

# Creating a Logon for the MARCQI Website

The MARCQI website, *P* tab, requires each user who is requesting access to have an individual logon to aid in providing secure housing for MARCQI documents and forum discussions. When accessing the Participant section for the first time, the user will need to create a logon that includes a username and password request.

## Creating a MARCQI Log on

1. Access the MARCQI website via [www.marcqi.org](http://www.marcqi.org).



2. Select **Participant Login**  
Result: The Participant Access page displays.

3. Determine the level of access that corresponds with your role in MARCQI:

Role	Access Request
a. Clinical Data Abstractor	Select <b>CDA Access</b>
b. Surgeons	Select <b>Surgeon Access</b>
c. Other Participants <ul style="list-style-type: none"> <li>• Infection Control</li> <li>• IT</li> <li>• Management</li> <li>• Quality</li> </ul>	Select <b>MARCQI Participant Access</b>

4. Click **Select** next to the appropriate level.  
Result: The Participant Access Request Form displays.  
Note: Disregard the Price category listed in the access form; there is no fee for applying for access.
5. Complete all of the fields in the form:
  - a. First Name
  - b. Last Name
  - c. Hospital for which you are affiliated
  - d. Username  
Note: User names are not auto generated; you will create your own **appr** User Name.

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- e. Enter your email address.
6. Click the circle next to the level of access you are requesting:



CDA Access  
 Surgeon Access  
 General Participant Access

7. Click **Submit**.

Results:

- An email notification from the MARCQI Coordinating Center will be sent to the email address entered in the request form confirming the request for access.
- Upon approval of the request, an additional email with your password will also be sent to the email address entered into the request for access form.
- Please allow 48 hours for your request to be processed.