

Surgeon Specific Registry™ (SSR)– User Guide

SSR Delegate Management

A) HOW TO ADD A DELEGATE:

B) HOW TO EDIT OR DELETE A DELEGATE:

Learn how to **add, edit, and delete** a delegate SSR accounts through the ACS member website.

Important Reminder: It is the SSR Surgeon's responsibility to manage a delegate's account access including adding, editing, and removing delegates' access. A delegate is a person who will help with data entry and/or communicate with the SSR team. A Surgeon can add several delegates to their SSR account, and a delegate can access several surgeon accounts.

A) HOW TO ADD A DELEGATE:

Step 1: Go to <https://www.facs.org/quality-programs/data-and-registries/surgeon-specific-registry/ssr-account-setup-and-registration/>

Step 2: Scroll down to **Delegate Registration** and Click "Manage SSR delegates".

/ Delegate Registration

Only surgeons can add delegate accounts. A delegate is anyone who will help with data entry (for example, practice administrator, nurse, biller, etc.).

Please note: A surgeon is responsible for all delegate access management, including registration and deactivation. For information on how to manage delegate accounts under your main SSR account, download our [delegate management instructions](#).



Manage SSR delegates

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Step 3: Sign into the ACS web platform.

If you already have an ACS account, sign in with your known username & password. If you forgot your login credentials, click **Forgot password?** Then type in your email and a password reset will be sent to you within a few minutes. If you do not see it, check your spam and junk folder. You may also email us at ssr@facs.org if you need help with your login credentials.

**Please note, all ACS members, and anyone who previously made purchases, have an ACS account.*

If you are a new user, create an ACS account by clicking: **New User?**

ACS / AMERICAN COLLEGE OF SURGEONS

Sign In

Username

Password

Keep me signed in

Sign in

[Forgot password?](#)

[Help](#)

[New User?](#)

If you are unsure if you have an ACS account, click **Forgot password?** Enter your email. If you have an account, the system will recognize your email and send you a password. If you do not have an account with the email address you provide, you will receive this message:

/ Forgot Password

We have no record of this username or email. If you believe this is a mistake please contact member services at Ms@facs.org

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Step 4: Click on **Add Delegate** button.

Notice

- If you are a surgeon, do not add yourself as a delegate.
- If you are a delegate, do not add the surgeon's name/account.

Delegate Management

Add Delegate

Step 5: You will be prompted to enter the delegate's *first name, last name, & email address* (which must be unique to this user). Click **Save Delegate**. Wait for your browser to finish processing the request, which may take a moment. You will then see your new delegate. Your delegate will be assigned their own ACS number and will receive their own login credentials via email.

× Delegate Management

First Name

Last Name

Email address


Save Delegate

Close

SSR Delegate Management

B) HOW TO EDIT OR DELETE A DELEGATE:

1. Follow steps 1-3 to access the delegate management screen.
2. You may use the **edit button** to change the delegate's email address or remove them from your account.
 - a. To delete, select **Delete Delegate**.
 - b. If you need to update your delegate's email address, make the change in the **Email address** field and select **Update Delegate**. *Please note that names cannot be changed.*

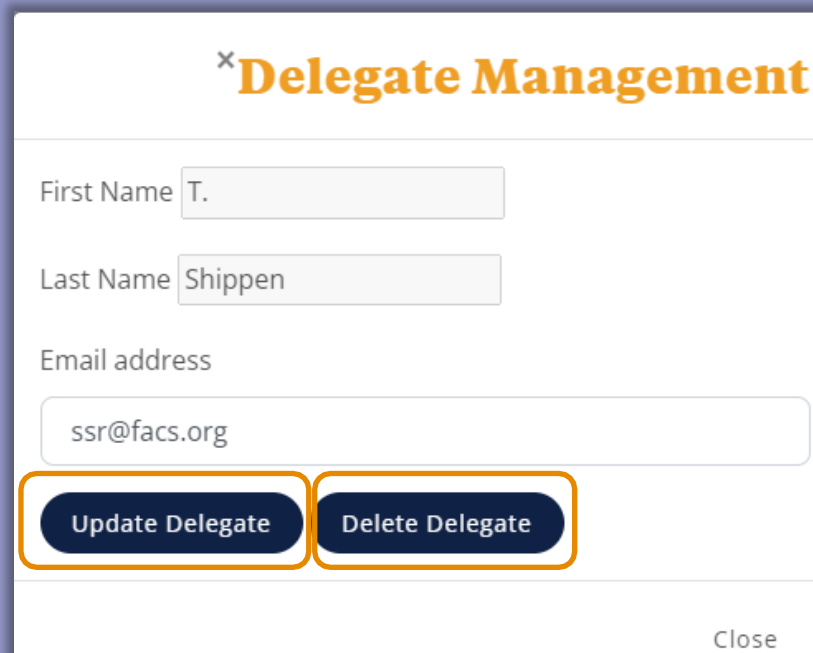


Delegate Management

Add Delegate

Shippen, T. SSR **Edit**

Accessing the SSR



× Delegate Management

First Name

Last Name

Email address

Update Delegate **Delete Delegate**

Close