User Account Registration

Creating a New User Account in SENDSS – For users who do NOT already have a SENDSS account

1. Go to the following website [http://datarequest.dph.ga.gov](http://datarequest.dph.ga.gov) the following page will be displayed

2. Use the “click here” link to go to the PHIP account registration screen
3. You will be taken to the following page

![Data Request System](image)

4. Enter the required information in the registration form (pink fields with red dots are required)
5. Click the Save button
6. You will be given two options
   a. Ok and Exit – which allows you to complete a data request at a later now
   b. Ok and Create Request – which allows you to immediately enter a data request

**Entering a Data Requests**

Once an account has been created or a user has logged into the system the following page will be displayed

![Entering a Data Requests](image)
1. Click on the **Add New Request** link to begin entering a new data request (see example below)

![Image of Add New Request link](image1.png)

2. The following form will be displayed. The data request form has six sections (**Project Details**, **Requested Data Elements**, **Requested Attributes**, **Requester Information**, **Terms and Conditions and Attachments**). This training guide will address each section individually.

![Image of Data Request Form](image2.png)

**Project Details Section**

1. Enter the requested information in the fields **(pink field with red dots are required)**
2. Enter the **Title** of your project (a meaningful title that will identify what you are requesting)
3. Briefly describe the **Purpose** of your research (e.g., community assessment, evaluation)
4. Enter your **Research Question** (if not decided enter possible questions you seek to answer)
5. Enter the **Funding** source for your research project (if not funded enter NA)
Requested Data Elements

1. Enter the type of **Data** or **Indicators** (e.g., births, deaths, infant mortality)
2. Enter the **Cause** or **Diagnosis** (e.g., lung cancer, obesity)
3. Enter the **Time Period** the data should reflect (e.g., each single year between 2000-2012)
4. Enter the **Race** and/or **Ethnicity** requirements for your request
5. Enter the **Age** or **Age Range** for the specific elements in your request
6. Choose the **Sex** requirements for your data request
7. Choose whether you would like to data for the **Residence** or the **Occurrence**
8. Select the location preference for your requests (e.g. State, County(ies), PH districts), if you select **County(ies)** or **Public Health Districts** you will have to advise if you want the data for ALL Counties or Public Health Districts
9. If you answer no to the ALL Counties or Public Health Districts question a new menu will be displayed (see example below) and you will need to make at least ONE selection

Requested Attributes

[Diagram of Requested Attributes]

[Diagram of Location Preferences]

Please select the size format for your data: {Choose One}  

Additional Comments:
1. Please select what elements you want the data stratified by (e.g., age, sex, location)
2. Select how you want your data presented (e.g., counts, rates, shares)
3. Enter the date you would like the request completed by
4. Select the frequency of your data request (e.g., once, monthly, yearly)
5. Choose the file delivery format for your data
6. Supply any additional comments for this data request in the space provided

Requester Information

1. The information for the primary account holder should carry over from the user registration; if the contact person for this specific request differs from the primary account holder enter that contact information in the spaces below, otherwise bypass this section.
2. If you are NOT the primary contact for this data request select the “no” radio button and enter the primary contacts information
3. If you are NOT the principle investigator / main researcher for this project select the “no” radio button and enter the contact information for the person you are requesting data on behalf of

Terms and Conditions

1. In the space provided please enter the explicit purpose for the data you are requesting
2. Next, read through the **Data Sharing Agreements** definitions and general information and place a check in the box to acknowledge you have read, understand, and agree to the information provided

3. You must **Agree** to the Terms and Conditions or you will **NOT** be allowed to submit your request

**Attachments**

1. Upload any files that are relevant to the data requests (e.g., abstract, grant app, IRB approval)
2. Finally, click the **Submit** button for your data request to be entered into the system

Once your request has been entered you will receive **periodic email status updates**. Some of these status updates will be **reflected in your account** under the previous requests section, so check your account often.