

New DESY User Getting Started Information

Before you begin working with the Centers for Medicare & Medicaid Services (CMS) Data Extract System (DESY), complete the following tasks:

1. Contact your supervisor/manager or appropriate administrator to obtain a CMS User identifier (ID) and password. Ensure that you have the DESY_P_USER job code.
2. Take the following actions as described in the DESY User Manual Section 4.3 - Accessing the System:
 - Request your supervisor/manager or administrator for the role assignment governing your use of the system.
 - Obtain the DESY Uniform Resource Locator (URL) from the supervisor/manager or administrator.
 - Submit a request to the Enterprise User Administration (EUA) system for a username and password after being assigned a role.
 - Ensure that you receive the username and password via e-mail.
3. Contact your supervisor/manager or appropriate administrator to ensure that you are attached as a DESY User to the appropriate Data Use Agreement (DUA).
Note: You must be listed as a DESY User on the DUA(s) you use in DESY to make data requests. The DESY application does not allow access to make a request until you are listed as a DESY User on the DUA(s).
4. Click the following link to keep current about changes affecting DUAs:
<http://www.cms.gov/Privacy>.
This Web site provides any new information regarding CMS DUAs as well as information for extending, closing, changing the Requester, and adding/removing Custodians from a DUA. For any issues or questions regarding DUAs, send your requests via e-mail to datauseagreement@cms.hhs.gov.
5. Ensure that the workstation you use meets the following minimum requirements and has the designated software installed in order to operate DESY successfully:
 - Intel Pentium processor with 1.49 gigabytes (GBs) of random access memory (RAM) and up to 37 GB of available hard disk space
 - Windows XP Professional or Home Edition, Windows XP Tablet PC Edition, or Windows 7 Enterprise
 - Microsoft Internet Explorer (IE) 8.0 or 9.0
 - Acrobat Reader 9.0