



Quick Start Guide for Site Administrators: Logging in and Setting up Users in the ACQUIRE Platform

This quick start guide is for site administrators that are logging in to the ACQUIRE platform for the first time or are ready to assign user roles/permissions for personnel at their site.

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

- Go to acquire.augs.org.
- Click on the **Data Management and Administration Portal** on the right side of the screen.
- On the login screen beside “Don’t have an account?” click on “Register Here.”
- Enter the email address you gave AUGS 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.
 - Please copy and paste this code into your browser’s request for verification prompt, which should allow you to enter the admin portal.
- This portal is only for the site administrator and will not be used by anyone else at your site.

Adding a new user or removing a user at your site:

- Currently, the administration portal is used only for adding or removing users at your site (see user roles table below).
 - To add or remove a user hover over the Administration tab and click users.
 - This page will show your list of users and their roles.
 - To add a new user, click the green “Add New User” button.
 - The Username field: Enter the user’s preferred email address and will be the address they use to register themselves once their credentials are set up. Display Name should be the user’s name.
 - Be sure to assign the “Status” field as “Active”.
 - For the field “Role,” choose “Provider” if they will be surgeons treating patients, or “Data Manager” if they will serve strictly as managers of the database and will need access to all patients at the site. Please note providers will only have access to patients assigned to them.
 - To remove a user, simply click on the user no longer at your site in the “Users” tab.
 - Click “Edit User Details” on the top left of the screen.
 - Under the field titled “Status,” it should say “Active” if the user has had access to the database.
 - Change the Status to “Inactive” and the user will no longer have access to the database.

ACQUIRE User Roles and Permissions:

Role	Description	Permissions	Data Access
AUGS Admin	AUGS administrative staff member	Can: <ul style="list-style-type: none"> - Create Practice sites - Create user accounts - Assign users to a practice site - Assign user roles & permissions - Provide user assistance 	<ul style="list-style-type: none"> - Admin Portal - Provider Portal - All data in system
Site Administrator	Designated user at an office or practice or institution performing Administrator duties related to ACQUIRE.	Will: <ul style="list-style-type: none"> - Create Data Manager & Provider user accounts at their site - Assign user permissions - Provide user assistance 	<ul style="list-style-type: none"> - Admin Portal - Provider Portal - All Patient and Provider data for their site
Data Manager	Designated user at an office or practice or institution performing Data Management duties in ACQUIRE.	Can: <ul style="list-style-type: none"> - View, add, and edit patient data for all providers at their site - Assign a patient to a provider 	<ul style="list-style-type: none"> - Provider Portal - Patient data for all Providers at their site
Provider	Surgeon participating in ACQUIRE.	Can: <ul style="list-style-type: none"> - View, add and edit data for their own patients 	<ul style="list-style-type: none"> - Provider Portal - Patient data for their patients only