise' or 'Reject' your account request. Please note that UKHSA are only able to authorise Local Administrator accounts, all other accounts need to be authorised by your organisation's Local Administrator(s).

## Activate an account

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

**Figure 5: Confirmation email from ICU DCS about account approval**



Click on the 'Verify Account' link and this will direct you to the ICU 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**

The screenshot shows a web form titled "Create User Account". At the top, there is a tab labeled "Create User Account". Below the tab is a blue-bordered box with a warning icon and the text "Mandatory fields are marked with red asterisk (\*)". The main form area contains the following fields:

- Password\* (text input with masked characters)
- Re-Enter Password\* (text input with masked characters)
- 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 --")
- Security Answer 3\* (text input)

At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

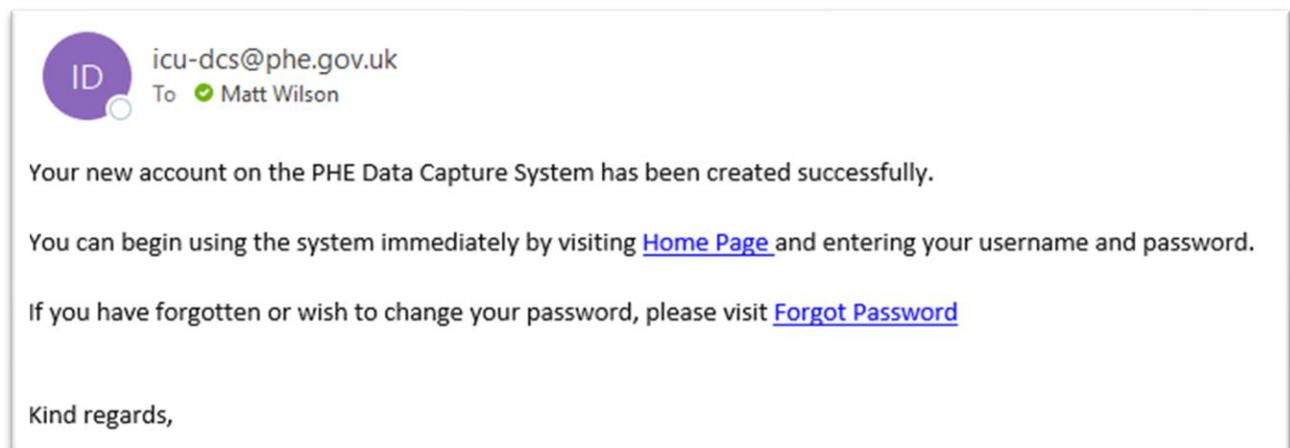
- Please note that if you 'Reject' the EULA you will need to register again
- Once you are navigated to the 'Create User Account' and have completed the necessary password and security question responses, select the 'Submit' button
- The ICU DCS will display the 'Create User Account Confirmation' screen ([Figure 7](#)).

**Figure 7: Create User Account Confirmation screen**

The screenshot shows a confirmation screen titled "Create User Account Confirmation". At the top, there is a tab labeled "Create User Account Confirmation". Below the tab is a green-bordered box with a green checkmark icon and the text "User Account has been created successfully". Below this box, there is a message "Please continue by logging into the system" and a blue "Login" button.

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

**Figure 8: Confirmation email from ICU DCS about creation of a new user account**



If your account request is rejected, the ICU 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, or ICU, can register for access to multiple organisations/ICUs on the ICU DCS, by selecting their associated organisations from the 'Organisation(s)' and/or 'ICU units' dropdown menus ([Figure 9](#), [Figure 10](#)).

**Figure 9: Drop down selection for multiple organisations**

The screenshot shows the 'Request User Account' form on the UK Health Security Agency website. The form includes fields for Email Address, Confirm Email Address, First Name, Surname, Primary Contact Telephone Number, Secondary Contact Telephone Number, Surveillance programme, Region, Organisation Type, Organisations, ICU units, and Roles. A red box highlights the 'ICU units' dropdown menu, which is open and shows a list of NHS trusts. Two items are selected with blue checkmarks: 'CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST' and 'CROYDON HEALTH SERVICES NHS TRUST'. The 'Organisations' dropdown menu is also open, showing 'CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST' as the selected option. The form has a 'Submit' button and a 'Cancel' button. The footer contains 'Terms of Use | About Us | Contact Us' and 'Ver 1.12.0.1.D Powered by CGI'.

UK Health Security Agency

ICU Surveillance

Home About Us Contact Us

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\* ICCQIP ICU bloodstream surveillance

Region\* LONDON

Organisation Type\* Intensive Care Unit

Organisations\* CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST

ICU units

Roles\*

CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST

CROYDON HEALTH SERVICES NHS TRUST

EPSOM AND ST HELIER UNIVERSITY HOSPITALS NHS TRUST

GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS FOUNDATION TRUST

GUY'S AND ST THOMAS' NHS FOUNDATION TRUST

HOMERTON UNIVERSITY HOSPITAL NHS FOUNDATION TRUST

IMPERIAL COLLEGE HEALTHCARE NHS TRUST

KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST

KINGSTON HOSPITAL NHS FOUNDATION TRUST

LEWISHAM AND GREENWICH NHS TRUST

LONDON NORTH WEST UNIVERSITY HEALTHCARE NHS TRUST

Submit Cancel

Terms of Use | About Us | Contact Us | Ver 1.12.0.1.D Powered by CGI

Figure 10: Drop down selection for multiple ICUs

UK Health Security Agency

ICU Surveillance Home About Us Contact Us

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\* ICCQIP ICU bloodstream surveillance

Region\* LONDON

Organisation Type\* Intensive Care Unit

Organisations\* CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRU

ICU units

Roles\*

- All--
- RJ61 - CROYDON UNIVERSITY HOSPITAL CRITICAL CARE UNIT
- RQM - 11-BEDDED MAIN ADULT INTENSIVE CARE UNIT
- RQM - 2-BEDDED BURNS INTENSIVE CARE UNIT

Type the code from the image

Submit Cancel

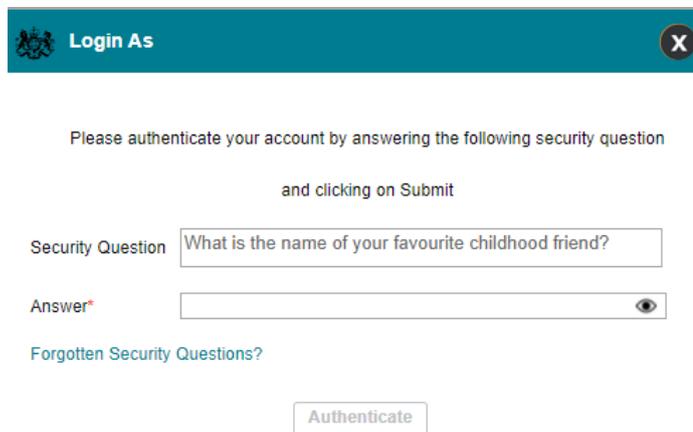
## Activate accounts for multiple organisations

Multi-organisation users will receive multiple emails asking to verify the email address (one for each organisation/ICU). Users will only need to complete the 'Create User Account' screen for the first account they verify; however, each organisation/ICU 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 ICU DCS

- Go to <https://icudcs.phe.org.uk/>
- The ICU 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 11](#))
- Select 'Authenticate'

**Figure 11: 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

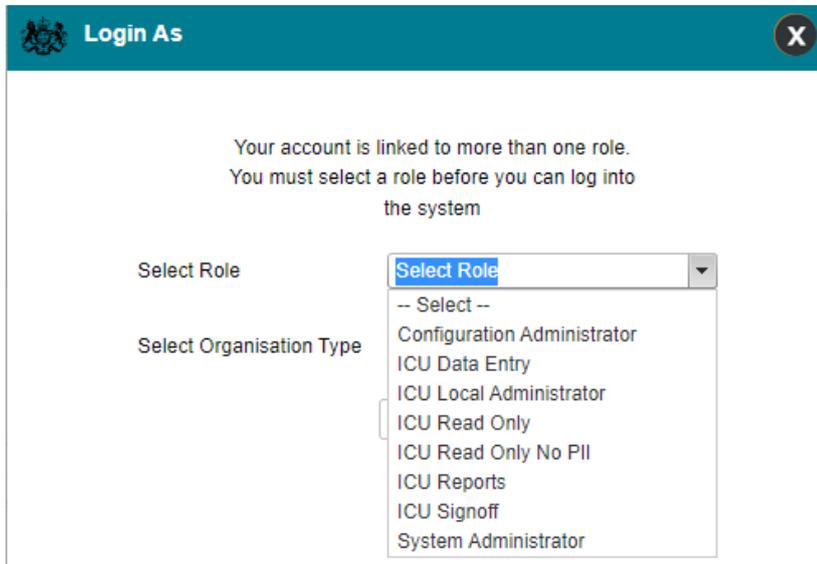
Answer\*

[Forgotten Security Questions?](#)

Authenticate

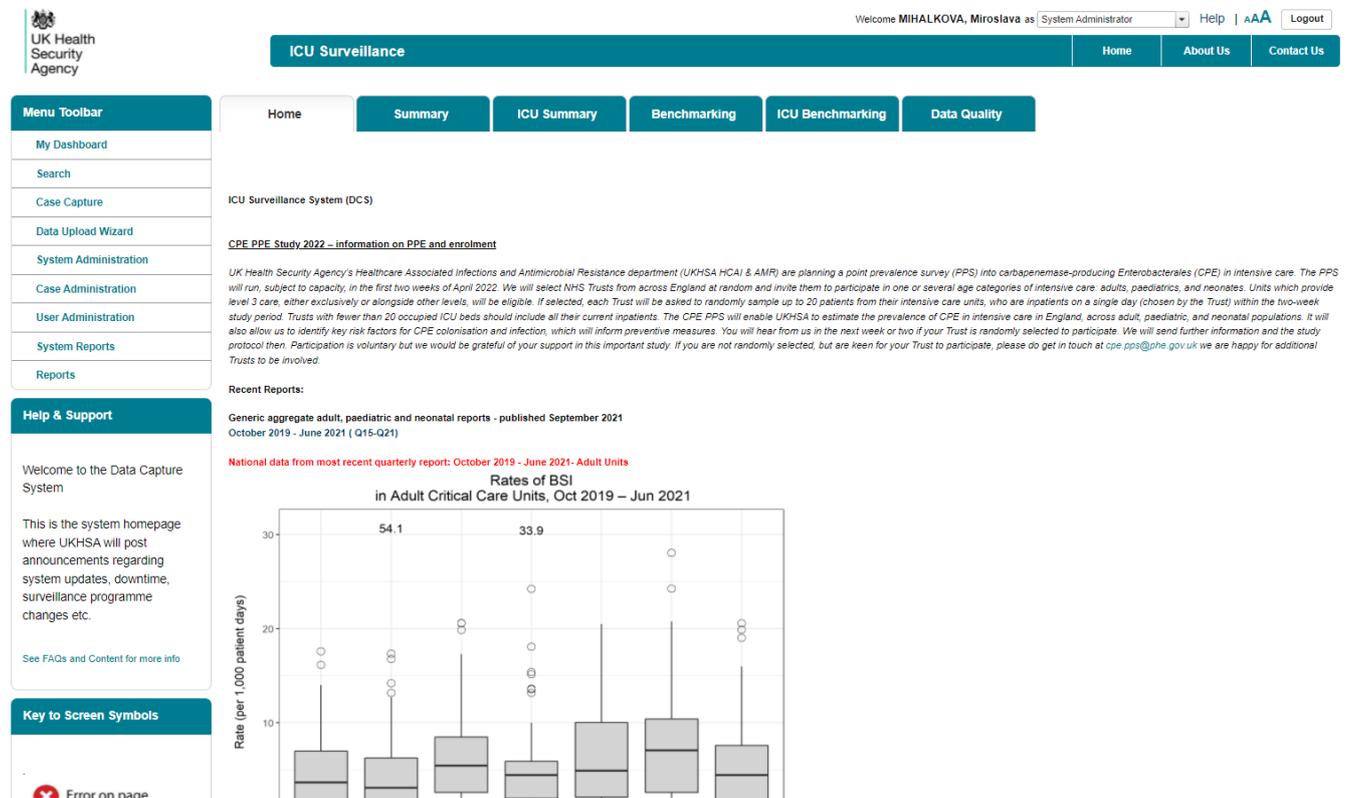
- If you have an account enabled for multiple roles, you will be prompted to select a particular role to login in with ([Figure 12](#))

Figure 12: Selection of user role when logging in



- Once you have logged in, the ICU DCS System will display the 'Home Dashboard' screen (Figure 13).

Figure 13: Home Dashboard



# 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](http://www.ukhsa.gov.uk)

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For queries relating to this document, please contact: [ICCQIP.surveillance@ukhsa.gov.uk](mailto:ICCQIP.surveillance@ukhsa.gov.uk)

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