# Self account management
## User guide

ICU Data Capture System

# Contents

# Document history

| Revision date | Author | Version | Changes |
|---|---|---|---|
| 25/04/2018 | Public Health England | 1.0 | - |
| 02/10/2020 | Public Health England | 1.1 | - |
| 09/01/2025 | Matt Wilson, UK Health Security Agency | 1.2 | • Updated screenshots to reflect current ICU DCS<br>• Updated branding |

# Login to the Intensive Care Unit Data Capture System (ICU DCS)

## Single organisation login

- Go to https://icudcs.phe.org.uk
- The ICU DCS will display the 'Homepage' screen (Figure 1)

**Figure 1: ICU DCS Homepage screen**



- 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
- The ICU DCS will display the 'Home Dashboard' screen (Figure 2)

**Figure 2: ICU DCS Home Dashboard**
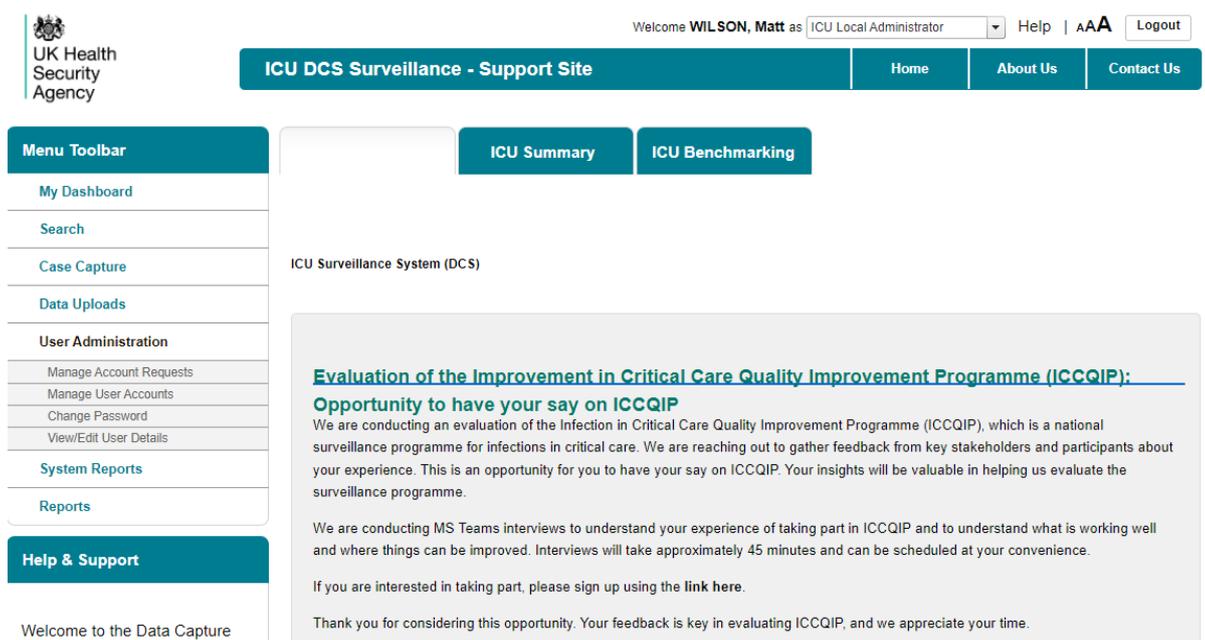


# Multiple organisation and/or role login

- If you have multiple roles or organisations that you are registered for, the login process is slightly different
- Go to https://icudcs.phe.org.uk
- The ICU DCS will display the 'Homepage' screen
- 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
- The ICU DCS will display the 'Login As' screen (Figure 3)

**Figure 3: ICU DCS: Login As screen**
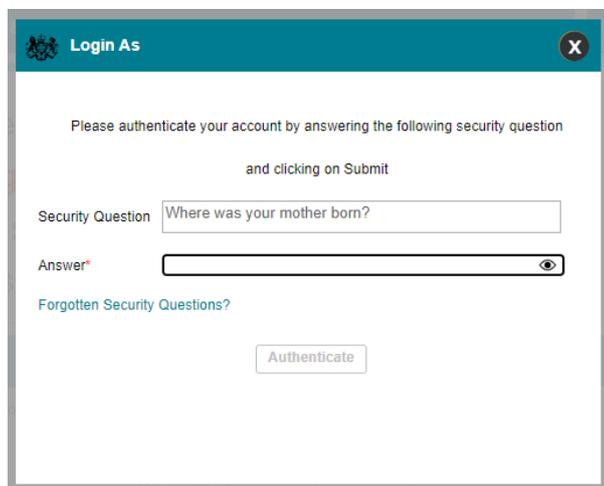
- Select the 'Role' you wish to access the ICU DCS with
- Select the 'Organisation Type' you wish to access the ICU DCS with
- The ICU DCS will display the 'Home Dashboard' screen (Figure 2)

# Change password

Access the 'Change Password' option under 'User Administration' tab on the 'Menu Toolbar' on the left-hand side of the screen (Figure 4).

**Figure 4: Accessing Change Password option**
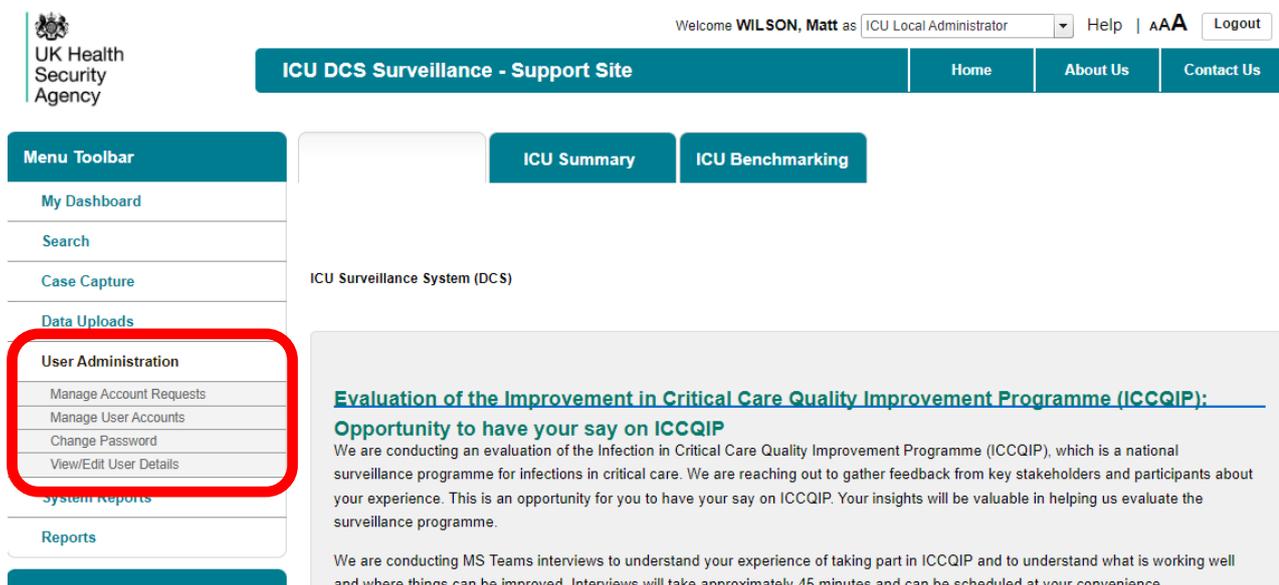


- Select 'Change Password'
- The ICU DCS will display the 'Change Password' screen (Figure 5)

**Figure 5: Change Password screen**



- Enter your 'Old Password'
- Enter your 'New Password'
- Re-enter you're your new password in 'Confirm New Password'
- Select 'Submit'
- The ICU DCS will display the 'Change Password Success' screen
- Select 'Continue'
- The ICU DCS will display the 'Home Dashboard' screen
- You can access the ICU DCS with your new password the next time you login

# View or edit user details

Access the 'View/ Edit User Details' option under 'User Administration' tab on the 'Menu Toolbar' on the left-hand side of the screen (Figure 6)

**Figure 6: Accessing View/ Edit User Details option**
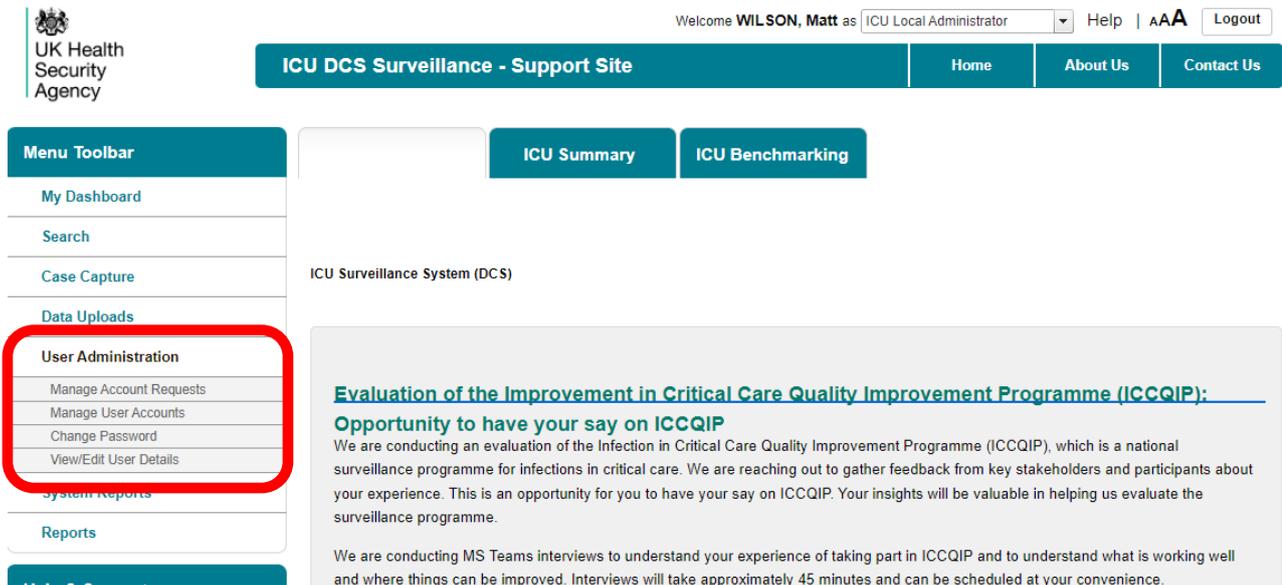


- Select 'User Administration'
- Select 'View/ Edit User Details'
- The ICU DCS will display the View/ Edit User Details screen (Figure 7)

**Figure 7: View/ Edit User Details Screen**
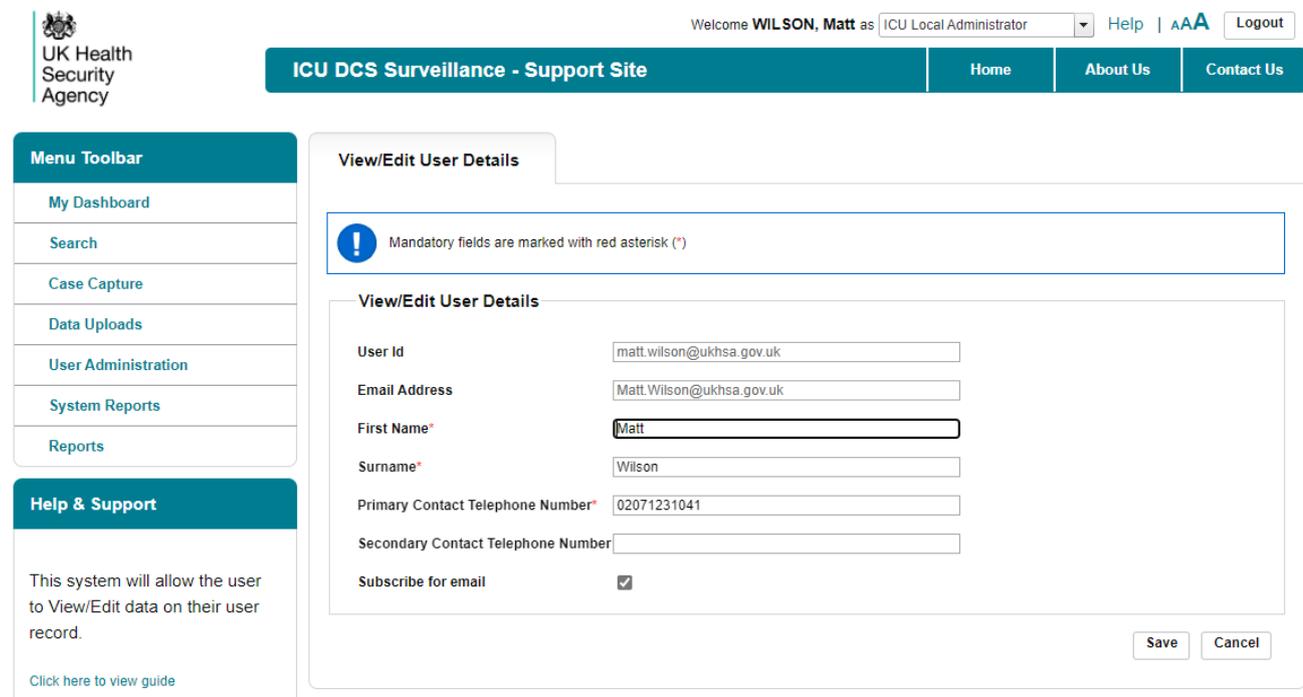


- If required, update your First Name, Surname, Primary Telephone Number or Secondary Telephone Number
- Select 'Save'
- The ICU DCS will display the 'Home Dashboard' screen

# Reset forgotten password

- Go to https://icudcs.phe.org.uk
- The ICU DCS will display the 'Homepage' screen
- Navigate to the Log in Panel
- Select 'Forgot Password?' (Figure 8)
- The ICU DCS will display the 'Reset Forgotten Password' screen (Figure 9)

**Figure 8: Homepage: 'Forgot Password?' Option**
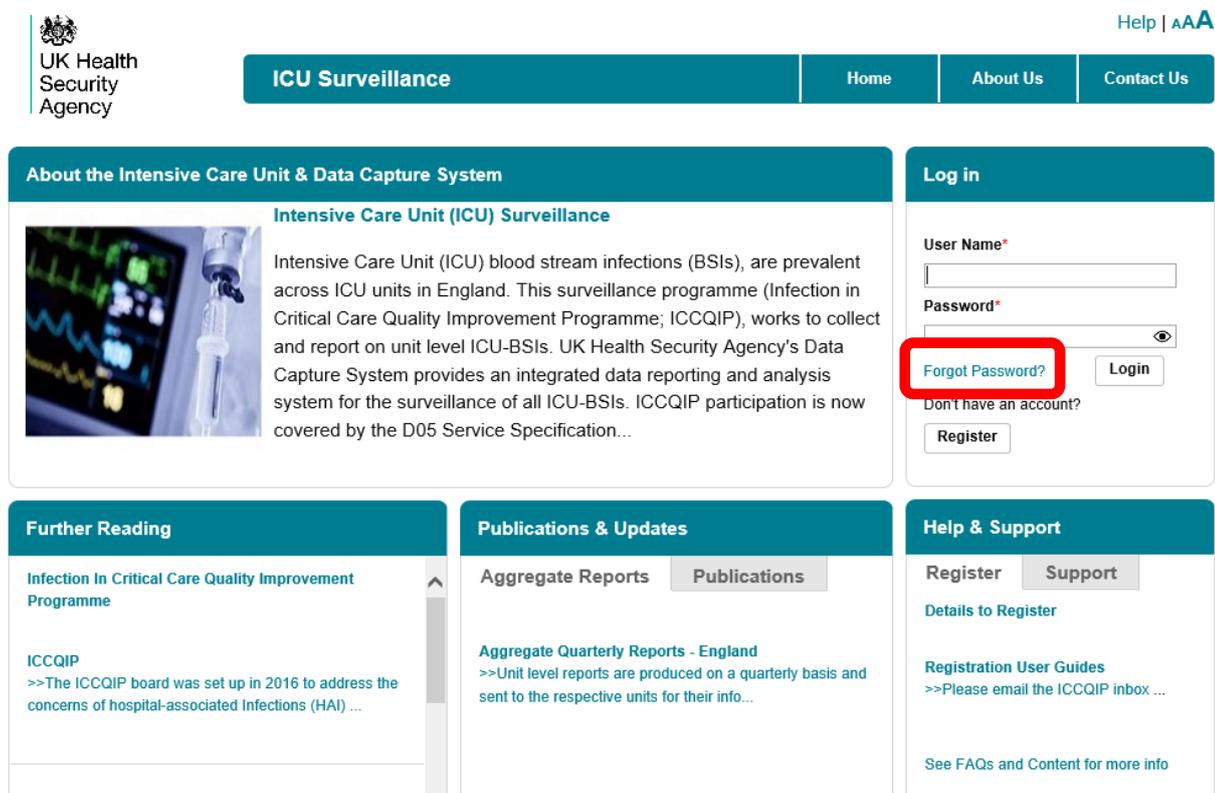
**Figure 9: Reset Forgotten Password screen**



- Enter your registered e-mail address
- Select 'Next'
- The ICU DCS will prompt you to select a security question that was chosen when you created an account (Figure 10)
- Select a security question
- Enter the answer to that security question, please note that answers are case sensitive

**Figure 10: Reset Forgotten Password: answering security question**



- The ICU DCS will send an email titled 'ICU Data Capture System: Password Reset'
- Select the 'Reset Password' link in the message
- The ICU DCS will display the 'Reset Forgotten Password' screen (Figure 11)

**Figure 11: Reset Forgotten Password screen**



- Enter your 'New Password'
- Re-enter your new password in 'Confirm New Password'
- Select 'Submit'
- The ICU DCS will confirm your password has been changed
- Select 'Login'
- The ICU DCS will display the 'Homepage' screen

# Locked accounts

If your account has been locked you will be notified when you attempt to login to the ICU DCS ([Figure 12](#)). Should your account be locked please contact your ICU Local Administrator who can unlock it. If you are an ICU Local Administrator please contact UKHSA.

**Figure 12: Error message after entering incorrect login details**



# Updating user roles

If you need to add or remove roles to your account, for example you may wish to add the ICU Data Entry role to your account, please contact your ICU Local Administrator, or if you are an ICU Local Administrator please contact UKHSA.

# 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