# 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.



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)                    ▼

**Roles**

× Surgeon Authorized User                           ▼

**First Name**

Luke

**Last Name**

Skywalker

**Surgeon NPI**

1111111111

**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.



**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 RegistryEngagement@aaos.org.



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

# 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 https://www.registryapps.net and click on '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



**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'



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



**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



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



**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



**www.aaos.org/registries | (847) 292-0530 | RegistrySupport@aaos.org**