

Joining the HQIN Nursing Home Reporting NHSN group

The NHSN Facility Administrator for the Nursing Home will:

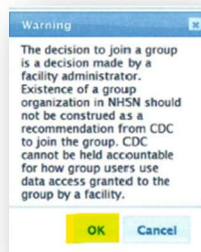
- ❑ **Sign-in** to NHSN
- ❑ Select **Group** from the left navigation bar > select **Join**
- ❑ **Enter** the 5-digit Group ID number in the Group ID field and the case-sensitive password in the Group Joining Password field:

Group ID#: **46643**

Password: **JOIN**



- ❑ Click **<Join Group>** button
- ❑ Click **OK** when the pop-up warning message appears



- ❑ **Review** the Confer Rights template
- ❑ **Scroll** to the bottom of the screen and click the **<ACCEPT>** button
- ❑ NHSN takes you back to Membership page and indicates "**Conferred Rights Saved Successfully for Group**"