Setting up new NDIIS login

Current NDIIS users

1. On the new login page, click **Forgot your password**
2. Enter the email you want to use for your new NDIIS login
3. Click the button to **Send verification code**

![Image of NDIIS login form with email input field and send verification code button]

4. The verification code will come to your email from **msonlineservicesteam@microsoftonline.com**
   a. The email may get filtered into your junk mailbox. If you don’t see the verification email in your inbox within a minute, check your junk mailbox before having the NDIIS send a new verification code.

![Image of NDIIS verification email]

**Verify your email address**

Thanks for verifying your **test2.ndiis@nd.gov** account!

**Your code is: 024083**

Sincerely,

North Dakota Immunization Information System (NDIIS)

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This message was sent from an unmonitored email address. Please do not reply to this message.
5. Once you have the verification code, enter the code from your email into the NDIIS login page and click the Verify code button.

![Verification code image]

6. Create your new password by typing it in both the New Password and Confirm New Password boxes.
   a. Your password must be entered exactly the same in both the New Password and Confirm New Password boxes.
   b. Passwords must include:
      ✓ a minimum of 12 characters
      ✓ at least 1 lowercase letter
      ✓ at least 1 uppercase letter
      ✓ at least 1 number
      ✓ at least one special character

![Password entry image]
7. Click **Continue** to finish setting up your new login
   a. You should be directed to the main page where you can select the blue NDIIS icon and access all your NDIIS functionality.

If you are a current NDIIS user but you only see the green **Registration** icon after completing the steps above, that means the NDIIS does not have an email address associated with your account. You will need to contact the NDIIS Support Services team at 1-800-544-8467 or via email at NDIISSupport@bcbsnd.com to finish getting your account set up. The Support Service team will need the old user code you used to login previously.

If you get an error message stating “an account could not be found for the provided email address” you will need to go back to the main NDIIS login page and complete the new account setup using the **Sign up now** link. The user guide for setting up a new NDIIS user account are available on the ND Department of Health Immunization Division website (linked [here](#)).

If your account gets locked or your newly set password won’t allow you to log in, use the **Forgot your password** link on the main login page to reset your account.