<div style="background-color:#1e9bff; border:3px solid #3b3b3b; padding:20px; text-align:center;">

ACCESSING CDRSS 2.0

</div>

The following is important information regarding your initial login to CDRSS 2.0.

Please note that if your user credentials were active in CDRSS 1.0 prior to go-live, then your user credentials will be active in CDRSS 2.0. You can follow the instructions below to reset your password and activate your CDRSS 2.0 account.

*If you have **NOT** completed training for CDRSS 2.0, then your user credentials will not be active for CDRSS 2.0 at this time. You must complete training via one of the options below. If you are completely new to CDRSS, you will also follow the protocol below********:

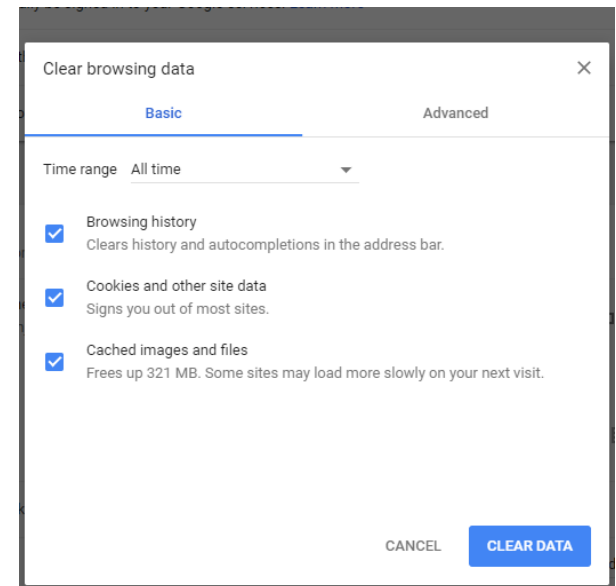a. ****ATTEND AN INTERACTIVE CDRSS WEBINAR WITH A POSTTEST****
Click on the link **CDRSS User Agreement** on the main page. Fill out this form and save a copy on your computer. Then fill out the **CDRSS Training Request for New Users** link which is located on the main page above the **CDRSS User Agreement** link. Attach the **User Agreement** saved on your computer to this submission. You will be contacted by a CDRSS admin to coordinate your mandatory attendance at one of the bimonthly webinars. These webinars will be interactive with a live Q&A at the end and poll questions. After the webinar, you will be sent a posttest that will be need to be completed and returned. Your access to CDRSS will then be contingent on you obtaining a satisfactory score on this posttest. If you fail to obtain a satisfactory score, next steps will be determined by CDRSS Admins who will work with you to help you obtain access.
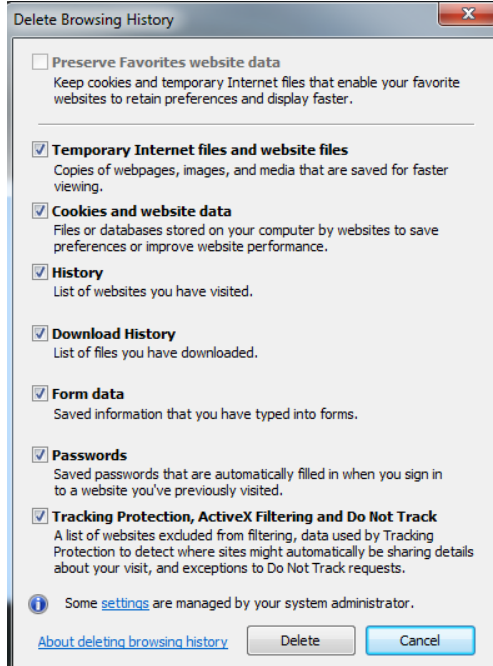
***** If you are a past or new ILI user and are only reporting ILI absenteeism, LTC ILI aggregate data, or hospital RSV/FLU aggregate results, you will need to watch the ILI/FLU/RSV on-demand training located here:

1) https://attendee.gototraining.com/r/264907926637971714
2) For CDRSS USER ID: If you are a past user, put in your user ID, if you are a new user, put NEW USER
3) Email InfluenzaAdvisoryGroup@doh.nj.gov indicating that you have been trained and need access to CDRSS 2.0 and they will direct you with next steps

CDRSS 2.0 RESET PASSWORD INSTRUCTIONS

1) **For Chrome (see right):** Clear cache: Open Chrome. On your browser, click the menu icon at the top right of the browser window, select "More tools" and then click "Clear browsing data." Make sure to select Clear the following items from "the beginning of time" and check all the remaining boxes. After selecting these options, click the button "Clear browsing data." SHORTCUT: CTRL + SHIFT + DELETE.

Delete Browsing History

☐ **Preserve Favorites website data**
Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.

☑ **Temporary Internet files and website files**
Copies of webpages, images, and media that are saved for faster viewing.

☑ **Cookies and website data**
Files or databases stored on your computer by websites to save preferences or improve website performance.

☑ **History**
List of websites you have visited.

☑ **Download History**
List of files you have downloaded.

☑ **Form data**
Saved information that you have typed into forms.

☑ **Passwords**
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.

☑ **Tracking Protection, ActiveX Filtering and Do Not Track**
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.

ⓘ Some settings are managed by your system administrator.

About deleting browsing history   [Delete]   [Cancel]

2)   **For Internet Explorer (see left):** Clear cache: Open Internet Explorer. On your browser, click the gear icon at the top right of the browser window, select "Safety" and then click "Delete Browsing History…" Make sure to check all the boxes that are black (gray can't be clicked). After selecting these options, click the button "Delete". Wait for the message at the bottom "Internet Explorer has finished deleting the selected browsing history." SHORTCUT: CTRL + SHIFT + DELETE.

3) Go to the CDRSS 2.0 site:
    https://cdrs.doh.state.nj.us/cdrss/login/loginPage
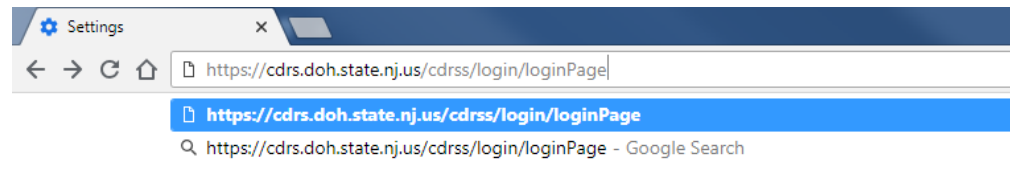
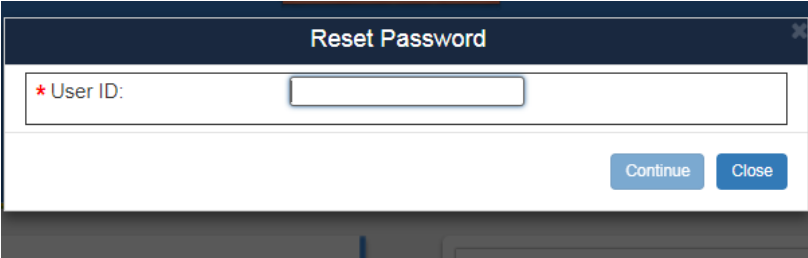4) Click the green Reset Password button
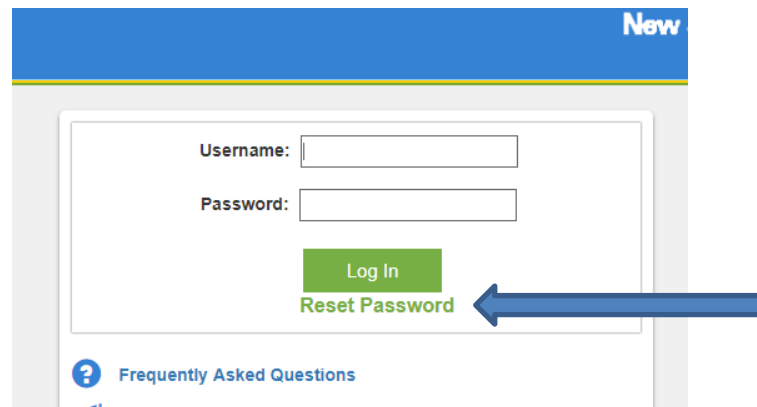
below the Log In button on the right-hand
side of your screen

5) Type in your CDRSS User ID (this will be the same User ID you
   used to login to CDRSS 1.0)

6) Your user verification question will pop up. This is the same user verification question you had for this User ID in CDRSS 1.0.
   Note: If you do not remember the answer to your verification question, please contact the CDRSS Help Desk
   (cdrs.admin@doh.nj.gov) and someone will assist you with resetting your password.

7) If you answer the user verification question correctly, you will get this screen telling you that your new password has been emailed to the email on file with this User ID.

8) You should receive two emails from no-reply@doh.nj.gov to your inbox (make sure to also check your Spam or Junk mail folder). The first email notifies you that your password has been changed (see below).
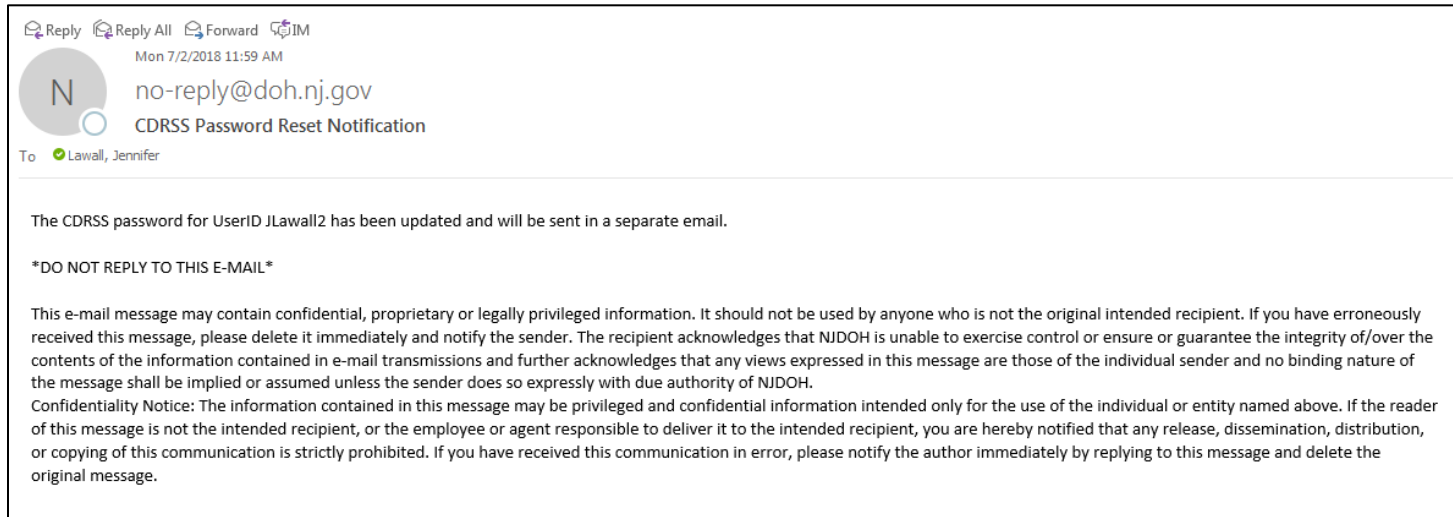
9) The second email contains your temporary password.
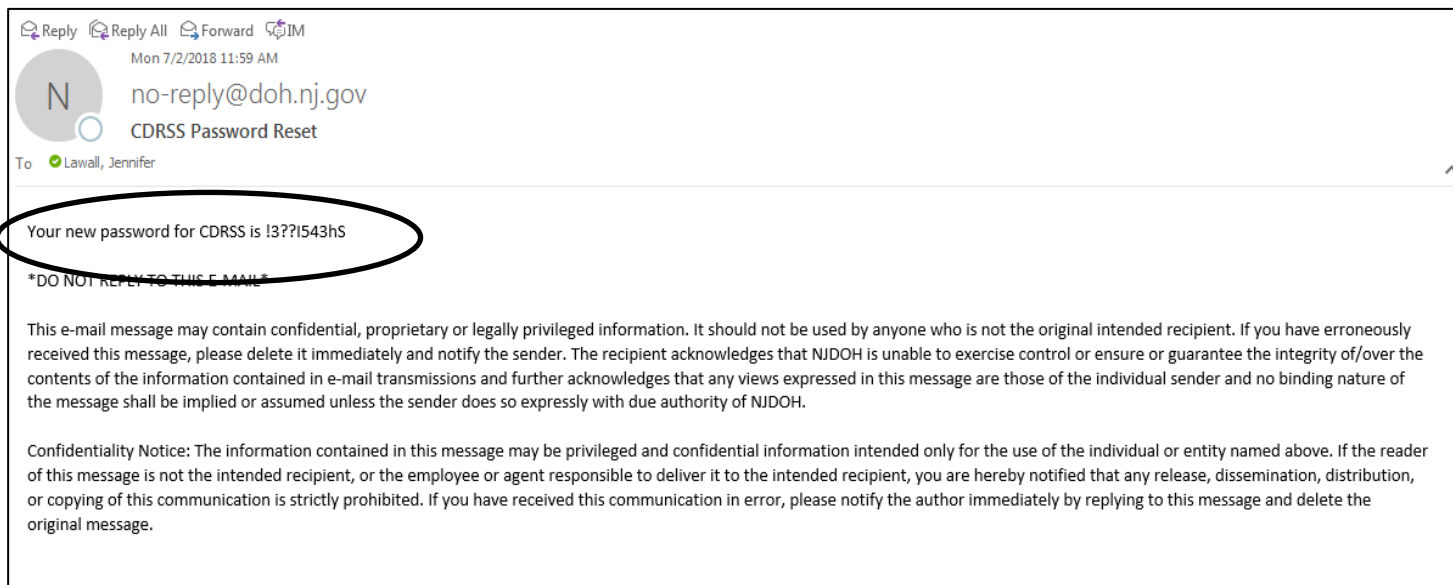
10) Copy and paste the temporary password into the password box, after entering your CDRSS User ID. Press the green Log In button.

11) You will be prompted to change your password as soon as you login. Your User ID will automatically be filled in, your **current password** is the **temporary password that you just received in your email** (should be random numbers and characters).
   - This is the same password you just used to login. Your **new password** is whatever you want, as long as it meets the NEW password requirements (one uppercase character, one lowercase character, one number and one special character).
   - You will get red text, as indicated below, if your password doesn't have one uppercase character, one lowercase character, one number, and one special character. This password may or may not match the password you had in CDRSS 1.0 (password requirements were different).

- Type this new password again in the confirm new password box. Verify your email address and user verification question/answer and update your primary phone number, if needed. Click the blue Save button to finish. **Please make sure to remember this new password for every future login attempt and do not share this password with anyone.**

Password in email:
!3??I543hS

Missing a number*

Please enter/update the information below:

✱ User ID:	JLawall2
✱ Current Password:	••••••••••
✱ New Password:	•••••••• Melon!!!!

New Password should be 8-20 alphanumeric characters with at least one upper case, one lower case, one special character(I@#\\$\\^*) and one number.

✱ Confirm New Password:	••••••••••

Passwords do not match.

Title:	EPIDEMIOLOGIST ▼
✱ Email Address:	Jennifer.Lawall@doh.nj.gov
Additional Email Addresses:	Separate addresses with semi-colons (;)
✱ User Verification Question:	TEST
✱ User Verification Answer:	TEST2
Primary Phone:	(___)___-____ Ext: 1234
Secondary Phone:	(___)___-____
Mobile Phone:	(___)___-____
Fax:	(___)___-____

Save