



UK Health
Security
Agency

Self account management User guide

ICU Data Capture System

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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	<ul style="list-style-type: none">• Updated screenshots to reflect current ICU DCS• Updated branding

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

Single organisation login

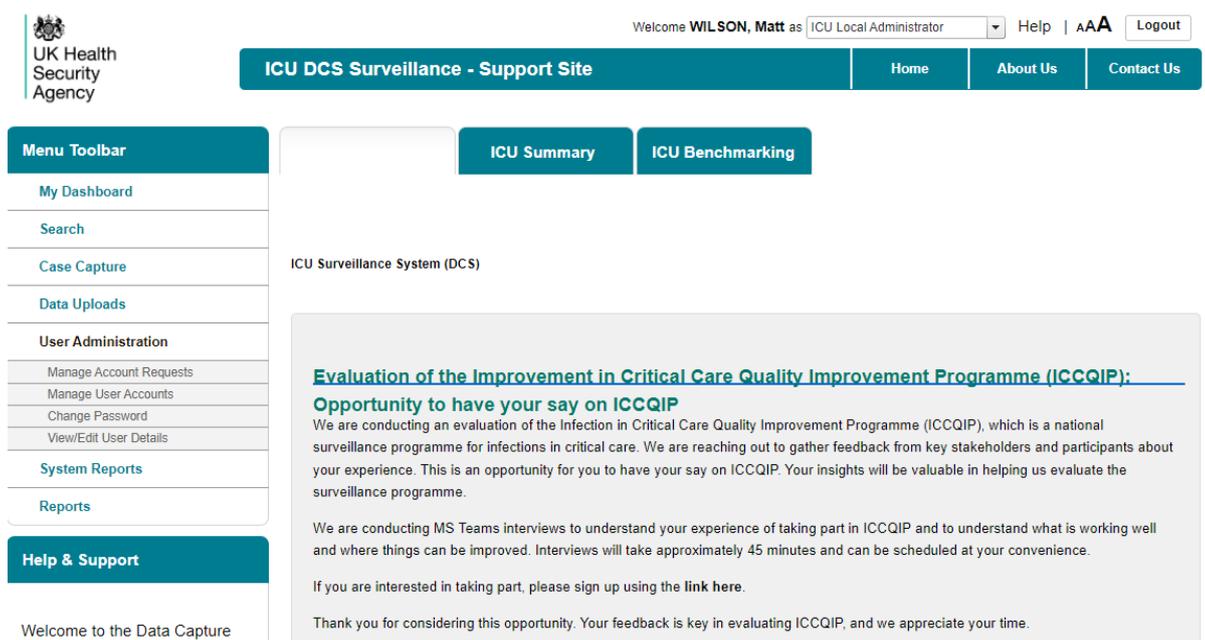
- Go to <https://icudcs.phe.org.uk>
- The ICU DCS will display the 'Homepage' screen ([Figure 1](#))

Figure 1: ICU DCS Homepage screen

The screenshot shows the ICU DCS homepage. At the top left is the UK Health Security Agency logo. A teal navigation bar contains 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. The main content area has a teal header 'About the Intensive Care Unit & Data Capture System'. Below this is a section for 'Intensive Care Unit (ICU) Surveillance' with an image of a drip chamber and text describing the surveillance programme. To the right of this section is a 'Log in' panel, which is highlighted with a red border. The 'Log in' panel contains fields for 'User Name*' and 'Password*', a 'Forgot Password?' link, and a 'Login' button. Below the 'Log in' panel are three columns: 'Further Reading' with a link to 'Infection In Critical Care Quality Improvement Programme', 'Publications & Updates' with tabs for 'Aggregate Reports' and 'Publications', and 'Help & Support' with tabs for 'Register' and 'Support'. The footer contains links for 'Terms of Use', 'About Us', 'Contact Us', 'Website', and 'Accessibility', along with version information 'Ver 1.39.0.0.B' and 'Powered by CGI'.

- 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](#))

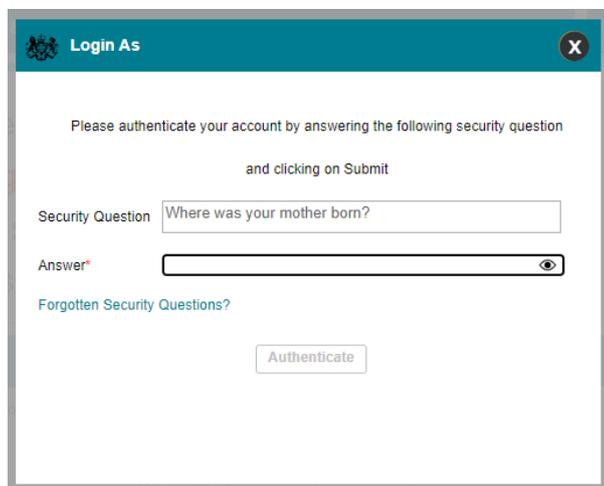
Figure 2: ICU DCS Home Dashboard



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

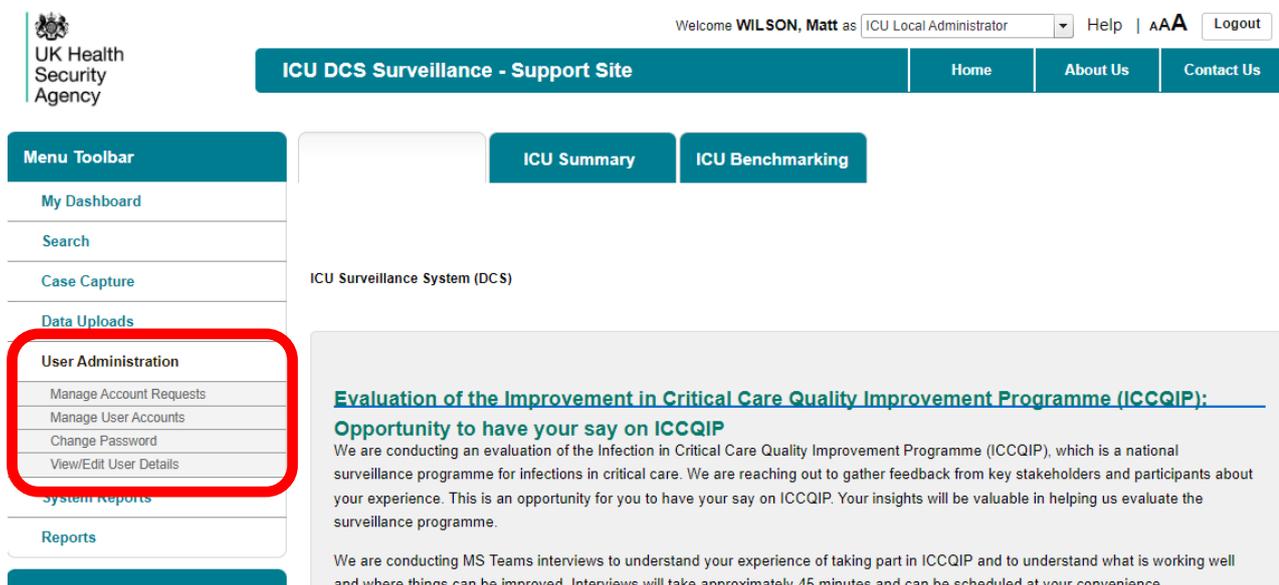


- Select the 'Role' you wish to access the ICU DCS with
- Select the 'Organisation Type' you wish to access the ICU DCS with
- The ICU DCS will display the 'Home Dashboard' screen ([Figure 2](#))

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

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Welcome **WILSON, Matt** as ICU Local Administrator | Help | AAA Logout

ICU DCS Surveillance - Support Site Home About Us Contact Us

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Uploads
- User Administration
- System Reports
- Reports

Help & Support

Allows the user password to be changed.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Change Password

! Mandatory fields are marked with red asterisk (*)

To change your password, enter your current password and then supply a new password. Then re-enter your new password to confirm you typed it correctly.

New passwords are required to be a minimum of 8 characters in length.

Account Information

Old Password*

New Password*

Confirm New Password*

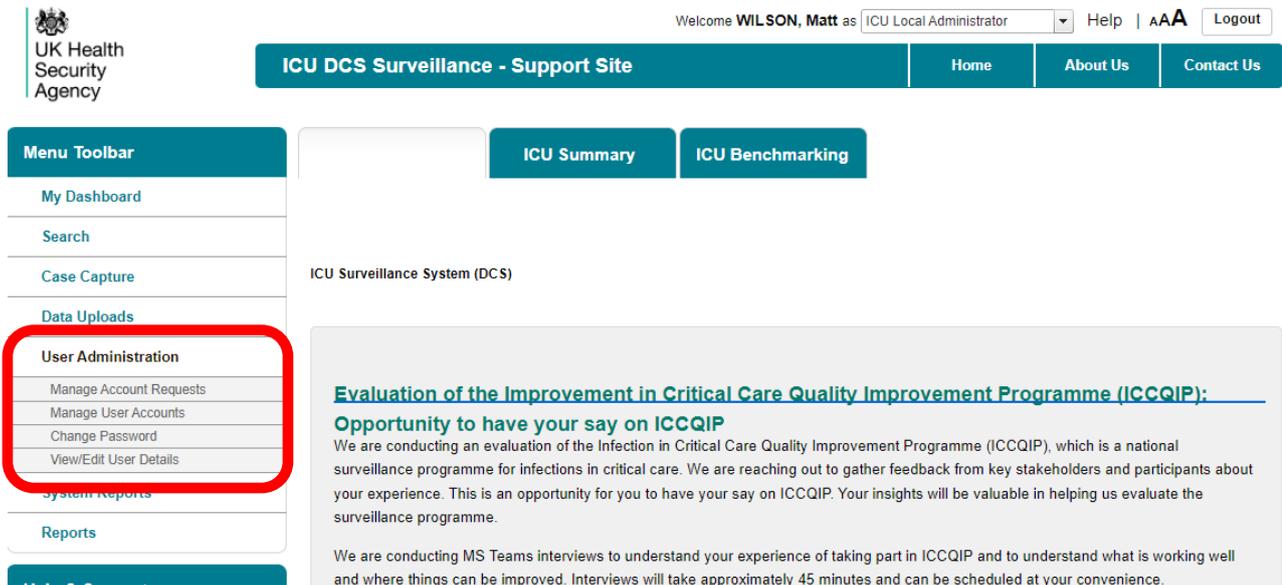
Submit Cancel

- 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

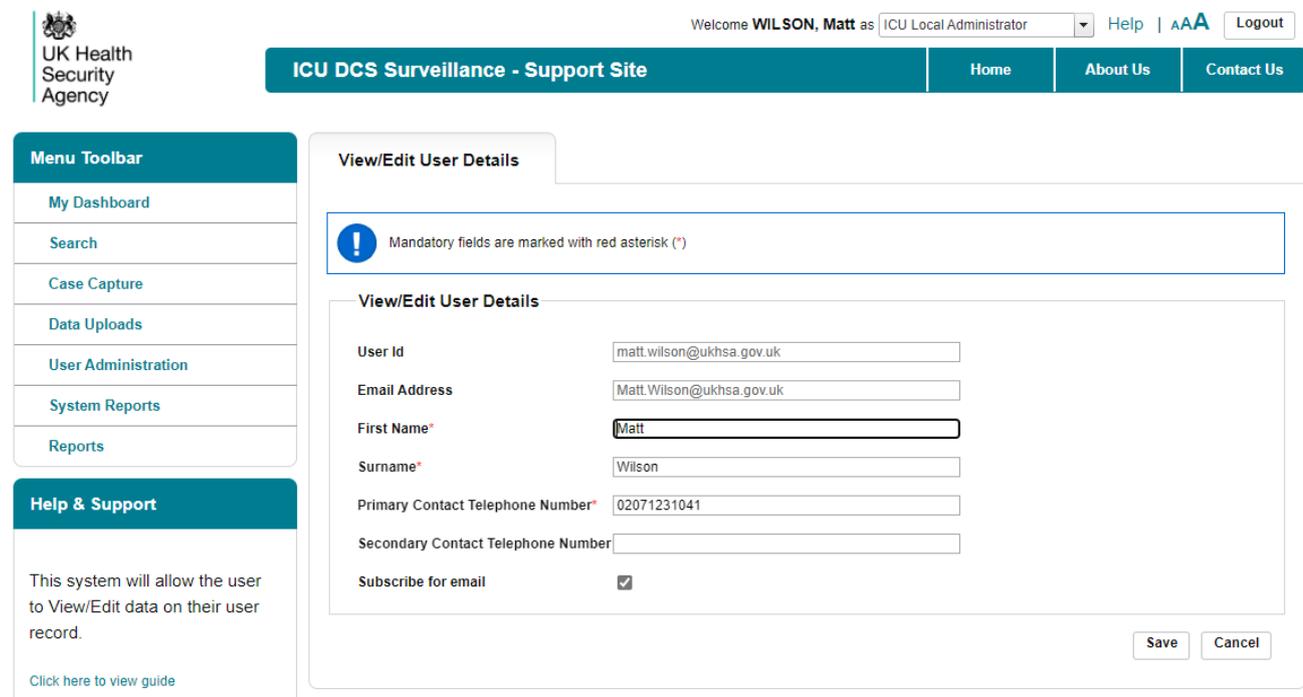
Access the 'View/ Edit User Details' option under 'User Administration' tab on the 'Menu Toolbar' on the left-hand side of the screen ([Figure 6](#))

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

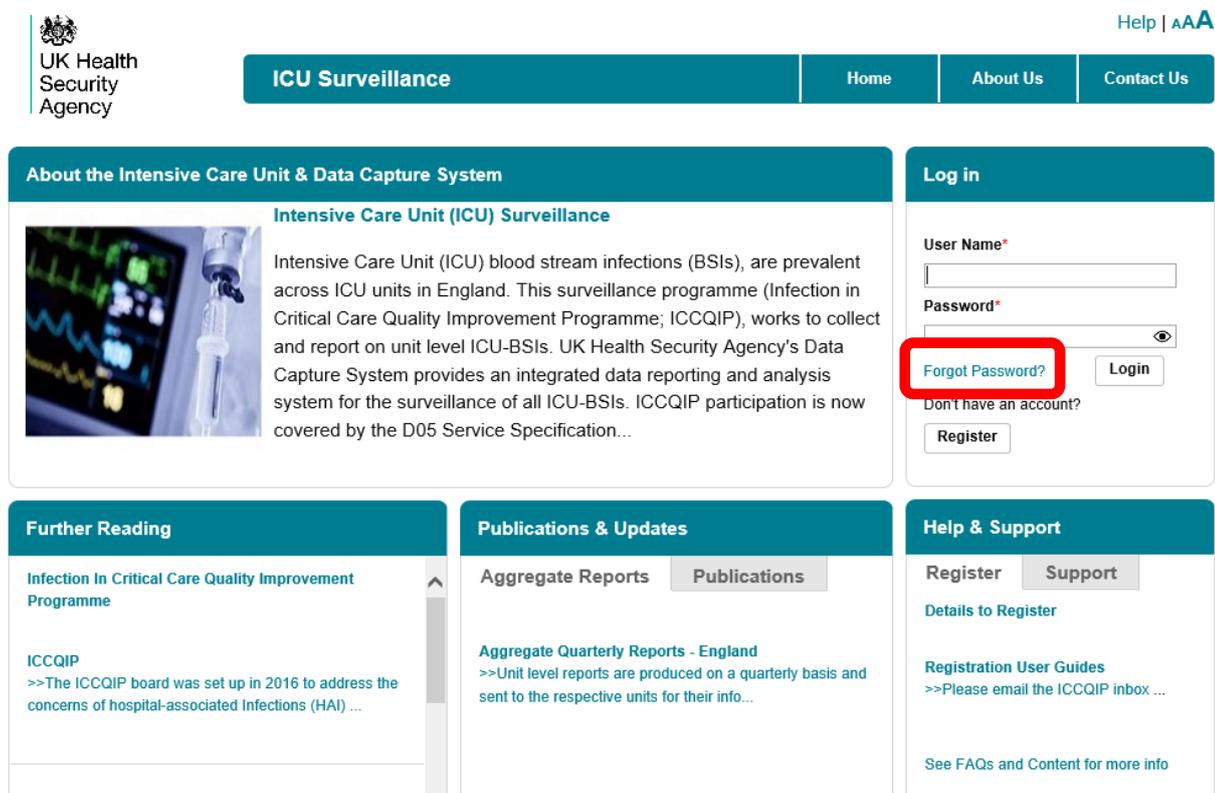


Figure 9: Reset Forgotten Password screen

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ICU Surveillance Home About Us Contact Us

Help | AAA

Reset Forgotten Password

! Mandatory fields are marked with red asterisk(*)

Enter registered e-mail address*

Next Cancel

- 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

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ICU Surveillance Home About Us Contact Us

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Reset Forgotten Password

! Mandatory fields are marked with red asterisk(*)

Reset Forgotten Password

Choose Security Question* -- Select --

Answer*

Submit Cancel

- 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

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ICU DCS Surveillance - Support Site

Home About Us Contact Us

Help | AAA

Reset Forgotten Password

! Mandatory fields are marked with red asterisk (*)

Reset Forgotten Password

New Password*

Confirm Password*

Submit Cancel

- 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

The screenshot shows the UK Health Security Agency (UKHSA) ICU Surveillance website. The top navigation bar includes 'ICU Surveillance', 'Home', 'About Us', and 'Contact Us'. The main content area is divided into several sections:

- About the Intensive Care Unit & Data Capture System**: Contains an image of a computer monitor and a syringe, and text describing the Intensive Care Unit (ICU) Surveillance programme, which collects and reports on unit level ICU-BSIs.
- Further Reading**: Lists 'Infection In Critical Care Quality Improvement Programme' and 'ICCQIP' with a brief description of the board's purpose.
- Publications & Updates**: Features tabs for 'Aggregate Reports' and 'Publications', with a link to 'Aggregate Quarterly Reports - England'.
- Log in**: A login form with a red error message: 'A login security error has occurred. Please contact the System Administration team if you require assistance.' Below the error message are fields for 'User Name*' (containing 'matt.wilson@ukhsa.gov.uk') and 'Password*', a 'Forgot Password?' link, a 'Login' button, and a 'Register' button.
- Help & Support**: Includes 'Register' and 'Support' tabs, a 'Details to Register' link, and 'Registration User Guides'.

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

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Version 1.2

For queries relating to this document, please contact: ICCQIP.surveillance@ukhsa.gov.uk

Published: January 2025



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