

NBS Access Indiana Instructions



Indiana's NEDSS Base System (NBS) can only be accessed through Access Indiana. New NBS users must complete the steps below prior to submitting the [IDOH NBS Account Request Form](#).

Step 1: Register for Access Indiana

1. Go to <https://gateway.isdh.in.gov/> and click on **Register to Access Indiana**.
2. Click on **Sign Up for Access Indiana** on the left side of the page.
3. Enter your current work email address. Please make sure there are no typos or extra spaces. A personal email is not permitted. Click **Send Verification Code** to continue.
4. An email with the subject line **Access Indiana Email Verification** will be sent to you with a verification code. Be sure to check your junk/spam folders if you don't see it.

Step 1 - New User Register with Access Indiana.

>> Register to Access Indiana



Sign Up: Email

Verify your Email Address to create your Access Indiana Account.

Email
testing@gmail.com

Send Verification Code

Sign In Instead

EMAIL VERIFICATION

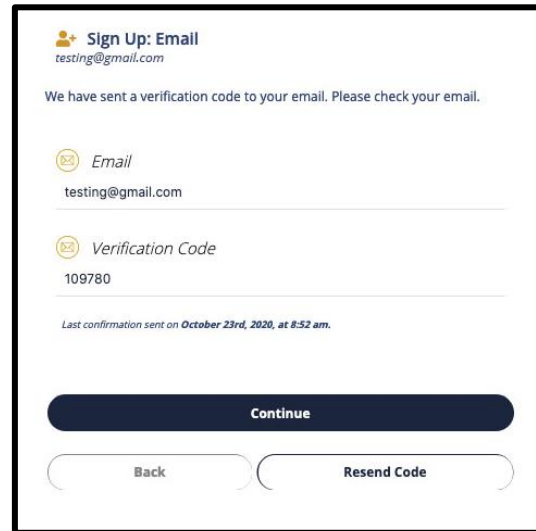
An attempt is being made to register testing@gmail.com with Access Indiana.

Your verification code is: **109780**

You will need this verification code to complete registration.

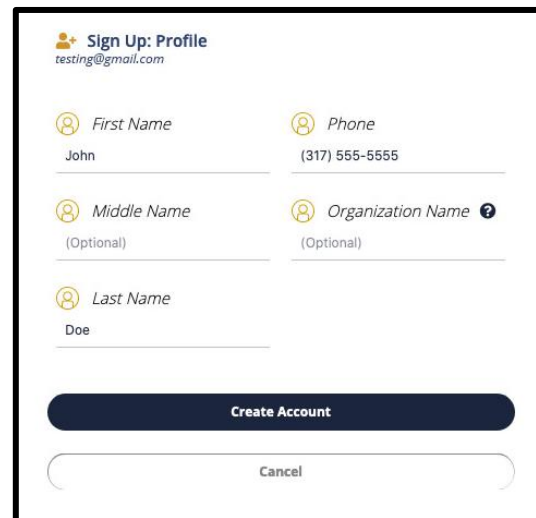
If you are not signing up for an Access Indiana account and are not the intended recipient of this email, please disregard it.

5. Under Verification Code, paste or type the code. Click **Continue**.



The screenshot shows the 'Sign Up: Email' screen for the user 'testing@gmail.com'. It displays a message: 'We have sent a verification code to your email. Please check your email.' Below this, there are two input fields: 'Email' with the value 'testing@gmail.com' and 'Verification Code' with the value '109780'. A note states 'Last confirmation sent on October 23rd, 2020, at 8:52 am.' At the bottom, there are three buttons: a dark blue 'Continue' button, a light blue 'Back' button, and a light blue 'Resend Code' button.

6. Enter your personal identifying information. Click **Create Account**.



The screenshot shows the 'Sign Up: Profile' screen for the user 'testing@gmail.com'. It contains several input fields: 'First Name' (John), 'Phone' ((317) 555-5555), 'Middle Name' (Optional), 'Organization Name' (Optional) with a help icon, and 'Last Name' (Doe). At the bottom, there are two buttons: a dark blue 'Create Account' button and a light blue 'Cancel' button.

If you have any issues registering, please call 800-457-8283 to reach the Access Indiana customer support.



Step 2: Request NBS Access

1. Return to <https://gateway.isdh.in.gov/> and click on **Request Access**.



2. Fill out the form.
 - a. For **Request Type**, select **New User Request**.
 - b. For **Application**, select **NEDSS Based System (NBS)**.

A screenshot of the "User Details" form section. It shows a dropdown menu for "Request Type" with the following options: "--Select--", "--Select--", "New User Request for the Gateway Access", and "Existing User Requesting for the New Application Access". The "New User Request for the Gateway Access" option is selected. There are also fields for "First Name" and "Middle Name".A screenshot of the "User Details" form section. It shows a dropdown menu for "Application" with the following options: "HD Upload", "HIPAA Centers", "HIV CMS", "HIV Confidential Reporting Forms", "HIV Eligibility", "Hospital/ASC Financial Reporting", "ILEAD", "INSTEP", "ITARA2", "Indoor Air Quality - IDOH staff app", "LDF", "LTC Covid App", "Legal Case Management System", "License Renewal", "MESS", "Minority Health Fair", "NEDSS Based System (NBS)", "OPTIN", "Organization Management", "PRMS", and "-- Select Application --". The "NEDSS Based System (NBS)" option is selected. There are also fields for "Request Type", "First Name", "Middle Name", "Last Name", and "Organization Name".

3. In the **Additional Comments** section, please indicate the address of the facility you are working for. If you are working at more than one facility, please indicate the primary location.

A screenshot of the "Additional Comments" section. It features a text area for entering comments, surrounded by a rich text editor toolbar with options for bold, italic, underline, link, unlink, list, and font settings. At the bottom, there are buttons for "Design", "HTML", and "Preview".

4. When finished, click **Request Access**.

