How to Add Surgeon Authorized Users to RegistryInsights®

Surgeons that champion the Registry Program are critical to its success. When surgeons have access to their data, the quality of the data that will inform practice change and drive outcomes will improve. However, surgeons will only be able to log into their RegistryInsights[®] dashboards if their site's Registry Authorized User (RAU) sets up an account for them.

If you are a surgeon that has logged into your MyAAOS Customer Account and do not see any data, share this guide with your site's RAU to receive an account and then follow the steps on page 3 to create an account login. If you are an RAU, follow the steps on pages 1 and 2 and then share this guide with your site's surgeons so they complete the necessary steps.

1. While logged in to RegistryInsights, navigate to 'Administration' on the navigation bar and select 'Role Management' from the drop down. You will be brought to the 'Role Management' page.



2. Click 'Add Role.' You will be brought to the 'Add Role' page.

				MANAGE CL	INICIAN USERS	ADD ROLE
tries 10 ~						Results 11-20 of 3
MAIL 🕈	FIRST NAME	11 LAST NAME		17 ROLE	11	
irrser	Name	Name	Institution	Role		SEARCH
rrser23@aaos.org	TestUser	TestUser	Health 🚯	Data Submission User	UNASSIGN	VIEW
rrser24@aaos.org	TestUser	TestUser	Medical Center	Registry Authorized User	UNASSIGN	VIEW

- 3. Select the name of the 'Institution(s)' the user will be associated with from the drop down.
- 4. Select the 'Roles' the user will be associated with from the drop down. In this case, the role is 'Surgeon Authorized User.'
- 5. Enter the 'First Name,' 'Last Name,' 'Email,' and 'Surgeon NPI.'

Add Role

Institutions	
×AAOS Hospital Site A1 (1041856	5)
Roles	
× Surgeon Authorized User	Ŧ
First Name	
Luke	
Last Name	
Skywalker	
Surgeon NPI	
111111111	
Email	
test@testhospital.org	
SAVE CHANGES	CANCEL

6. Click 'Save Changes.' The message "Role was created and granted successfully" will appear and the user will appear in the list on the 'Role Management' page.

Role was created	and granted succes	ssfully.				
					MANAGE CLINICIAN USERS	ADD R
Entries 10 V						Result
EMAIL	FIRST NAME	11 LAST NAME	II INSTITUTION	IT ROLE	17	
ajrrser10@aaos.org	Name	Name	AJRR Test	Role		SEARC

NOTE: If you are unable to create a user and the license error message for insufficient license quantity appears, please reach out to the Engagement team at <u>RegistryEngagement@aaos.org</u>.

HOME / ROLE MANAGEMENT		
You have assigned your maximum number of users. If you would like to add a u	user, please contact registryengagement@aaos.org,	
	MANAGE CLINICIAN USERS	ADD ROL
Entries 10 *		Results 1-10 o

7. The new SAU will now need to follow the steps in the 'Create Your Registry Program Account Login' document on the next page.

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AAOS Registry Program Platform – Create Your Registry Program Account Login

Follow the steps below to configure your account for compliance with enhanced security features

Step 1: Go to <u>https://www.registryapps.net</u> and click on 'Sign up now'

Sign in with	your existing account	
Email Addres	S	
Email Addres	S	
Password Fo	rgot your password?	
Sign in		
Don't have a	n account? Sign up now	

Step 2: Enter the existing email address used for your Registry Program account username and then click the 'Send verification code' button

Email Address	
registryauthuser@gmail.com	n
Send verification code	

Step 3: Access your email and retrieve the access code sent to your account; the 'From' address of the email will be 'Microsoft on behalf of Registry Apps'

egistry Apps acco	unt email verification code Inbox x
Microsoft on beha	If of Registry Apps <msonlineservicesteam@microsoftonline.com></msonlineservicesteam@microsoftonline.com>
Verify your en	a all address
veniy your en	
	registryauthuser@gmail.com account!

Step 4: Enter the verification code and then click the 'Verify code' button

Email Address		
registryauthuser@	gmail.com	
Verification code		
894033		×
Verify code	Send new code	

Step 5: Enter a password for your account and a 'Display Name' that will appear when you are logged into the Registry Program platform and click the 'Create' button

Email Address	
registryauthuser@gmail.com	
Change e-mail	
New Password	
Confirm New Password	
••••••	
Display Name	
RegistryAuthorizedUser	
Create Cancel	

Note: Recommended Display name is your first name or first and last name

Step 6: Enter a phone number where you may receive a verification code to complete your login process; you may opt to receive the code via a text message or via a phone call

Enter a number below that we can send a code via SMS or phone to authenticate you.				
Country Code				
United States (+1)				
Phone Number				
Phone number				
Send Code Call Me Cancel				

Step 7: Enter the verification code in the prompt sent via text or that you received via a phone call; once the correct code is entered, the system will proceed to complete your registration and login



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