Setting up new NDIIS login

New NDIIS Users

1. On the NDIIS login page, click *Sign up now*
2. Enter your first name, last name, and email address then click **Send verification code**

![Image of the NDIIS registration form]

3. 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 the verification email]

   **Verify your email address**

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

   Your code is: 771791

   Sincerely,
   North Dakota Immunization Information System (NDIIS)

   This message was sent from an unmonitored email address. Please do not reply to this message.
4. Enter the verification code in the NDIIS new user account setup and click **Verify Code**.
5. Once your email address is verified, you will be able to create your account password by typing it in both the \textit{New Password} and \textit{Confirm New Password} boxes
   a. Your password must be entered exactly the same in both the \textit{New Password} and \textit{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
6. After entering your password, click \textbf{Create} to finish creating up your new NDIIS account
Steps 1-6 MUST be completed by the new user BEFORE the registration form can be submitted. Any user registrations submitted for new users that have not completed the steps to create their NDIIS login will be denied.

7. Once in the NDIIS, click on the green *Registration* icon to complete the request for access to your facility.

8. Enter the name and address of your facility.
9. The Site Administrator is a specific individual designated on your facility’s Provider Site Agreement. This is the person who is authorizing you to have access to the NDIIS under the location entered above. If you don’t know who the Site Administrator is, please reach out to the NDIIS team at NDIIS@nd.gov.

The Site Administrator is designated on your NDIIS Provider Site Agreement and is the contact responsible for authorizing user access to NDIIS.

First Name *

Last Name *

Phone (___) _____ Extension

Email Address *

10. The user information entered when you created your NDIIS login will be defaulted in the User Information section of the registration form.

The User is the person receiving access to NDIIS.

Request Type *

New User

First Name *

Test1

Last Name *

NDIIS

Phone (___) _____ Extension

Email *

test1.ndis@nd.gov

11. Select the appropriate response from the Request Type drop-down

a. “New User” indicates that you are a brand new user to the NDIIS

b. “Onboarding Application Access” only applies to technical and EHR contacts who are involved in the interface work between the EHR and the NDIIS

c. “Existing User – Link Previous Login ID” is for users who previously had access to the NDIIS but you no longer see the NDIIS icon when you login with the new email login function

Request Type *

New User

Onboarding Application Access

Existing User – Link Previous Login ID

1 Before users will be approved for NDIIS access, the NDIIS support team will contact the provider’s site administrator to verify the user is employed by the provider site and that their role is appropriate to have NDIIS Access. The site administrator is designated on the Provider Site Agreement.
12. Enter the NDIIS provider pin name and pin number for your facility
   a. The **ND State Immunization Number** is the 5-digit provider site ID assigned to your facility in the NDIIS. If you don’t know what this number is or aren’t sure, you can contact the NDIIS team at NDIIS@nd.gov.

13. Under **Security Type**, select either View Immunizations or View/Enter/Edit Immunizations
   a. **View Immunizations** gives you read-only access and will not allow you to enter or change any information in the NDIIS
   b. **View/Enter/Edit Immunizations** gives you read/write access that allows you to enter and change information in the NDIIS

14. If you need access to more than one provider site in the NDIIS, you can enter additional sites at one time by clicking the **Add Provider** button
   a. The button will update to show how many providers you are adding to the request for access
   b. If you pressed the button by mistake, you can click the trash icon next to the **Provider Name** field and it will remove the additional provider site

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2 The NDIIS Provider Site ID or Provider Pin Number is assigned to your site once your Provider Site Agreement has been completed. If you have not completed your site agreement, you can download the form at http://www.ndhealth.gov/Immunize/NDIIS/

3 NDIIS security type is also controlled by the type of provider assigned to your facility. Certain NDIIS provider types are allowed View only access regardless of what is selected in the form.

4 Certain NDIIS provider types are also restricted to accessing records for patients within a certain age range. Users may not be able to see records for individuals of all ages.
15. There is a space to enter comments if you need to provide any additional information for the support team to be able to complete your request for access.

Comments

16. You will be taken back to the main request form where you will click the Submit Form button.

Submit Form

17. After submitting the form, you will be asked to confirm the submission by clicking the box to Complete Registration.

18. When the registration is submitted, the NDIIS Support Services team will contact your facility’s site administrator via email to ask for approval of your access request.
   a. The site administrator must respond to the Support Services team within 5 business days, or your request will be denied, and you will need to complete the registration form again.

19. If your access request is approved by your facility’s site administrator, the NDIIS support services team will complete your user setup within 5 business days.

20. Once the user setup process is complete, you will see the blue NDIIS icon when you log in.