

Gaining Access to the XDRO Registry

Below are steps for providers to gain access to the XDRO registry (local health departments have a slightly different process). Complete this form as you go to track progress and help you stay on course. The entire process may take several weeks to complete.

Existing INEDSS users: Your existing IDPH log-in will automatically give you access to the XDRO registry. (If you have access to INEDSS but not to the XDRO registry, please reach out to DPH.XDRORegistry@illinois.gov for assistance.)

Section 1

For users who have access to the IDPH web portal, but not to the INEDSS/XDRO applications.

****Do not complete a new portal registration form****

<input type="checkbox"/> Your PRA should send an email to DPH.Security@illinois.gov requesting you be given access to the additional application "INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)."	
Make sure your PRA includes your full name and User ID	Date:
<input type="checkbox"/> Notification received of access to INEDSS/XDRO	Date:

Section 2

<input type="checkbox"/> Verify your facility has a Portal Registration Authority (PRA). {Page 3}	Date:
Name and email address of PRA:	

The PRA could be someone at their facility OR corporate, so check both organizations.

If your facility does not have a PRA, you or someone at your facility can apply to be your facility's PRA. You can find instructions to do so on the XDRO [training page](#).

Individual applying for PRA:	
<input type="checkbox"/> PRA request sent	Date:
**If no response after two weeks, please reach out to: DPH.XDRORegistry@illinois.gov & DPH.INEDSS@illinois.gov	
<input type="checkbox"/> PRA access granted	Date:

Section 3

For new users who do not have access to the IDPH web portal

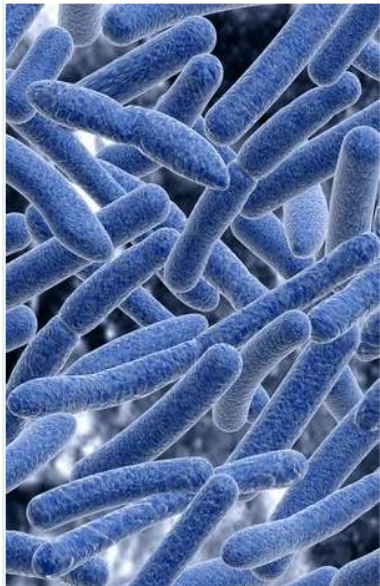
<input type="checkbox"/> Complete IDPH portal registration form .	{Page 4-5}	Date:
<input type="checkbox"/> Registration confirmation email received (PRA cc'd)	{Page 6}	Date:
<input type="checkbox"/> Web portal access approved by PRA	{Page 7}	Date:
<input type="checkbox"/> Account approval email received from DPH Helpdesk	{Page 8}	Date:
<input type="checkbox"/> Account activation email received from DPH Helpdesk	{Page 9}	Date:
You should gain access to the XDRO registry the following Friday or Monday after your INEDSS account is activated		

How do I get access to XDRO?



Extensively drug resistant organism registry

Citations Home Help Logout



To report CRE, please log-in through IDPH portal and access the XDRO registry under 'product application'

For log-in issues, including password resets, refer to the IDPH web portal [home page](#)

New users (who do not have access to the IDPH web portal): You must register for access to the IDPH web portal. Fill out the form to create a new username, and select the box to access the application "INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)." This may take several weeks to process.

Users who have access to the IDPH web portal, but not the INEDSS/XDRO application: If you already have a username and access to the IDPH web portal, **do not fill out a new registration form.** Please have your facility Portal Registration Authority (PRA)* send an email to DPH.Security@illinois.gov requesting for you to have access to the additional application "INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)." Make sure your PRA includes your full name and User ID.

Existing INEDSS users: Your existing IDPH log-in will automatically give you access to the XDRO registry.

The XDRO registry is a product of collaboration between IDPH, Medical Research Analytics and Informatics Alliance (MRAIA), and the Chicago CDC Prevention Epicenter.

* Each facility needs a Portal Registration Authority (PRA). The PRA is a designated employee at the facility who is authorized to approve access to IDPH applications for other staff at the facility. If your facility does not have a PRA, a quick video and instructions on how to set up a PRA are available on the [training page](#).

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<https://xdro.dph.illinois.gov>

This is a screen shot from the XDRO registry website, which you can navigate to through the URL on this slide.

New users must register for access to the IDPH web portal and request access to the INEDSS/ XDRO applications.

For those who already have access to the IDPH web portal (for example if you already have access to the ICARE system), but you do not have access to INEDSS and XDRO, you must have your Portal Registration Authority (PRA) send an email to DPH security and request access for you.

Your PRA is someone at your facility who has been authorized to approve users at your facility. If you do not have a PRA, you or someone at your facility can apply to be your facility's PRA. You can find instructions on setting up a PRA on the website as well.

Finally, if you already have access to the IDPH web portal and INEDSS, you should automatically have access to the XDRO registry. If you have issues accessing XDRO, please send our team an email.

Portal Registration Authority (PRA) List

Please check the appropriate box(es) below to request access to restricted applications.

- ☐ Beach Monitoring System
- ☐ Blood Lead Billing System (MoveIT)
- ☐ Cancer Registry System
- ☐ EMS Licensing System
- ☐ Environmental Health Licensing System
- ☐ Genetic Counseling System
- ☐ Health Care Worker Background Check System (Fax any and all documentation regarding the HCWBC system to 217-558-3836 or email to dph.hcwr.pra@illinois.gov)
- ☐ Healthy Homes and Lead Poisoning Surveillance System
- ☐ I-CARE/Immunization Registry
- ☐ INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)
- ☐ LHPG Performance Indicators
- ☐ MoveIt File Transfer
- ☐ Newborn Screening eReports (enter IDPR or Professional License #:)
- ☐ Portal Community (please specify the name in the Purpose for registration field above)
- ☐ Refugee Health Assessment Program in Illinois (ReHAPI)
- ☐ Smoke-Free Illinois Enforcement System
- ☐ Trauma/HSVI Registry System
- ☐ West Nile Virus System
- ☐ Other (please specify in the Purpose for registration field above)

Providers can see the PRA list at the bottom of the registration page where it says "select from the Portal Registration Authority list".

The PRA could be someone at their facility OR corporate, so check both organizations.

PRA E-mail: * select from the [Portal Registration Authority](#) list:

Submit

Cancel

Registering for NEW access



Illinois Department of Public Health Health Alert Network (HAN) User Registration

This form should be used **only** to register to create a new username for the IDPH Web Portal. If you already have a username, please exit and have your facility PRA send an email to DPH Security requesting the additional application access needed. Please enter the following information. * denotes a required field.

A username will be created automatically upon submission of your registration request and a copy of the request will be sent to you via email.

First name: *

Last name: *

Password must be a mix of letters and numbers, with a minimum of one capital letter and eight characters in length.

Password: *

Confirm password: *

Title: *

Organization: *

Department: *

Work address: *

City: *

State: *

ZIP code: *

E-mail: *

Confirm E-mail: *

Work phone #: *

Cell phone #: *

Pager #: *

FAX #: *

Supervisor's name: *

Purpose for registration: *

This is what the IDPH portal registration form looks like. Fill out this form with your facility/workplace's information.

Please note; if you change facilities/workplaces but still need access to INEDSS/XDRO, you will be required to re-register for access using your new facility/workplace information.

Select “INEDSS/XDRO Registry”

Please check the appropriate box(es) below to request access to restricted applications.

- ☐ Beach Monitoring System
- ☐ Blood Lead Billing System (MoveIT)
- ☐ Cancer Registry System
- ☐ EMS Licensing System
- ☐ Environmental Health Licensing System
- ☐ Genetic Counseling System
- ☐ Health Care Worker Background Check System (Fax any and all documentation regarding the HCWBC system to 217-558-3836 or email to dph.hcwr.pra@illinois.gov)
- ☐ Healthy Homes and Lead Poisoning Surveillance System
- ☐ I-CARE/Immunization Registry
- ☒ INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)
- ☐ LHPG Performance Indicators
- ☐ MoveIt File Transfer
- ☐ Newborn Screening eReports (enter IDPR or Professional License #:)
- ☐ Portal Community (please specify the name in the Purpose for registration field above)
- ☐ Refugee Health Assessment Program in Illinois (ReHAPI)
- ☐ Smoke-Free Illinois Enforcement System
- ☐ Trauma/HSVI Registry System
- ☐ West Nile Virus System
- ☐ Other (please specify in the Purpose for registration field above)

At the bottom of the registration form, you want to make sure you select access to INEDSS and XDRO Registry. You will get access to both surveillance systems. This is the same form you would submit to request access to ICARE - which gives you access to resident records.

PRA E-mail: * select from the [Portal Registration Authority](#) list:

Submit

Cancel

Subject: SAR - YOUR NAME (USER.NAME) - YOUR FACILITY
Date: Friday, February 16, 2024 at 10:32:44 AM Central Standard Time
From: DPH.SECURITY@illinois.gov
To: YOU, YOUR PRA
CC: DPH.ICARE, DPH.XDRORRegistry

Registration Confirmation

Should receive this right after you complete the registration application.

Read entire email & follow all instructions to prevent delays.

Illinois Department of Public Health Health Alert Network (HAN) User Registration

User Registration Confirmation	
The following information has been submitted to IDPH. Please print this form, obtain signatures, and fax the form to your PRA.	
Username:	USER NAME
First name:	FIRST
Last name:	LAST
Title:	Program Support Manager
Organization:	FACILITY/CORPORATION
Department:	Disease Prevention
Street address:	ADDRESS
City:	CITY
State:	IL
ZIP code:	60506
E-mail:	YOUR EMAIL
Work phone:	WORK
Cell phone:	CELL
Pager:	
FAX:	
Supervisor:	SUPERVISOR
Purpose for registration:	I-CARE/Immunization Registry, INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism), ICARE, INEDSS/IDSS, IVRS
PRA e-mail:	PRA EMAIL
Selected applications:	1: I-CARE/Immunization Registry 2: INEDSS (Disease Surveillance) System/XDRO registry (extensively drug resistant organism)
Signatures	
I, the undersigned Applicant, have read the IDPH Web Portal User Agreement on accessing portal resources and will abide by its policy. I am aware that violation of this agreement may result in IDPH terminating the agreement and revoking my privileges. I am also aware that misuse of information technology resources may also subject me to penalties under state and federal law not limited to the Computer Crime Prevention Law (720 ILCS 5/16D).	
Applicant signature:	Date:
Supervisor's signature:	Date:
PRA signature:	Date:

Now that you've submitted your application, you should receive this email from DPH Security. Your PRA should be cc'd and notified of your request for access.

PRA APPROVAL

Sometimes the longest delay is waiting for PRA Approval. This is a real example, showing that there was a 10-day delay in approval from the PRA.

Monday, February 26, 2024 at 00:23:19 Central Standard Time

Subject: [External] RE: SAR - Access

Date: Monday, February 12, 2024 at 8:38:11 AM Central Standard Time

From: YOUR PRA

To: DPH.Security, YOU

CC: DPH.XDRORegistry, YOUR SUPERVISOR

Documents received. Approved.

From: DPH.SECURITY@illinois.gov <DPH.SECURITY@illinois.gov>


Sent: Friday, February 2, 2024 3:44 PM

To: _____

Cc: DPH.XDRORegistry@illinois.gov

Subject: SAR - Access

CAUTION: **EXTERNAL EMAIL** This email did NOT originate from within ACCESS. Do NOT click any links or open any attachments unless you trust the sender and know the content is safe.



Illinois Department of Public Health
Health Alert Network (HAN)
User Registration

User Registration Confirmation	
The following information has been submitted to IDPH.	
Please print this form, obtain signatures, and fax the form to your PRA.	
Username:	
First name:	
Last name:	
Title:	
Organization:	
Department:	
Street address:	
City:	
State:	
ZIP code:	
E-mail:	_____
Work phone:	
Cell phone:	
Pager:	
FAX:	

Once your PRA approves your request, you should get an email response like this. Keep in mind that one of the delays to access for IDPH applications, is waiting for PRA Approval.

This is a real example showing that there was a 10-day delay in approval from the PRA.

Please ensure that your PRA is providing approval in a timely manner. The IDPH teams cannot move forward without this approval.

Account Approval

This will be sent out once your PRA approves your access to INEDSS/XDRO.

This is a request to the DPH Helpdesk to enable your account.

***Note the highlighted text:
PLEASE ALLOW UP TO 6 WEEKS
FOR YOUR ACCOUNT
ACTIVATION**

DPH Helpdesk:

Please process a change request to add the following user to the HHAN with access to the INEDSS Provider Reporting System as requested by PRA and approved by Michael Orama, Program Admin. Please notify the user once the request has been completed. Thank you.

Please note: This email serves as the approval to activate your I-NEDSS account. Your account is not activated yet. Please allow up to 6 weeks for your account activation. You will be notified by DPH Helpdesk once your account is activated.

Once your PRA approves access, you should get another email like this, requesting the DPH Helpdesk to grant your account access to the requested applications.

Please note the highlighted text that states: *"This email serves as the approval to activate your INEDSS account. Your account is not activated yet. Please allow up to 6 weeks for your account activation. You will be notified by DPH Helpdesk once your account is activated."*

Account Activation

Friday, February 16, 2024 at 16:15:07 Central Standard Time

Subject: R-SAR - YOUR NAME (YOUR USERNAME) - YOUR FACILITY
Date: Wednesday, February 14, 2024 at 9:41:10 AM Central Standard Time
From: DPH.Helpdesk
To: Szerletich, Catherine
CC: Young, Valerie, Orama, Michael, DPH.XDRORegistry, YOU, YOUR PRA
Yellow Category, Red Category

Category:
Attachments: image002.jpg, image003.png

WARNING: Anyone accessing an IDPH Web Portal MUST use their own, unique username and password. Usernames and passwords are NEVER to be shared. Violations can lead to the account being disabled, or deleted. Thank you for your cooperation.

For 24/7 assistance to reset your password, or other application issues, please, Contact the Customer Service Center by phone at **1-800-366-8768, Option 1**, then **Option 1** for password assistance OR **Option 7** to reach DPH support personnel, or by e-mail at dph.servicedesk@illinois.gov.

Go to www.idphnet.illinois.gov to access ALL IDPH applications, now including Trauma/HSVI & GCS.

Select the **Login** link to proceed to the Web Authentication page.
Select the **Domain** dropdown arrow to choose **DPH Employees**.
Enter the **username** and **password**.
Click **Log On**

To change your own password:

0. Log into your portal account
1. Click on "Change Password", located in the left-hand column of the home page
2. Follow the directions precisely, any deviation will probably result in your account locking

I-CARE Users will not be able to access I-CARE until you receive confirmation from DPH ICARE

*** Multiple Applications ***

I-CARE set up, <Insert Additional Apps> to be done separately

This message is being sent as notification that your IDPH Web Portal account has been enabled. The username is (YOUR.USERNAME) and can be accessed immediately unless you are an I-CARE user. ICARE users will receive a separate email from DPH.ICARE@illinois.gov that includes documentation regarding the ICARE application.

To access the IDPH Web Portal Go to www.idphnet.illinois.gov to access the IDPH Web Portal Applications, except IVRS.

1. Select the **Login** link to proceed to the Web Authentication page.
2. Select the **Domain** dropdown arrow to choose **DPH Employees**.
3. Enter the **username**
4. Enter the **password** (Password created by user during registration)

5. Click **Log On**

The screenshot shows the 'Web Authentication Portal' for the State of Illinois. It includes a security section with radio buttons for 'This is a public or shared computer' and 'This is a private computer' (selected). A warning states: 'Warning: By selecting this option you acknowledge that your Domain and User name will be stored in a cookie on your PC.' There is a checkbox for 'I want to change my password after logging on'. A red warning box states: '**Warning! Unauthorized access is prohibited** Further access is limited to authorized users only. By accessing or using this system you are consenting to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Users should have no expectation of privacy when accessing or using this system or any of its components.' Below this are fields for 'Domain' (set to 'DPH Employees'), 'User name' (placeholder 'username'), and 'Password' (masked with dots). A 'Log On' button is at the bottom right. At the bottom left, there is a link 'Don't have an Illinois.gov ID? Sign up' and a copyright notice '© 2007 State of Illinois. All rights reserved.'

If you encounter problems with your password or you want to change your password, do the following:

- To have your password reset or to report other application issues, please, Contact the Customer Service Center by phone at 217-524-3648 and 312-814-3648 (4-DoIT), or by e-mail at dph.helpdesk@illinois.gov
- To change your own password, do the following:
 - Log into your portal account
 - Click on "Change Password", located in the left-hand column of the home page
 - Follow the directions precisely, any deviation will probably result in your account locking

IDPH Security Policy states that anyone accessing the IDPH Web Portal must use their own, unique username and password. Usernames and passwords are never to be shared. Violations can lead to the account being disabled or deleted. Thank you for your cooperation.

Robert Andrews, ISS2 Helpdesk Support
Department of Innovation and Technology (DoIT) Illinois Department of Public Health (IDPH)
535 W. Jefferson St., FL-4

Receiving this email means that your account has been enabled and you should now have access to INEDSS.

You should gain access to XDRO the following Friday or Monday **after** your INEDSS account is activated.

The email will also show instructions on how to log into the IDPH portal and access the applications you've requested.

How to log in to XDRO registry

Log in to the XDRO registry at: <http://portalhome.dph.illinois.gov/>



Illinois Department of Public Health
Health Alert Network
Web Portal

Welcome to the IDPH Web Portal

From here, you can:

- Find all your public health related information at one secure site.
- Join online communities to share files, discussions, calendars and more.
- Access Web-based applications.

Requirements: To access the IDPH Web Portal, users must be running Internet Explorer 9.0 or higher. Some portal applications may not function properly with other browsers such as Mozilla Firefox.

Current Users: click here to access the portal: [DPH Portal Login](#)

PASSWORDS:

IDPH has a new and easier way to **RESET** your own password!

To reset your password without calling the IDPH Helpdesk or the State of Illinois DoIT Customer Service Center, go to [DoIT Identity Management](#) and follow the prompts.

- In order to utilize this solution, you must have an email address that is individual to you only, no shareable email addresses are allowable

For step-by-step instructions on the new self-password reset process, click [here](#).

I need to...

[Register for a Portal Account](#) (The ICARE system is used by providers to enter patient vaccine administration information. Individuals interested in receiving a vaccine should not enroll in ICARE, but may contact their local health department for additional information.)

For Technical Support issues (anything except Password Resets), please contact the DoIT Customer Service Center (CSC) at the appropriate number listed below.

- Springfield: 217-524-**DoIT** (217-524-3648)
- Chicago: 312-814-**DoIT** (312-814-3648)

Technical Support Week Days (8A-5P, Monday-Friday)

Contact the IDPH Helpdesk at 866-220-5247 or via email at DPH.Helpdesk@illinois.gov for Portal access and web-based application support. Please include your name, phone number, and specific application name, detail of the issue and error messages, if any, in your description of the problem within the email message to ensure efficient resolution.

All other Times, contact the Customer Service Center at the appropriate Springfield or Chicago number listed above or send an email to DoIT.Helpdesk@illinois.gov.

- No password resets will be conducted over the telephone by DoIT CSC staff.
- Please include your name, phone number, and specific application name, detail of the issue and error messages, if any, in your description of the problem within the email message to ensure efficient resolution.

To log into the XDRO Registry, you must enter through the IDPH web portal.

There's a URL on this page that directs you to the portal home.

Once on the web portal home page, click on "DPH Portal Login"

SIGN IN



Enter your user name and password.

User Name (do not include "idph\")

Password

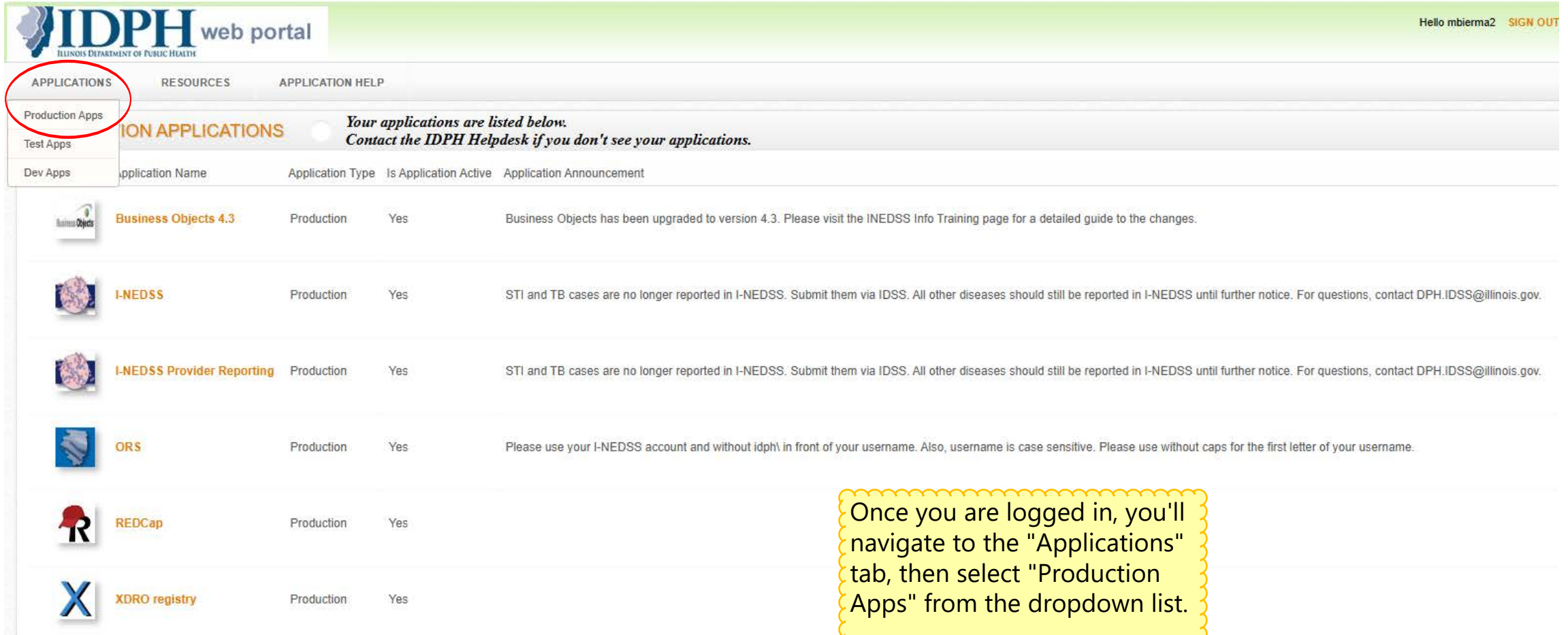
OK

CANCEL







Enter your
username &
password.

Once you reach the login page, enter your
username (provided by IDPH) and the password
you set up.

Select "Production Apps"



The screenshot shows the IDPH web portal interface. The 'APPLICATIONS' tab is selected and circled in red. Below it, a dropdown menu is open, showing 'Production Apps' as the selected option. The main content area displays a table of applications, with a note stating 'Your applications are listed below. Contact the IDPH Helpdesk if you don't see your applications.'

Application Name	Application Type	Is Application Active	Application Announcement
 Business Objects 4.3	Production	Yes	Business Objects has been upgraded to version 4.3. Please visit the INEDSS Info Training page for a detailed guide to the changes.
 I-NEDSS	Production	Yes	STI and TB cases are no longer reported in I-NEDSS. Submit them via IDSS. All other diseases should still be reported in I-NEDSS until further notice. For questions, contact DPH.IDSS@illinois.gov.
 I-NEDSS Provider Reporting	Production	Yes	STI and TB cases are no longer reported in I-NEDSS. Submit them via IDSS. All other diseases should still be reported in I-NEDSS until further notice. For questions, contact DPH.IDSS@illinois.gov.
 ORS	Production	Yes	Please use your I-NEDSS account and without idph\ in front of your username. Also, username is case sensitive. Please use without caps for the first letter of your username.
 REDCap	Production	Yes	
 XDRO registry	Production	Yes	

Once you are logged in, you'll navigate to the "Applications" tab, then select "Production Apps" from the dropdown list.

Select “XDRO Registry” from the
Production Apps List



XDRO registry


Production

Yes

The XDRO Registry will open in a new tab – click the
“X” to enter the external XDRO Registry website

Welcome to the Illinois Extensively Drug-Resistant Organisms (XDRO) Registry

Use of the registry is restricted to authorized users. Access to the system is limited to those expressly authorized by a current written agreement with the XDRO registry security management. Any misuse of the system for anything other than its intended use and in accordance with the IDPH Web Portal User Agreement will be prosecuted to the fullest extent of applicable Illinois and/or federal laws.

Click on  to enter the XDRO registry.

Registry Home Page

XDRO
registry

Sample Hospital [change facility](#)

Test User1

Home Help Go Back Logout

Submit Report

Search Registry

Facility Submission History

Facility Alert History

XDRO Dashboard

You will be directed to the XDRO Registry landing page.

You should have 5 buttons on your home page:
"Submit Report"; "Facility Submission History"; "XDRO Dashboard"; "Search Registry"; and "Facility Alert History".