



## Quick Start Guide for Providers and Data Managers: Logging in to ACQUIRE for the 1<sup>st</sup> Time

This quick start guide is for Providers and Data Managers that are logging in to the platform for the first time after their credentials have been set up by their ACQUIRE Site Administrator at their institution/practice.

To access the ACQUIRE registry for the first time, please:

- Go to [acquire.augs.org](https://acquire.augs.org).
- Click on the **Provider Portal** in the middle of the screen.
- On the login screen beside “Don’t have an account?” click on “Register Here.”
- Enter the email address you gave AUGS or your site administrator using all under case letters.
- Create a password with at least 8 characters including an uppercase letter, lowercase letter, special character, and number.
- A verification code will be emailed to you once you enter your email and create a password.
  - Give the system a couple of minutes. If you do not see a code, look in your spam folder. The email will be from RexID. You may have to allow pop-ups.
  - Once you receive the code, please enter this code into your browser’s request for verification prompt, which should allow you to enter the provider portal.
  - If you do not receive a code after troubleshooting, please contact your site administrator and confirm the email address that they entered in the system.

The **Provider Portal** is where all patient records and forms will be housed:

- **User Manual:** In the middle of the home screen you will see a user manual. Please review this manual to learn how to best use the registry.
- **The Patient Records Tab:** This tab is where you will find a list of all of your patients entered into the ACQUIRE platform. From the patient list, you can navigate to see your completed forms and to complete any incomplete patient information forms.
  - **Note:** Data Managers and Site Administrators will see all patients at their site in their patient lists, but providers will only see their own patients listed.
- **The Questionnaires Tab:** This tab is where your surgeon postoperative questionnaire forms that need to be completed can be found. Questionnaires become available on a per patient basis six weeks post-surgery and annually thereafter. Note: A list of patient-reported outcomes questionnaires requiring your review can be found directly below the list of provider questionnaires.
  - **Note:** If an outstanding (incomplete) provider questionnaire form from the list in the Questionnaires Tab is clicked on but not completed, it will be removed from the list when you exit the form. The questionnaire will, however, still be available and will show up as an incomplete form in the Patient Records Tab under the Patient’s name.