Accessing MDPQC SharePoint for neonatal data submission

For issues, contact Katie Richards: krichards@hqi.solutions
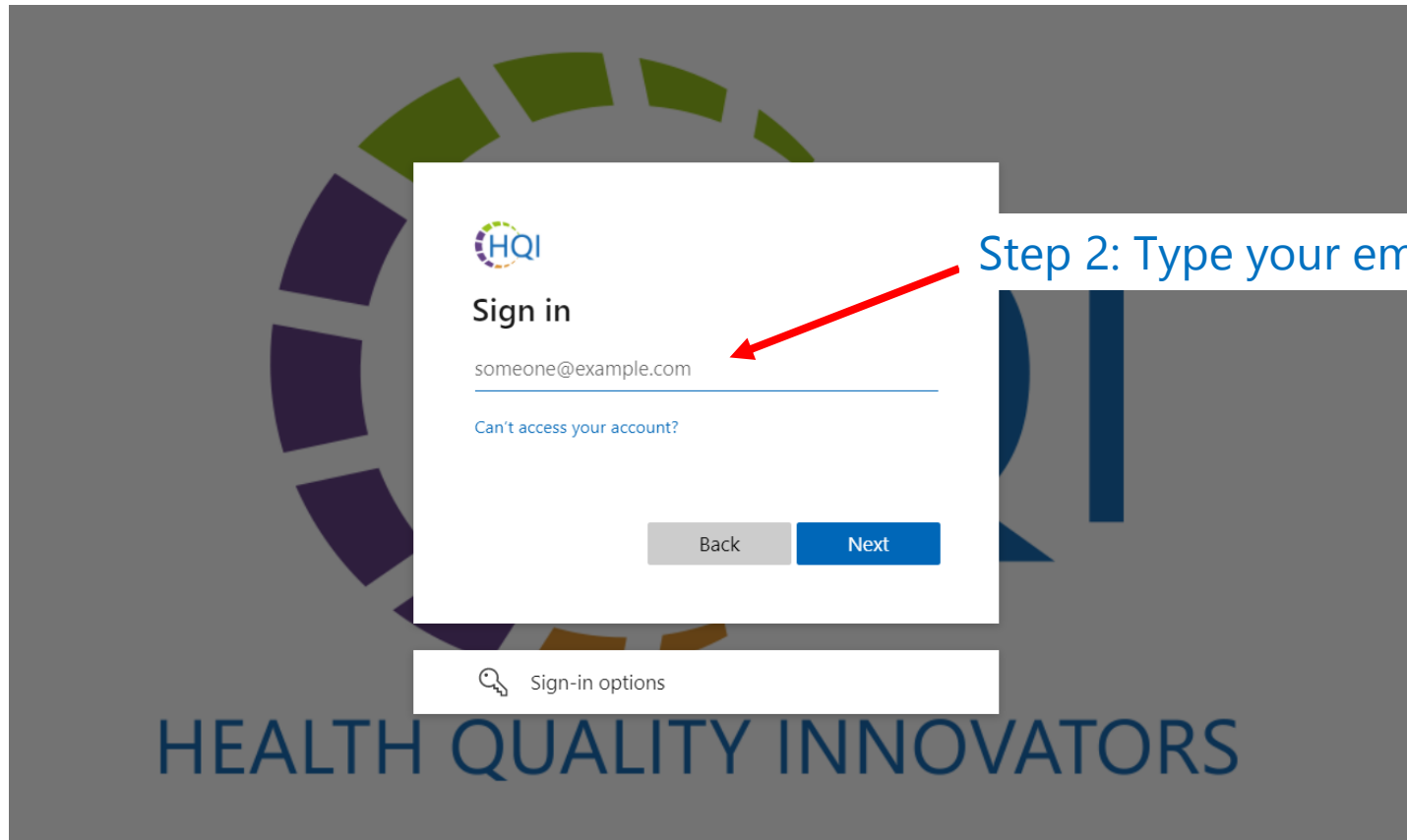
Notes

- On the following slides, you will find step-by-step instructions for accessing the MDPQC SharePoint data submission site for the neonatal data. (Maternal data is being submitted to the AIM Data Center.)

- This is a multi-step process that will require you to request access and then wait to be approved before moving forward.

- You will only need to go through this initial process one time to set everything up. Once you are set up, you will go straight to slide 11.

Step 1: Direct browser to link provided via email from Katie.
If you do not have an Office365 account, go to Step 2 below.
If you are accessing from an Office365 account, you will start at Step 4 on slide 5.

Step 2: Type your email address and click "Next"

HQI

← katherine.marie.richards@gmail.com

Enter code

We just sent a code to
katherine.marie.richards@gmail.com

Enter code

Didn't receive it? Please wait for a few minutes and try again.

← Step 3: Enter the code sent to your email address

Sign in

Your Health Quality Innovators account verification code Inbox ×

🖨 ⧉

Health Quality Innovators (via Microsoft) <account-security-noreply@accountprotection.microsoft.c…   10:02 AM (0 minutes ago)   ☆   ↩ Reply   ⋮
to me ▾

Health Quality Innovators

Account verification code

To access **Health Quality Innovators**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:
23644174

If you didn't request a code, you can ignore this email.

HQI HEALTH QUALITY INNOVATORS

My Access ⌄

🔍 Search packages

← All

Access packages

Access packages

🗔 Access packages

🕔 Request history

👤 Approvals

☰ Access reviews

\+ Request access

Name ↑	Description
⭕ MDPQC Visitors	Grants read only access to the MDPQC-EXT SharePoint site.

Grants read only access to the MDPQC-EXT SharePoint site.

You will see the contents of the package if approved

Step 4: Select the box next to "By requesting access…" and then click "Submit"

Request access ✕

MDPQC Visitors

Grants read only access to the MDPQC-EXT SharePoint site.

Business justification

Request for specific period?

⬤ No

☐ By requesting access, you are sharing your name, email address, and organization name with Health Quality Innovators. If your request is approved, you'll be invited to participate in Health Quality Innovators and your information will be managed in accordance with Health Quality Innovators's privacy policies.

Submit   Cancel

Once I approve your request, you will receive an email confirmation:
(Please be patient – I am setting up a lot of users!)
Step 5: Click "Get Started" from the email

You now have access to MDPQC Visitors Inbox ×

Microsoft Azure <azure-noreply@microsoft.com>
to me ▾

10:12 AM (0 minutes ago)

HQI

You've received access to MDPQC Visitors

You have access to MDPQC Visitors. Get started now.

Get started >

Access start date:	Now
Access end date:	No end date

HQI

Sign in

someone@example.com

Can't access your account?

Back   **Next**

Step 6: Type your email address and click "Next".
Then select your account to continue.

Choose an account

to continue to **microsoftonline.com**

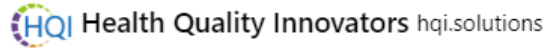**Katie Richards**
katherine.marie.richards@gmail.com

⊙ **Use another account**

To continue, Google will share your name, email address,
language preference, and profile picture with
microsoftonline.com.

Google

katherine.marie.richards@gmail.com

Review permissions

HQI **Health Quality Innovators** hqi.solutions

This resource is not shared by Microsoft.

The organization Health Quality Innovators would like to:

∨ Sign you in

∨ Read your name, email address, and photo

You should only accept if you trust Health Quality Innovators. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. **Health Quality Innovators has not provided a link to their privacy statement for you to review.** Health Quality Innovators may log information about your access. You can remove these permissions at https://myapps.microsoft.com/hqi.solutions

Cancel	Accept

Step 7: Click "Accept"

HQI

katherine.marie.richards@gmail.com

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

Step 8: We need to set up multi-factor authentication. Click "Next".

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".
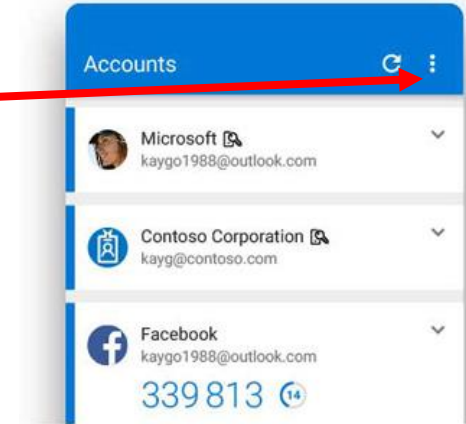
I want to use a different authenticator app

Next

I want to set up a different method

Step 9: Click "Next" to set up Microsoft Authenticator following the directions; or select alternate method for 2-factor authentication.

Once you have the Authenticator app:
1. Click the 3 dots in the upper right-hand corner of the app
2. Select "Add account"
3. Select "Work or school account"
4. Select "Scan a QR code" to scan the provided code on the computer screen

Accounts

Microsoft
kaygo1988@outlook.com

Contoso Corporation
kayg@contoso.com

Facebook
kaygo1988@outlook.com
339 813

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   Next

I want to set up a different method

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

Microsoft Authenticator

Notification approved

I want to set up a different method

Step 10: Once you have set up your multifactor authentication, you may now close the below window displaying your access package.

HQI HEALTH QUALITY INNOVATORS   My Access ∨   🔍 Search packages   🖧   ?   👤

← Active

Access packages

📦 Access packages
🕐 Request history
👤 Approvals
☰ Access reviews

✕ Remove access   ↩ Share

Name ↑	Description	Start date	End date	
○ MDPQC Visitors	Grants read only access to the MDPQC-EXT	Mar 31, 2021	Jun 30, 2023	∨

Step 11: To access the MDPQC SharePoint site, use this link: https://hqisolutions.sharepoint.com/sites/MDPQC-EXT
This will be your link for access going forward. Bookmark it!
***If at first you get a screen saying you need permission, try again in a bit - it may take a few minutes for the system to add you.

Click "Documents" to see your hospital's folder* for uploading monthly data and the MDPQC Resources folder.

*Note that you may not see your hospital's folder the first time that you log in, as I will need to set up your permission to access and upload data to the folder separately.

The next time that you access the website, you may receive this notice.
Open the Microsoft Authenticator app on your phone, and click "Approve".

If you continue to have issues accessing SharePoint, reach out to Katie Richards: krichards@hqi.solutions, 804-289-5355