



## KPQC NAS Initiative Data Entry Desk Reference

### Logging into DAISEY

1. Open Mozilla Firefox or Google Chrome.
2. Navigate to <http://daisey.cete.us>
3. Enter username and password (Please note: usernames and passwords are case-sensitive). Contact [kpqc@ku.edu](mailto:kpqc@ku.edu) if you ever lose your login info.
4. Click “Sign In”. You will need to read and click OK to the Security Agreement in order to enter the DAISEY site for the first time.
5. Password changes can be made by clicking the profile icon on the top right.

### Entering Data

1. Click “Environment Data” in the left navigation menu.
2. Click “Search Environment Data”.
3. Click on the name of your hospital/center.
4. Under “Forms Available for Environment Activities” click either the Monthly Outcomes Form or the Quarterly Process Form. The blank form will appear.

5. Fill in all data. Mandatory fields are marked with a red asterisks.
6. Click “Save” to save data as “in progress” (i.e. incomplete); **OR** Click “Submit” if the information is correct and ready to be fully submitted.

### Further Support

1. For technical assistance, contact the DAISEY help desk at [kpqc@ku.edu](mailto:kpqc@ku.edu)
2. For program specific questions, contact Betsy Knappen at [besty.knappen@wichita.edu](mailto:besty.knappen@wichita.edu)