Resident Registration. Note you will need the hospital institutional DEA number and your NPI number to register.

Navigate to [www.tncsmd.com](http://www.tncsmd.com)

Click “Register” located under the padlock and the next screen will appear.

Click “Register” located under the padlock and the next screen will appear.
Click in the “Job” area to display the drop down list and scroll until you see “Resident/Fellow”

Choose Resident Fellow and this page will appear
Insert the DEA of the institution where you will be a “Resident/Fellow”

Then click “Next” and the screen for all demographic and personal information to entered will appear.
Helpful Tips:
1. If your Driver License is not from TN to select the appropriate state that issued the Driver’s License.
2. Social Security number is last 4 digits.
3. DEA Number (without Suffix) means only input the DEA Number
4. DEA Suffix Number means only the suffix the DEA number should not be enter in that field
Profile information is self-explanatory as well as personal information section with the exception of possibly “Occupation”.

Choose appropriate option based on your residency.

In the location section in the screenshot it is referencing “APN Location Information – Location 1” but this should say Resident/Fellow Location Information – Location 1. I am working to get that revised.

This is the section that would contain the information about the resident and was suggested that in the first Location the residency program information. Then after the registration is approved and the Resident has an account in the CSMD additional locations can be added. In this section is also where “Specialty Care” is selected. There are 37 choices and one of them should reflect the residents program area.
The next section the User Job will be pre-populated as Resident/Fellow and the resident should supply all information that applies to them. Some residents may have a license in another state and that should be entered if it applies to them but you can see it does not have red asterisk (*), so it is not required.

Security Questions is the next section and there are dropdowns for each question and the Resident/Fellow should select a question and provide a response that the Resident/Fellow can remember as these questions are used to complete account setup and can be used to reset password once the account is established.
The last section is Reason for Registration (optional), entering the captcha code and certifying that based on law the Resident/Fellow should be registering for access to the CSMD.

The last step is to click “Register”.

If there are any issues with the data entered on the Registration page the error will appear at the top of the page.

If all data is entered appropriately then a message will appear

* Your request for access to the CSMD system has been recorded and is pending approval. Please monitor your email for future communications regarding your request

I would also go into your email client and add CSMD.Admin@tn.gov as a safe sender to prevent the email from going to a junk or spam folder.

Once the system acknowledges the registration and it is waiting for CSMD Admin review the registrant will receive this message.
SUBJECT of EMAIL: Thank you for Registering

From: CSMD/Admin@tn.gov

To: <registrant email address.

Dear <First Name Last Name>,

This communication is to acknowledge that your registration for access to the Tennessee Controlled Substance Monitoring Database (CSMD) has been received. Your registration will be reviewed and the goal of the CSMD team is for the approval/denial to occur in 7-10 business days. A communication will be sent to the email provided in the registration with the decision. If approved the email would contain a username and instructions to complete your account setup. If your registration is denied, the reason for denial will be provided in the email. If you have any questions, you may send an email to CSMD/Admin@tn.gov or call the CSMD admin at 615-253-1305.

The CSMD Team appreciates your patience during this review process.

Thank You,
CSMD Administrator
Resident will receive email acknowledging account was approved or denied. If denied the email contain a reason for the denial. If approved this message will be received.

SUBJECT of EMAIL: CSMD Registration Approved

From: CSMD.Admin@tn.gov

To: <registrant email address>

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Dear <First Name Last Name>,

CSMD new account has been successfully approved. Please use the link provided below and follow the instructions provided in the attachment to this email to activate the CSMD account.

User Name: <User Name will be provided>

Link: https://tnsmd.com/Login.aspx

Thank You,
CSMD Administrator

There will be a PDF attachment that contains these instructions.