

USIIS Portal

1. *Forgot password/username?*

- ❖ To reset your password you will only need your username and verified email.
 - i. Enter your username and password in the “Forgot password?” form and click “Submit.”
 - ii. An email will be sent from USIIS Tracking to the email provided.
 - iii. Check your email and follow the instructions by clicking on the link provided.
 - iv. Change your password by following the password rules.
 - v. Once your password has been change successfully then click on the “Home Page” menu item to select the USIIS service you need.
 - vi. Your password can be changed at any time through the “User Profile” Screen by clicking on the “Change Password” sub-menu item.

2. *Verified email required.*

- ❖ The “User Profile” screen now requires your email to be verified before accessing USIIS services.
 - i. If your email needs to be verified you will be directed to the “User Profile” screen.
 - ii. Click on the “Verify” button and an email will be sent from USIIS Tracking.
 - iii. Check your email, click on the link provided, and login to finish the process.

3. *Miscellaneous updates*

- ❖ The Logout link at the top of the “Login” and “Recover Credentials” screens have been removed.
- ❖ The session timeout has been removed from the “Login” and “Recover Credentials” screens.
- ❖ The username and password will no longer be saved in the login form.
- ❖ The USIIS application has been upgraded to make it more secure.

Reports

1. *Personal Report & Reminder Recall Report*

- ❖ A contraindication warning is now located on the Immunization History Report, Personal Utah Immunization Record, Recommended Patient Forecast, and the Reminder Recall Report along with a list of the contraindications.
- ❖ The following is the notification for most contraindications:

Patient has contraindications. Review guidelines prior to administering vaccine.
- ❖ The following is the notification when a patient is immunodeficient:

! Patient is immunodeficient !

Patient has contraindications. Review guidelines prior to administering vaccine.
- ❖ A vaccination that has been marked invalid by a user now shows on the history reports in red and with a ~~strike-through~~.