



Registration and Login Manual

Version 4.0

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Registration procedure

SendSS
State Electronic Notifiable Disease Surveillance System

Help Contact Us

Login

Sendss Login

Welcome to SendSS v4! 1

If you are new to SendSS and have not yet registered for a user account, please [Click Here](#) to fill out the short registration form. Once you have received your account confirmation by email, you will be able to begin using SendSS.

User Id:

Password:

▶ Forgot Password? ▶ Frequently Asked Questions

VeriSign
*SECURE SITE

SendSS
Demo System

Health Statistics
Query

Georgia

Login

In order to register for access to SENDSS you will first need to fill in a registration form. This can be accessed by pressing “Click Here” as shown above [1].

The home page can be accessed with the following URL and is best viewed using Microsoft Internet Explorer Version 6.x.x. <https://sendss.state.ga.us>

Registration Form

Personal Information

Please select an Id you can easily remember. Examples: Name: John Smith UserId: jsmith1960
Name: William B. Hartsfield UserId: willyB

User Id 1

Password 2

- **Remember to use a userid that is easily remembered**
- **Fill out Password Information**

Registration Form (Continued)

Organization Information

First Name

Last Name

E-Mail Address

Phone -- Ext

Fax Number --

Pager Number --

Type of Organization **1**

Organization **2**

Title

Enter Title if not in list

Address

Zip -

City **Atlanta** State **GA**

County **Fulton** District **Atlanta (3-2)** **3**

1. Select the type of organization you will be entering cases for.
2. Select the name of your organization. If you cannot find your organization select "Enter a New Organization" from the select box and the section will change and appear as below.
3. City, County, State, and District are not editable once an organization is entered into SendSS. If all the information for this section does not appear when you select an organization, you will be asked to provide it the first time you log in to SendSS.

Organization Information

Please fill in all your organization information. This information will be saved when you complete the registration form. When you are finished click add to continue filling out your user registration.

Organization Name

Organization Type

Phone -- Ext

Street Address

Zip Code -

City

County

District

1

1. This section appears if a new user needs to enter an organization for which SendSS does not have a current user. Please fill in all information and press "Add". Then continue filling out the registration form.

Access Required

Dept of Corrections Syndromic Surveillance TB User
 STD User HIV User General Notifiable User
 Lead User Varicella User

Supporting Information for Access to SendSS

Are you the only person from your organization using SENDSS ?

Has your organization had formal SENDSS training?

How did you hear about SENDSS?

Yes No Unknown
 Yes No Unknown

Save

1. Select the type of access you will require from SendSS from section 1.
2. Please answer the questions in section 2.
3. Enter any comments in this section
4. Press "Save" to complete your registration.

Signing In

The screenshot shows the SendSS v4 login interface. At the top left is the SendSS logo and the text 'State Electronic Notifiable Disease Surveillance System'. At the top right are links for 'Help' (1) and 'Contact Us' (2). Below this is a blue navigation bar with a 'Login' button. The main content area is titled 'Sendss Login' and 'Welcome to SendSS v4!'. A message (3) in red text says: 'Thank you for taking the time to register. An email will be sent to you once you have been approved.' Below this are input fields for 'User Id:' (4) and 'Password:' (5). There are links for 'Forgot Password?' (6) and 'Frequently Asked Questions' (7). At the bottom are four icons: VeriSign (8), SendSS Demo System (9), Health Statistics Query (10), and Georgia Peach (11). A 'Login' button (12) is at the very bottom.

Key to features

1. Help – A link to documentation and manual for SendSS version 4.0
2. Contact Us – Send an internal message
3. Warnings and Messages – Text will appear in red to alert users of failed logins or other relevant messages such as successful registration.
4. User Id – Enter the user id you chose when registering
5. Password – Enter the password you chose when registering. This password must be reset every 3 months. After 3 months SendSS will allow 3 grace logins before locking your account. You will be prompted to change you password at this time.
6. Forgot Password – Click here to request your password
7. Frequently Asked Questions –
8. VeriSign -- The certificate authority utilized by SENDSS is Verisign. Clicking on the graphic will display the validity of the SSL certificate.
9. Sendss Demo System -- Clicking on this image will take you to the Demonstration site. A separate registration is required to access this site
10. Health Statistics Query -- This link will take you to the Notifiable Disease Query
11. Georgia Peach – Click this image to access the Georgia State Epidemiology Web site.

SENDSS - Disclaimer

Sendss Privacy Statement

This system will allow persons authorized by DHR to access protected health information about individuals for reporting and treatment purposes. This information is entitled to significant privacy protections under federal and state law. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) permits a covered entity to use and disclose protected health information without written authorization if the use or disclosure is for treatment, payment, or health care operations. However, HIPAA requires covered entities to have in place appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. The disclosure of this information to unauthorized persons or for unauthorized purposes is prohibited without the written consent of the person who is the subject of the information, unless specifically permitted by federal or state law. Unauthorized disclosures of this information may result in significant criminal or civil penalties, as well as punishment up to and including the termination of employment. Failure to properly logout of SENDSS can result in an unauthorized disclosure. Any unauthorized disclosures will be investigated promptly and thoroughly prosecuted.

Agreeing with the Privacy Statement confirms your status as an authorized SENDSS user who is accessing the database only for reporting and treatment purposes. Agreeing with the Privacy Statement also confirms that as an authorized SENDSS user you will reasonably safeguard protected health information from any use or disclosure that is in violation of the Privacy Statement or state and federal law.

Source: HIPAA, 45 CFR §§ 164.502, 164.506, 164.530.

1

[I agree with this statement](#)

[I disagree with this statement](#)

Before you can enter the system, you must accept the Privacy Statement [1].
Selecting “**I disagree with this statement**” will terminate your login and return you to the login page.