

SSR Delegate Management

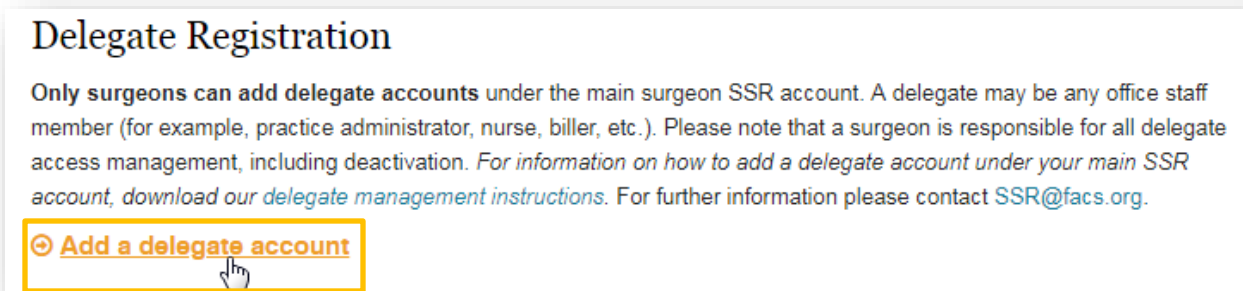
Learn how to **add** and **remove** delegate SSR accounts through the ACS member website.

It is **SSR Surgeon’s responsibility to manage a delegate’s account access** including adding, editing, and removing delegates. **A delegate is a person who will help with data entry or communicate with the SSR team.** A Surgeon can add several delegates to their account, and a delegate can manage several accounts.

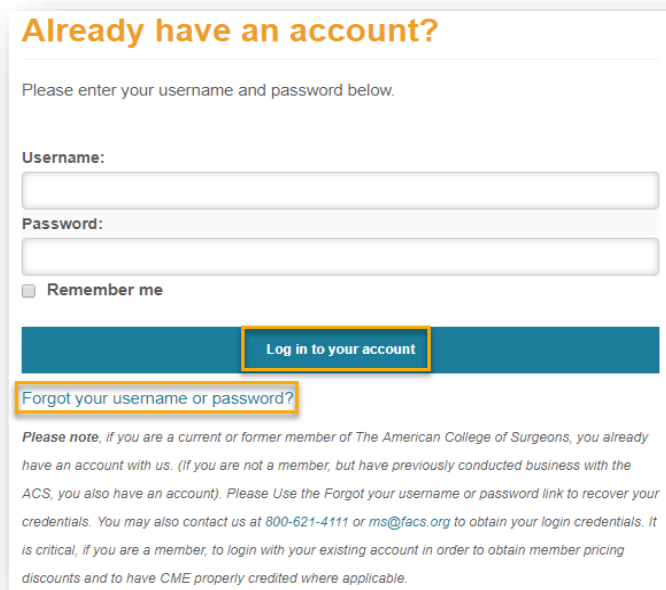
HOW TO ADD A DELEGATE:

Step 1: Access the delegate registration page on the American College of Surgeons (ACS) here:
www.facs.org/quality-programs/ssr/account

Step 2: Click **Add a Delegate Account**.



Step 3: Sign In with your ACS account. If forgotten, click: *forgot your username or password?* A password will be sent to your email in your ACS membership profile.



Step 4: Click on **Add Delegate** button.

Notice

- If you are a surgeon, do not add yourself as a delegate.
- If you are a delegate, do not add the surgeon's name/account.

Please Note: If you are surgeon, never add yourself as a delegate. If you are a delegate, never add the surgeon's name/account.

Delegate Management

Add Delegate

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Name	Role	Edit Record
Caesar, Julius	SSR	<div style="background-color: #007060; color: white; padding: 2px 5px; text-decoration: none;">Edit</div>

Step 5: You will be prompted to enter delegate's **first name, last name, & email address**. Click **Save Delegate**.

Delegate Management

First Name

Last Name

Email address

Save Delegate

←

Close

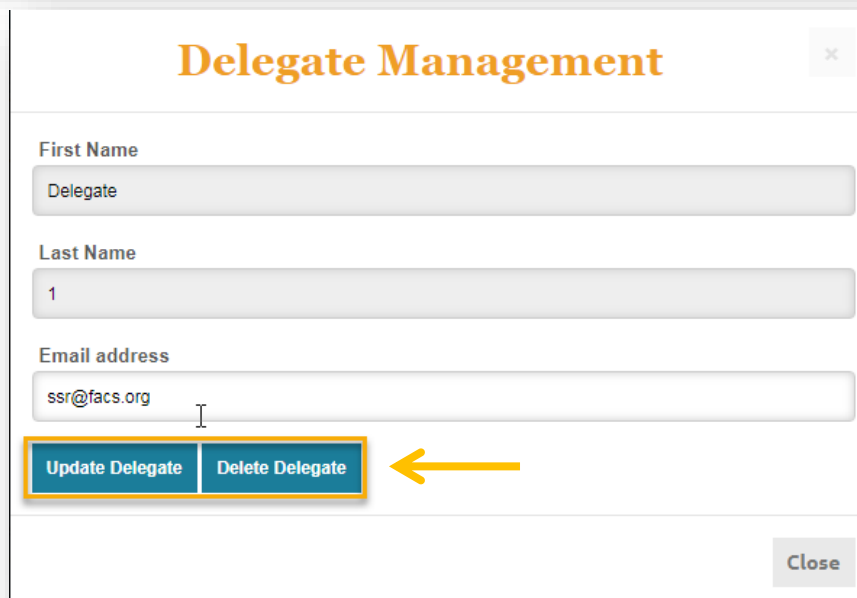
You will now see your added delegate under **Delegate Management**.



HOW TO REMOVE A DELEGATE:

If an assigned delegate no longer works with you, you have to remove the delegate account access.

1. Follow steps 1-3, to access delegate management screen.
2. Under the **Edit** button, you can **remove the delegate account(s)**.
 - a. To delete, select “Delete Delegate.”
 - b. Note you can **edit the email address**, should the delegate’s email change.
To edit, update the email address to the new email, and select “Update Delegate.”
Once you create a delegate, you cannot change the name on the account.



Please Note: Once a delegate is no longer working with a surgeon’s SSR, the surgeon must delete the delegate from their account. This ensures data protection and HIPAA compliance.