

SSR Account Access and Setup

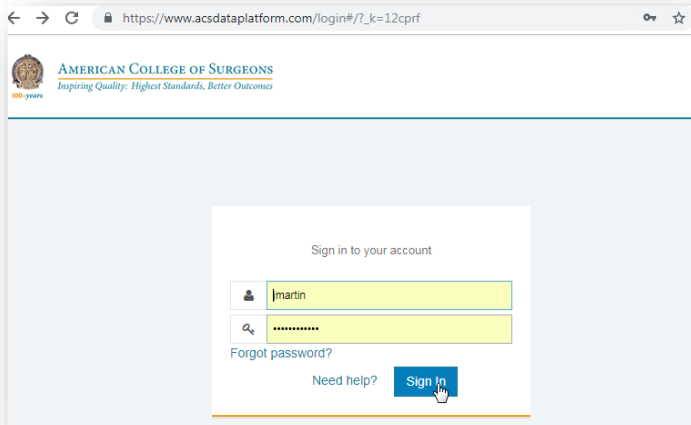
To set up your initial account there are Five Main Tasks to complete:

- 1.) Log in and Change Password
- 2.) Sign the Agreements
- 3.) Set up your Challenge Questions
- 4.) Set up your Procedure Location(s) → *Required for ABS case log transfer*
- 5.) Set up your Case Form Preferences

Task 1: Log in and Change Password

Step 1: Access the American College of Surgeons (ACS) Surgeon Specific Registry (SSR) here:
<https://www.acsdatapatform.com>.

Step 2: Enter the initial username and temporary password that was emailed to you from
acstechsupport@IQVIA.com and click **Sign In**.



Note: Check your spam/junk folder if you do not see the “Initial Login” email in your inbox.

Step 3: Type in the temporary password again | Enter the new password that meets the criteria to the right. Once complete, click **Submit Change**. *Your password can be changed at any time under “My Account”.*

Your password has expired. Please choose a new password.

Current Password:

New Password:

Re-enter your new password

Submit Change ←

- Password must meet the following criteria:
- ✔ Password must be between 8 and 31 characters long.
 - ✔ Password must have three out of the following four characteristics:
 - Contain at least 1 upper case character
 - Contain at least 1 lower case character
 - Contain at least 1 numeric character
 - Contain at least 1 symbol
 - ✔ Password cannot contain any whitespace characters.
 - ✔ Password must not contain 4 consecutive characters from the user's first or last name.
 - ✔ Password cannot be the same as any of your last 6 passwords.



Task 2: Sign the Agreements

Step 4: Carefully read over and agree to the: **Participation Agreement, Business Associate Agreement, and Data Use and License Agreement** by clicking **“Agree”** for each one.

Note: After signing the initial agreements you can find these under **Library**

Surgeon Specific Registry

BUSINESS ASSOCIATE AND DATA USE AGREEMENT

This **Business Associate and Data Use Agreement** (“Agreement”) is effective as of the date acknowledged (“Effective Date”) between the acknowledger (“Surgeon”) and the American College of Surgeons (“ACS”) and shall continue until terminated in accordance with Section 10 below.

WHEREAS, Surgeon desires to participate in one or more quality improvement programs administered by ACS (“ACS Program”) which requires Surgeon to allow ACS to have access to Surgeon’s Protected Health Information (“PHI”); and

WHEREAS, Surgeon and ACS may have entered into one or more certain written agreement(s) regarding Surgeon’s participation in the ACS program(s) (“Underlying Agreement(s)”).

NOW THEREFORE the parties agree as follows:

By clicking “Agree” below, Licensee hereby agrees to all of the above terms and conditions.

Disagree **Agree**

Task 3: Set up your Challenge Questions

Step 5: After you agree to the three agreements, you will be prompted to **set up your challenge questions**. Select **Set Up** and select your Challenge Questions and type in your answers using the drop-down menu. Click **Save**. This allows you to change your password by answering the challenge questions in the future.

Note: You can change your challenge questions any time under **My Account**

Set Up Challenge Questions

You have not set up your challenge questions yet. You will need these to help recover or reset your password in the future. You can modify your questions at any time in **My Account**.

Skip for Now **Set Up**

Please set up your challenge questions and answers. You will need these to help recover or reset your password in the future. You can modify your questions at any time.

Challenge Question 1: What is your father’s middle name?
Challenge Answer 1: []

Challenge Question 2: What was the make of your first car?
Challenge Answer 2: []

Save



Important Note: You must set your **Procedure Location(s)** and **Form Preferences** before logging cases and you will not be prompted to do these last two steps.

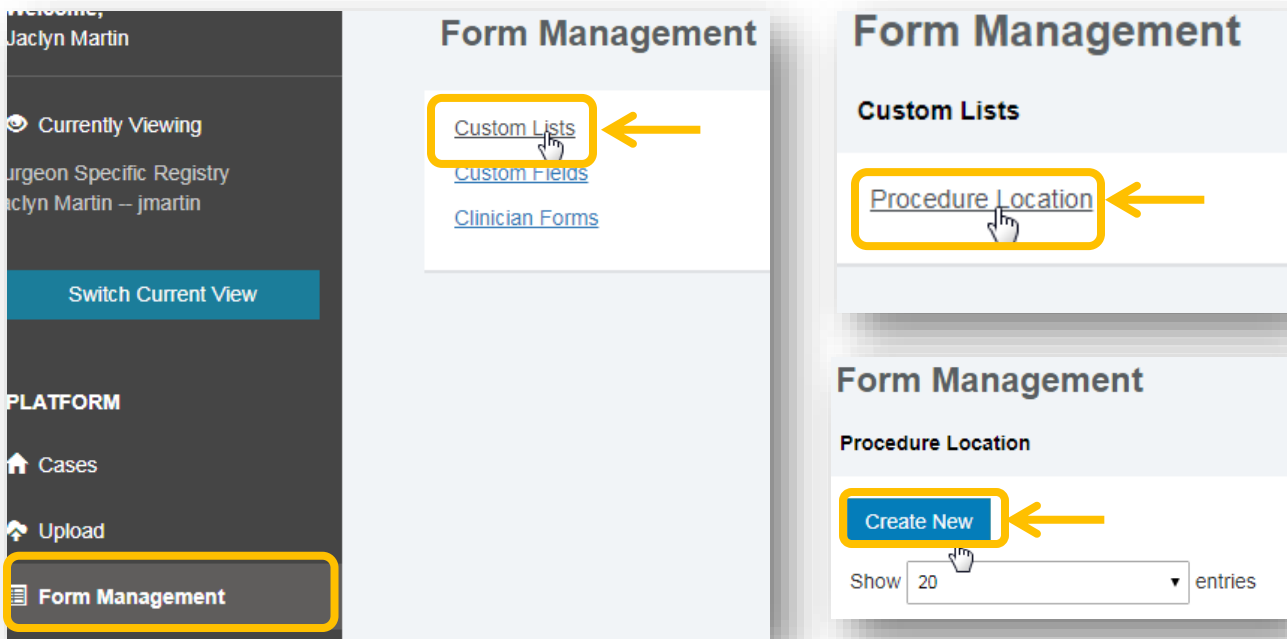
Task 4: Set up your Procedure Location(s) (This field is required for your ABS case log transfer)

Step 6: Select **Form Management** in the main menu.

Step 7: Click on **Custom Lists**.

Step 8: Select **Procedure Location**.

Step 9: Create New.



Step 10: Enter your location and click **Save & Exit**.

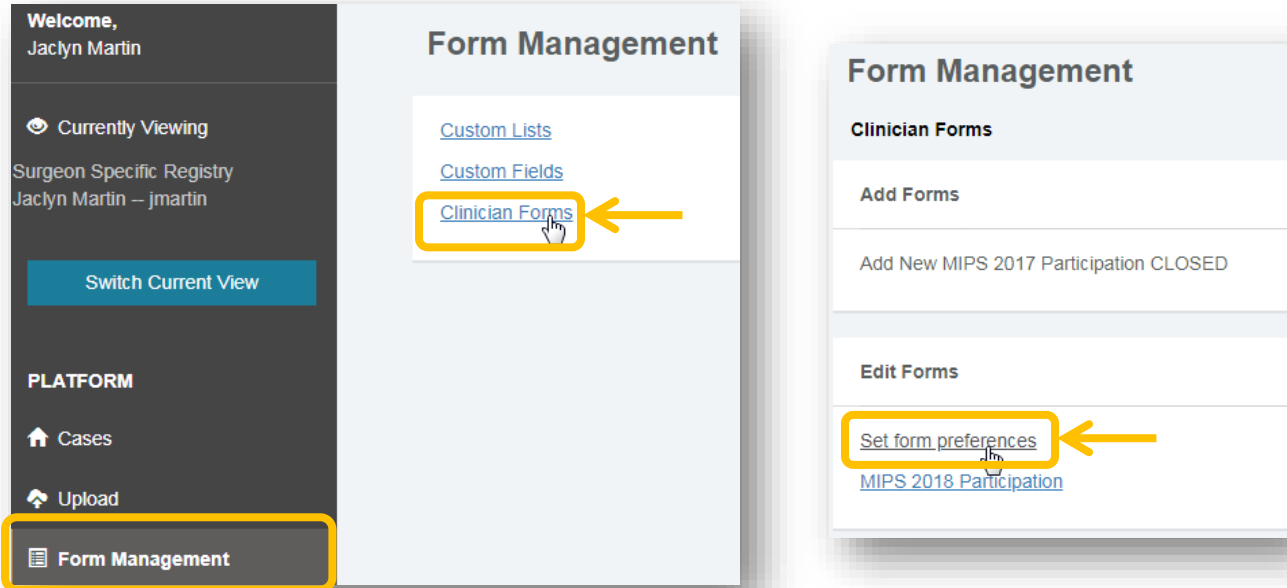
Please leave Start/End Date blank. Only use an end date to “retire” a location. *The procedure location(s) entered will appear as a drop-down option within the case form.*

Note: Enter multiple locations by going through the same process.

Task 5: Set up your Case Form Preferences

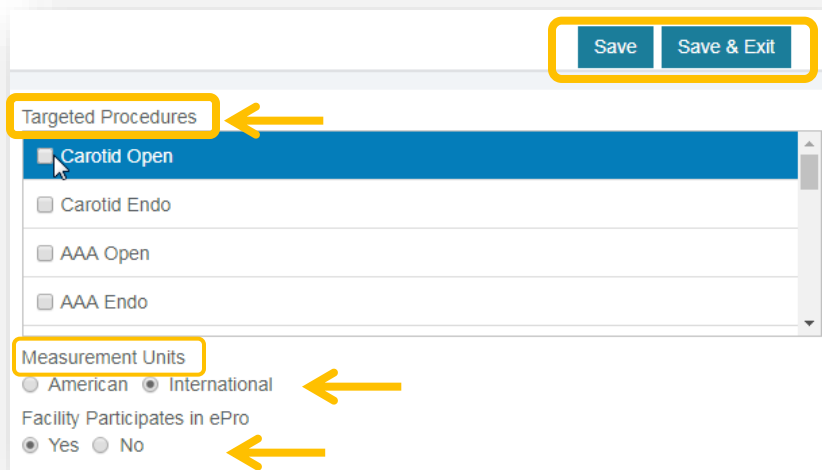
Step 11: Click **Form Management** in the main menu and select **Clinician Forms**.

Step 12: Select **Set form preferences**.



Step 13:

- a. Select preferred **Measurement Units**: “American” (in. & lbs.) or “International” (cm. & kgs.).
- b. Select if your **Facility Participates in Electronic Patient Reported Outcomes (ePRO)**. By opting into ePRO, participating patients will receive an ePro email through the SSR.
- c. Select relevant **Targeted Procedures**. These are a set of variables specific to a procedure type.



Step 14: Click **Save & Exit**. Your account is now set up and you can begin logging cases.