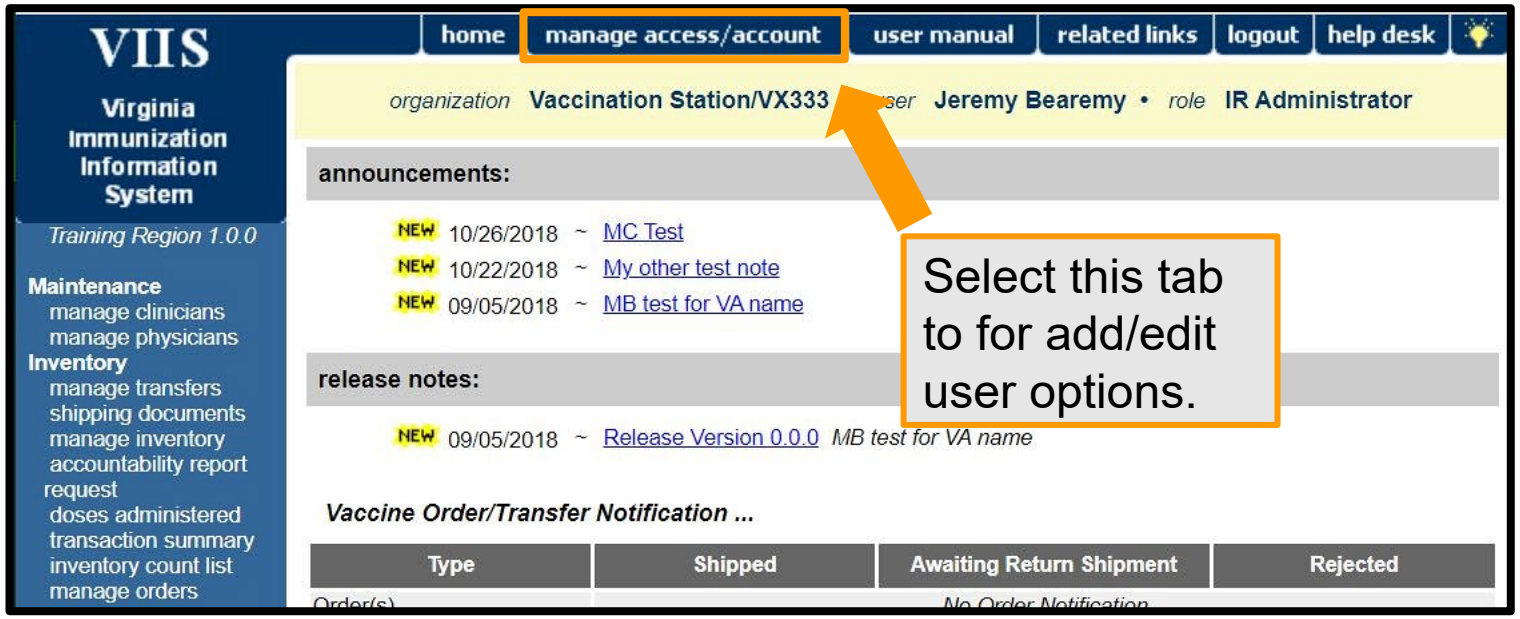
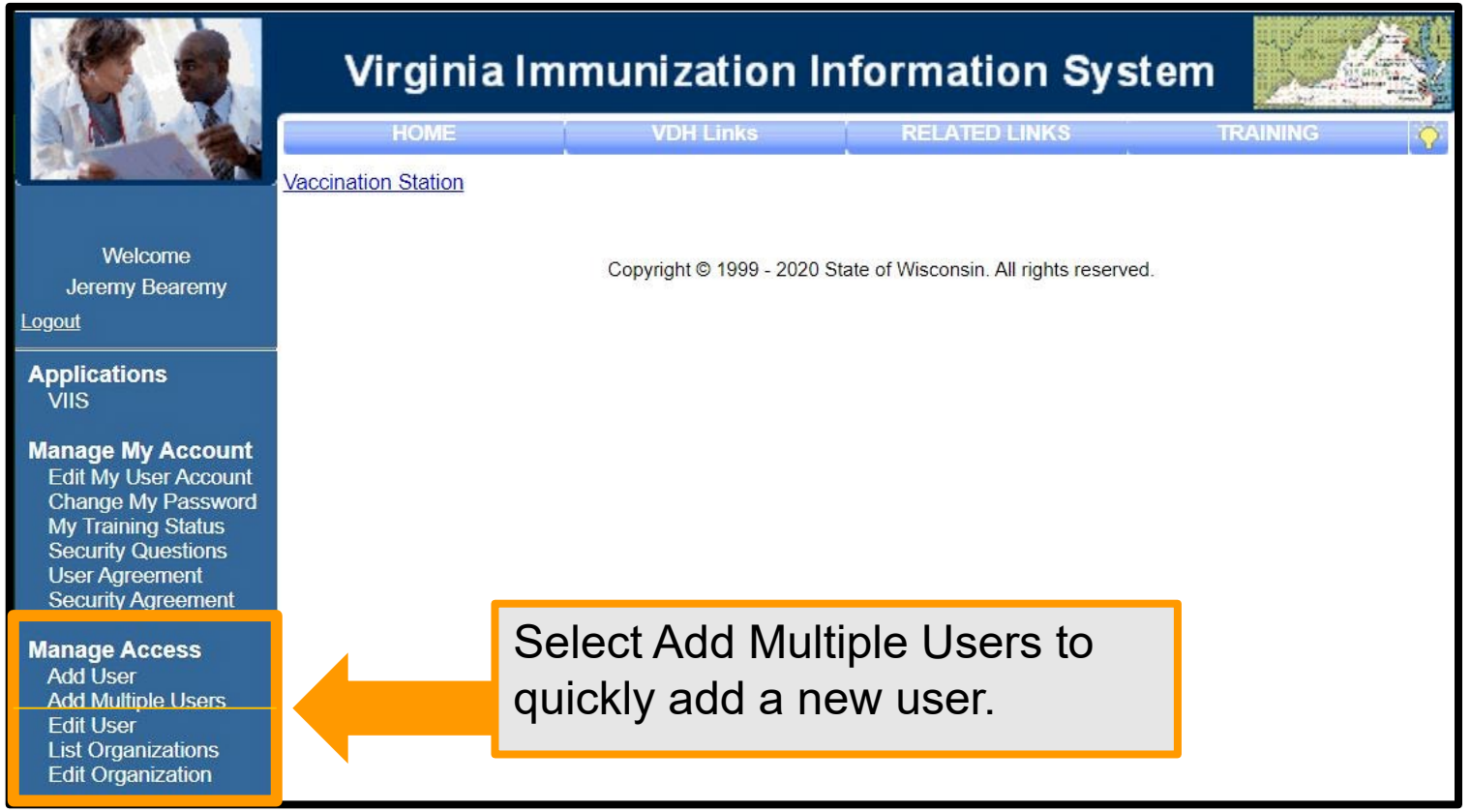
THE VIRGINIA IMMUNIZATION INFORMATION SYSTEM

How To Add And Edit Users in VIIS

- Administrators have the ability to add new user accounts and edit existing accounts in VIIS.
- A few of the options available include the ability to:
  - create new users
  - disable or reactivate existing users
  - and reset passwords
- Access these functions through the Manage/Access Account tab located above your site name and org code at the top of the homepage.



- This is the Manage/Access page.
- Here you will see a Manage/Access menu in the navigation bar on the left side of the screen. In this menu, you will see the options available to you for adding new users to the system or editing existing user accounts.
- We will begin by adding a new user.
- The simplest method is to utilize the Add Multiple Users option.



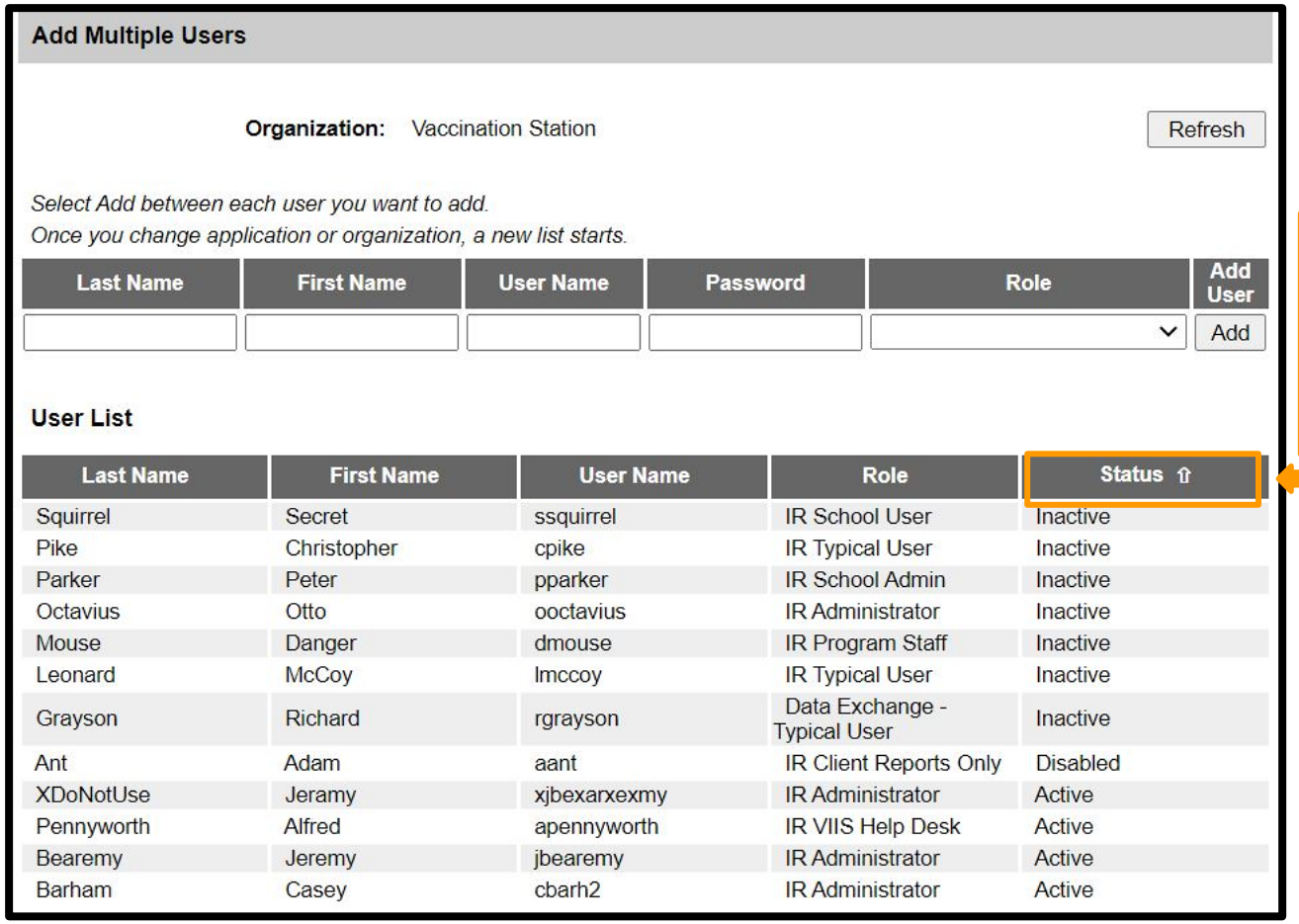
Benefits of the Add Multiple Users option include:

- streamlined entry system for creating a new account
- a list of all current and previous users for your site.

by clicking on the headers of each column, you are now able to sort the list by name, username, role, and status.

Status types in VIIS:

- **Active**: user account is currently able to access VIIS through the associated organization.
- **Inactive**: user account has been granted access by the organization locked out by the system for not logging in for the past 60 days
- **Disabled**: user account was manually locked by an Administrator because the user does not need access or left organization.



Click the headers to sort the list by column.

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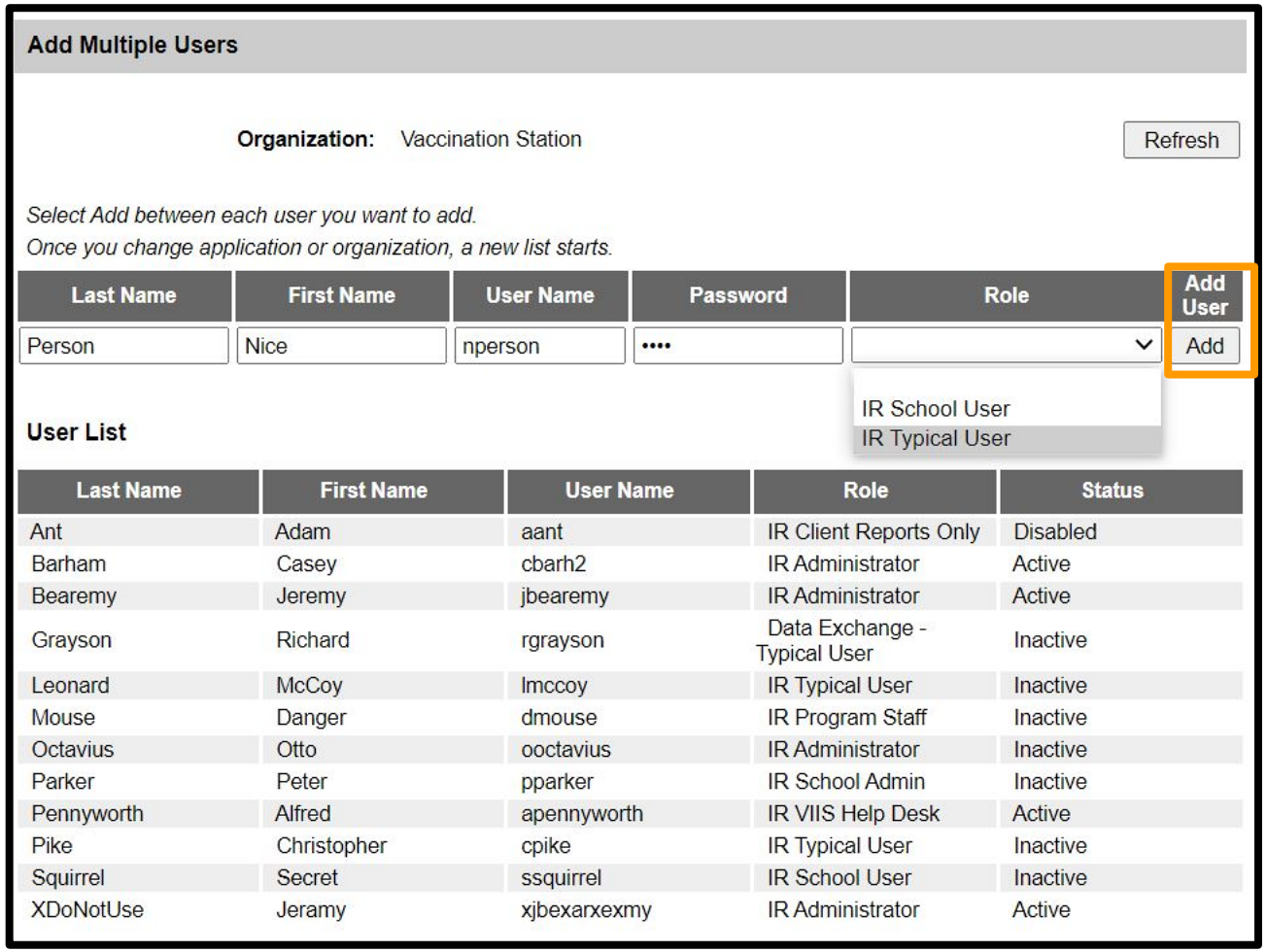
To enter a new user:

1. enter their legal name in the name fields
2. create a username using the first letter of the user's first name and their full last name in all Lowercase Letters.
3. Assign a temporary password of at least five characters.
4. Assign the user's security role from the drop-down menu.
5. Click **Add User**.

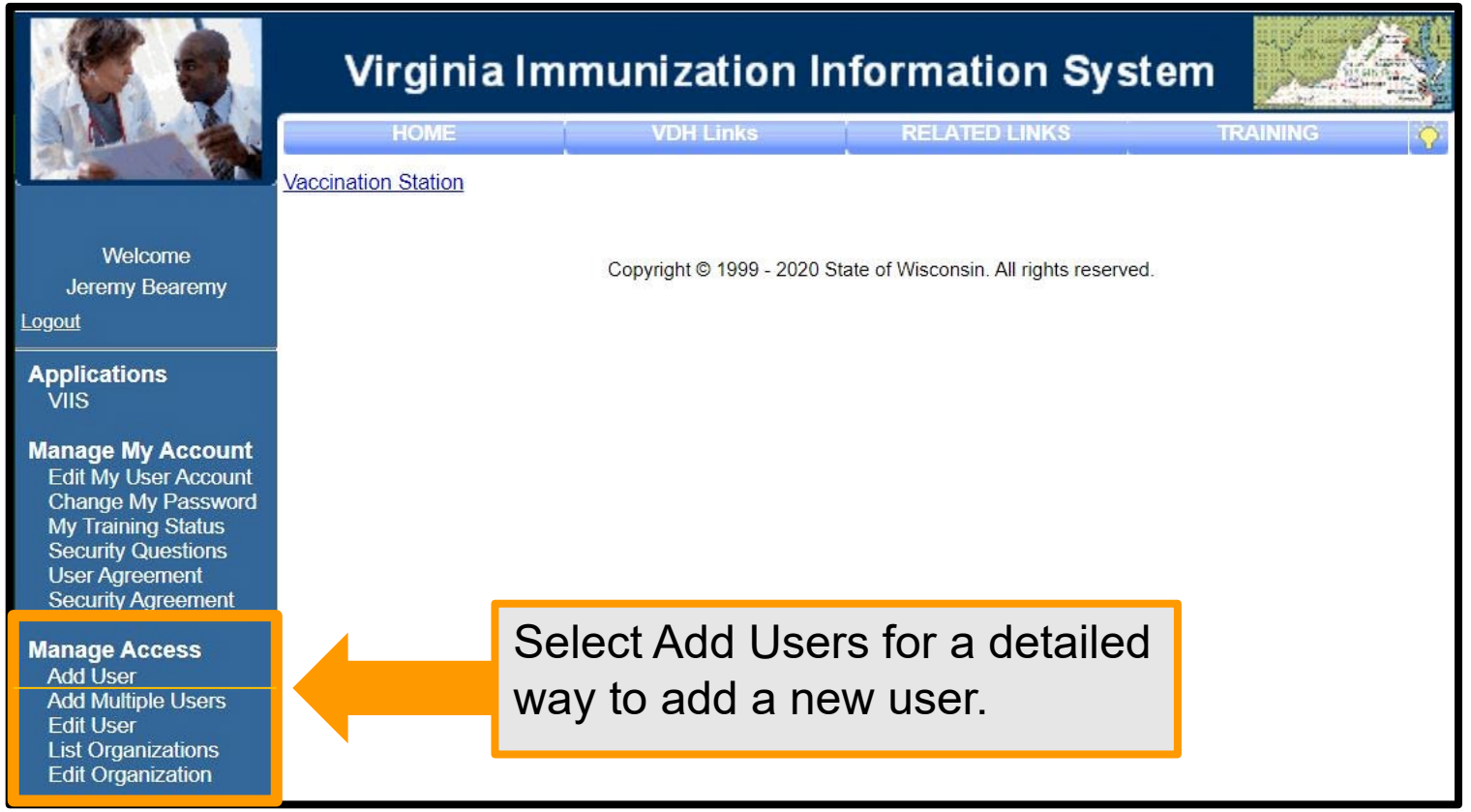
Security Roles Include:

IR School User: lookup only role that allows the user to find and print patient records without editing options

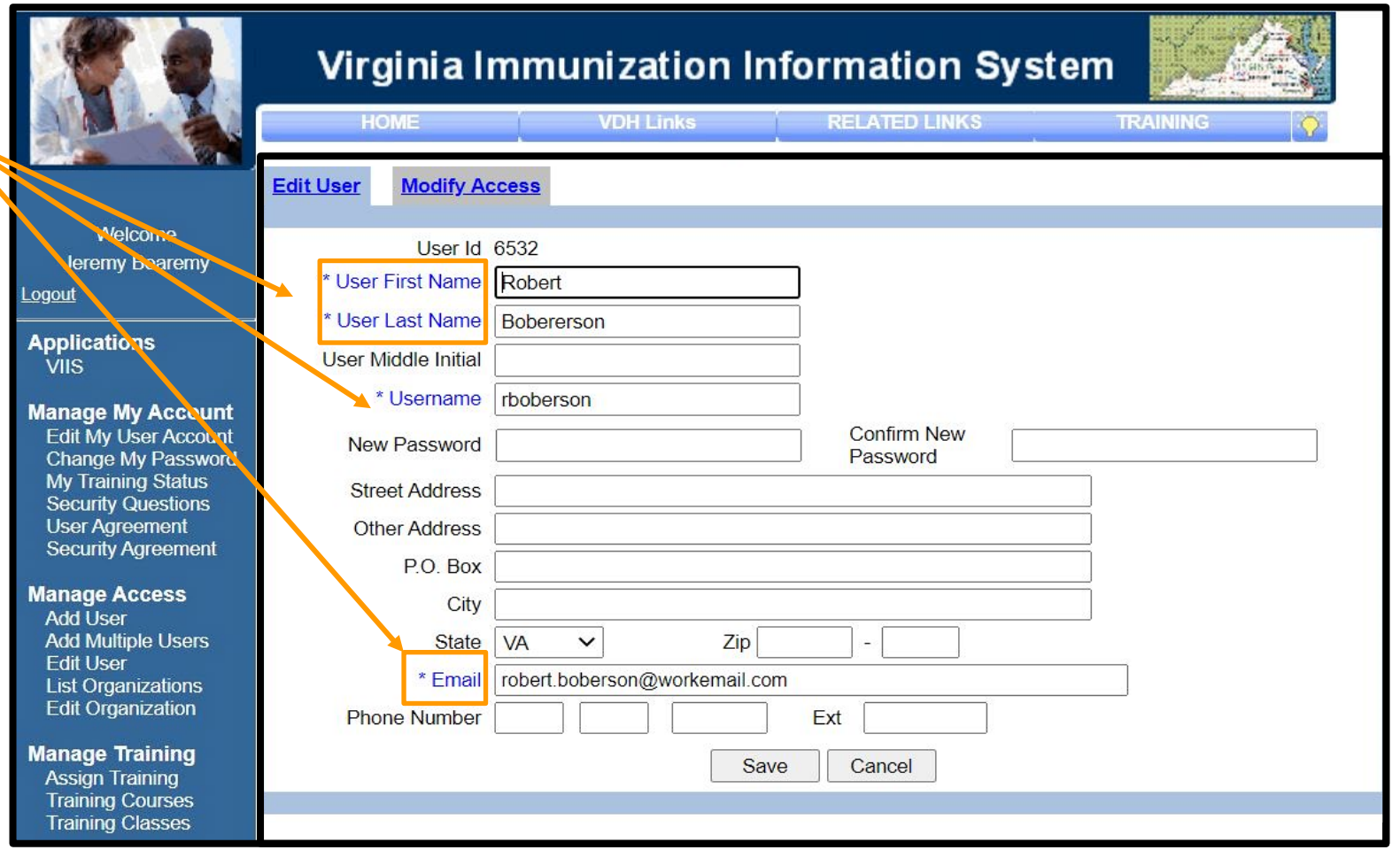
IR Typical User: allows users to lookup patients and edit or update their immunization records in VIIS.



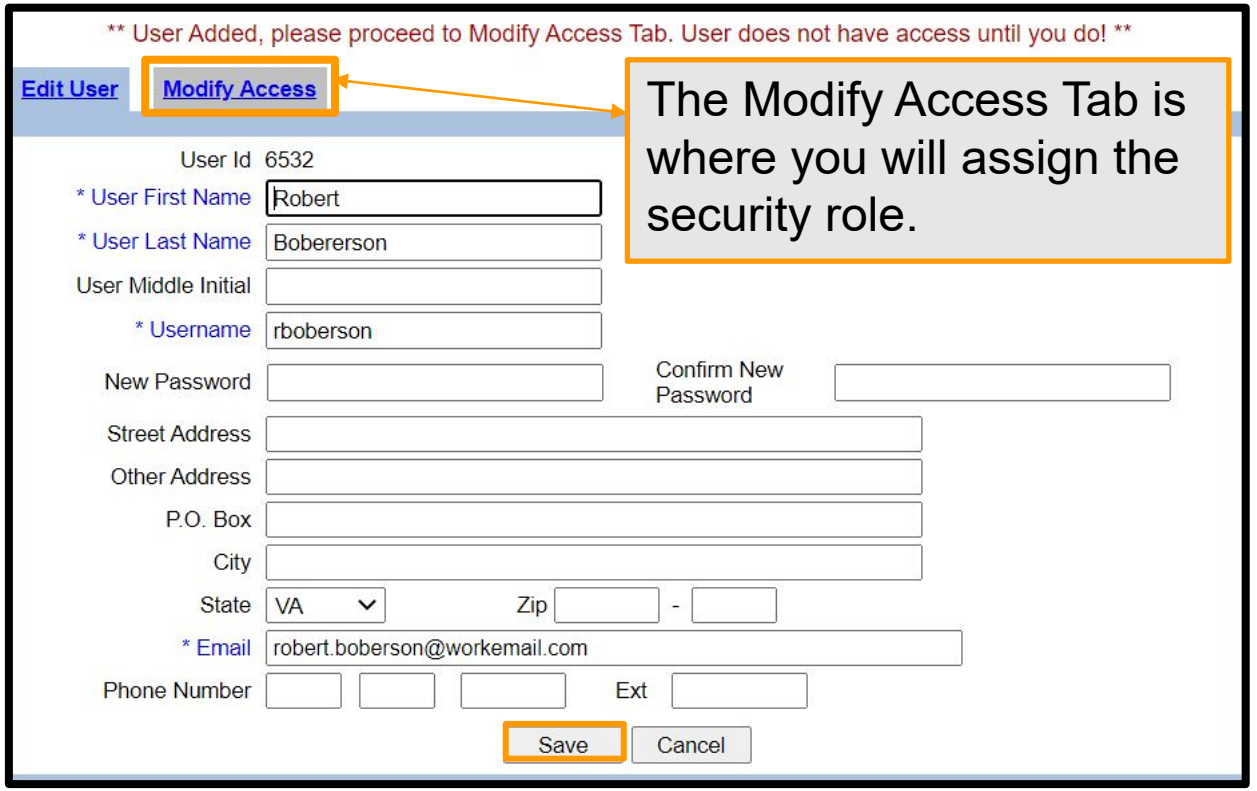
- Another way of adding a user is the Add User option.



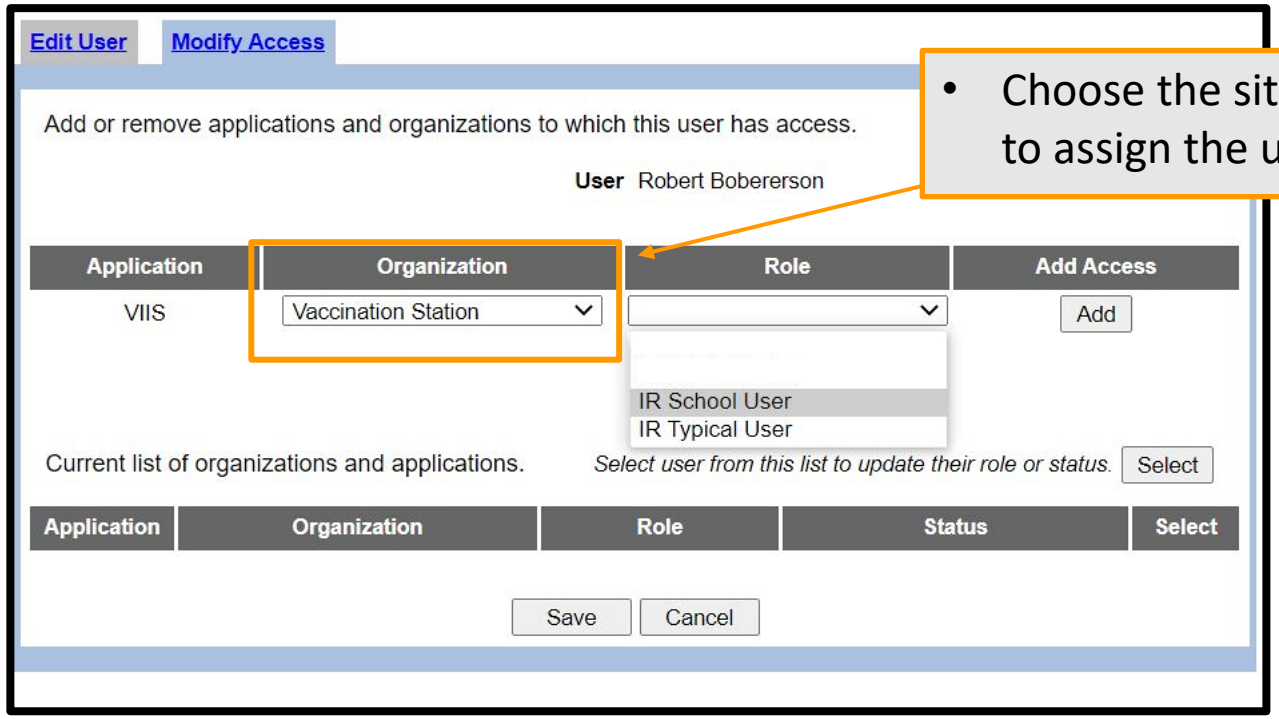
- Here, you have the option to add the user's contact information.
- On this screen, all fields that are labeled in blue are required fields.
- create a username consisting the first letter of the user's first name and their complete last name in lowercase letters.
- Assign a temporary password with at least 5 characters.
- Don’t forget to add the user’s email address. This is necessary for password resets.



Once you are finished, click save on the bottom, and proceed to the modify access tab that now appears at the top of the screen.

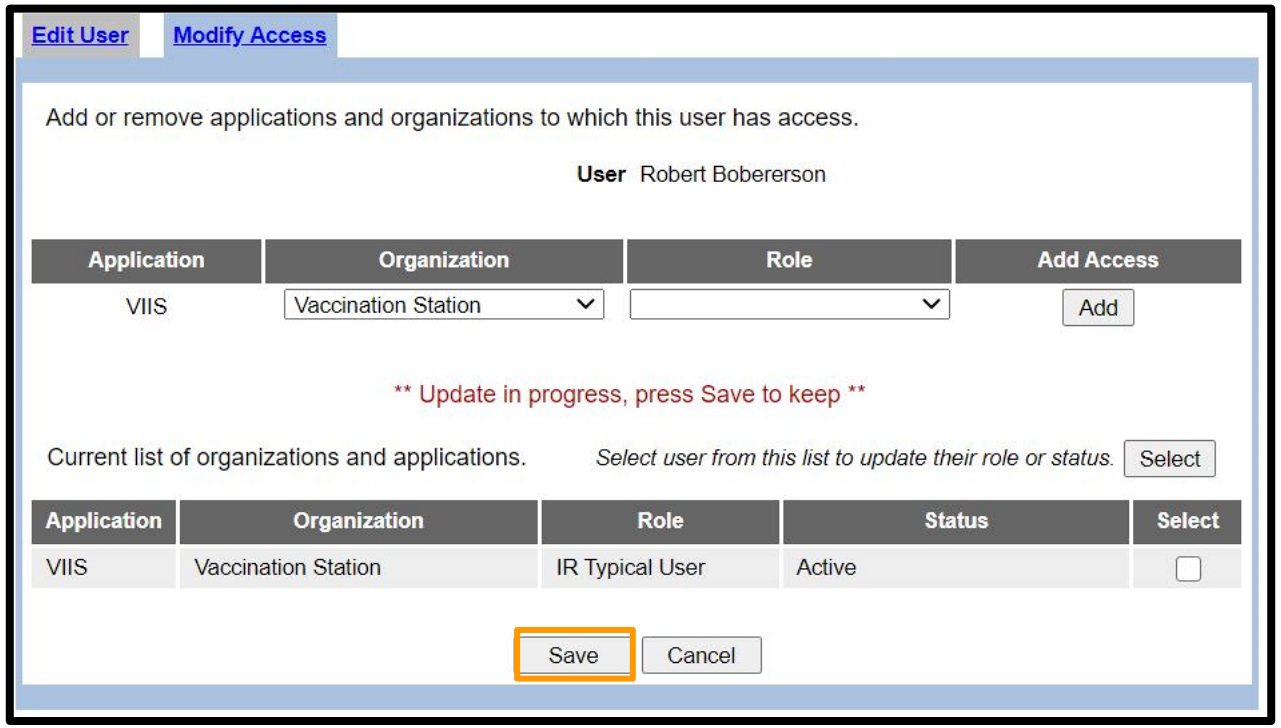


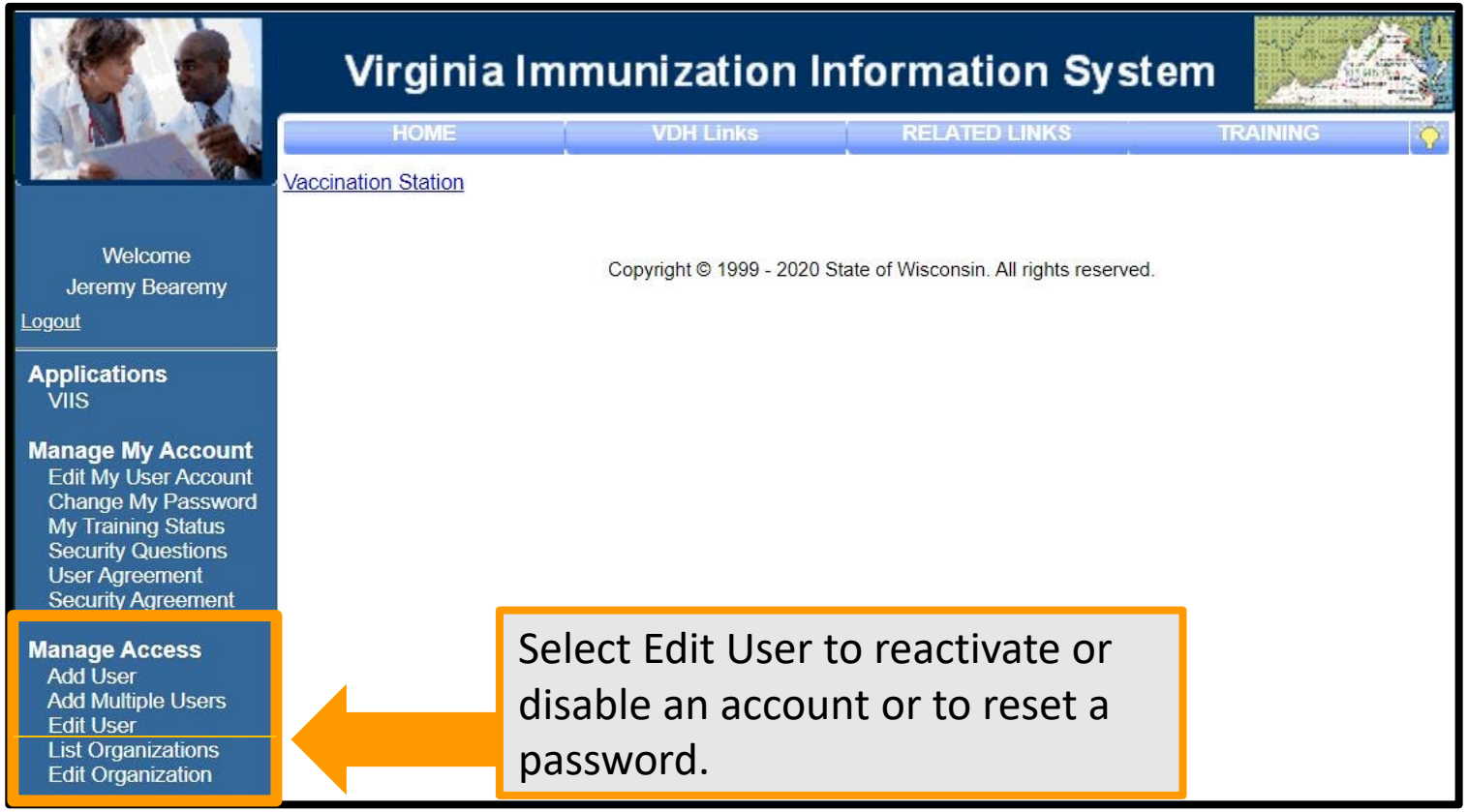
- Select the security role that you wish to add.
- You also have the option to assign the username to any other sites that are in your organization.
- Once the appropriate role has been selected, click add



- Choose the site or sites you want to assign the user to here.

Once you have finished assigning the user to your sites, click the save button.





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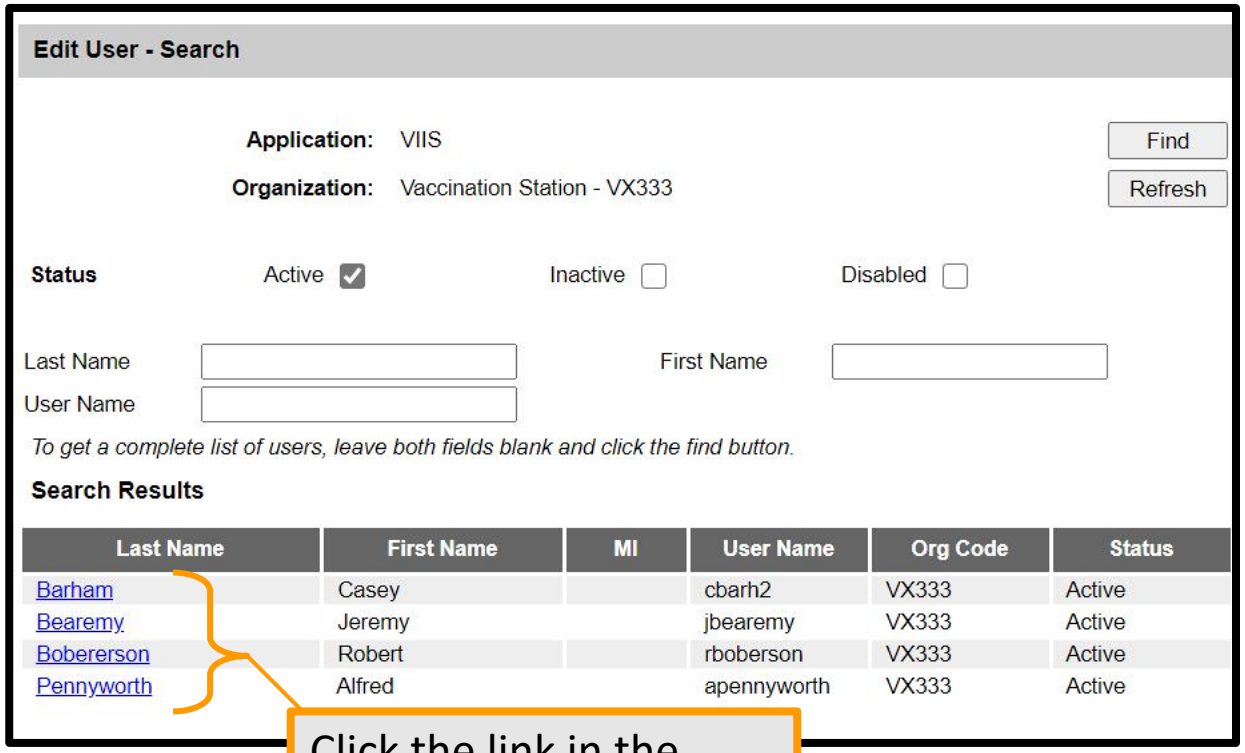
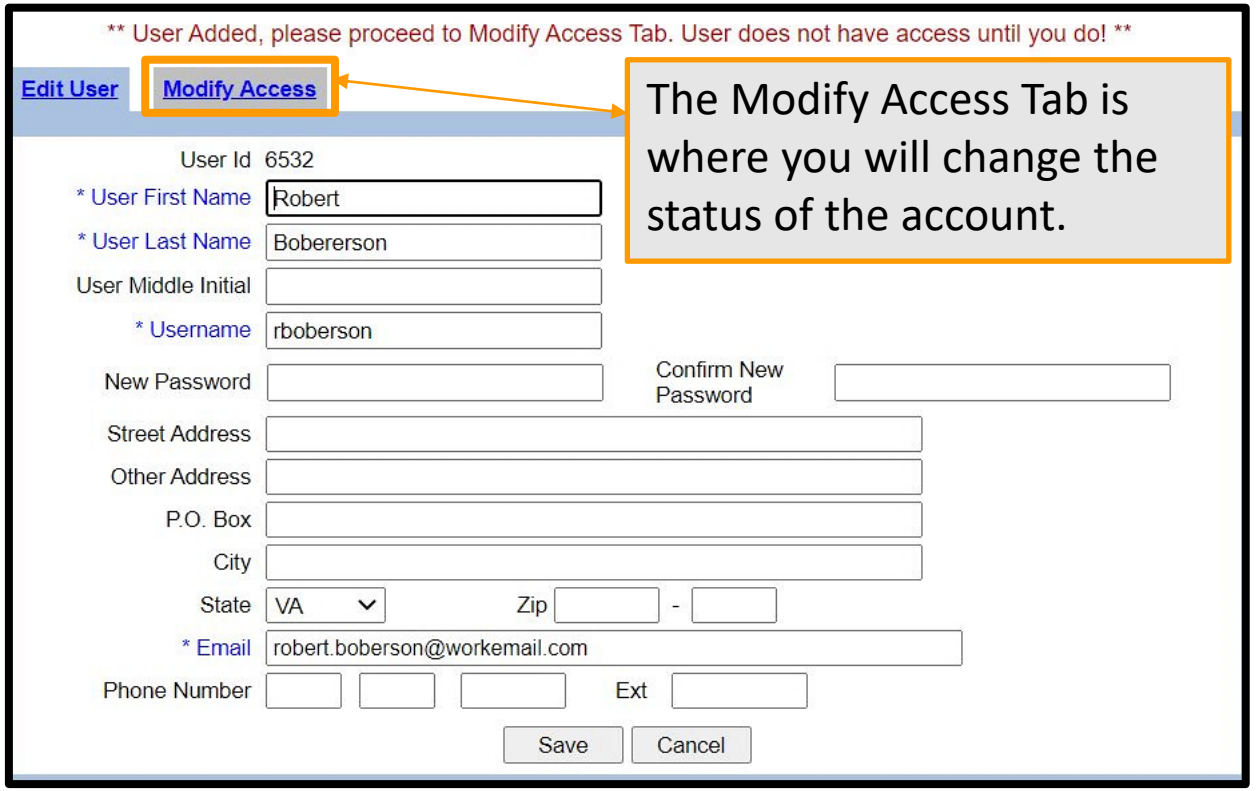
- Select a status and click find to pull up all users with that status.
- Or use the Name fields to find a specific user.
- Now able to search for just inactive statuses.
- Once you have located the account you would like to edit, click on the user's last name.

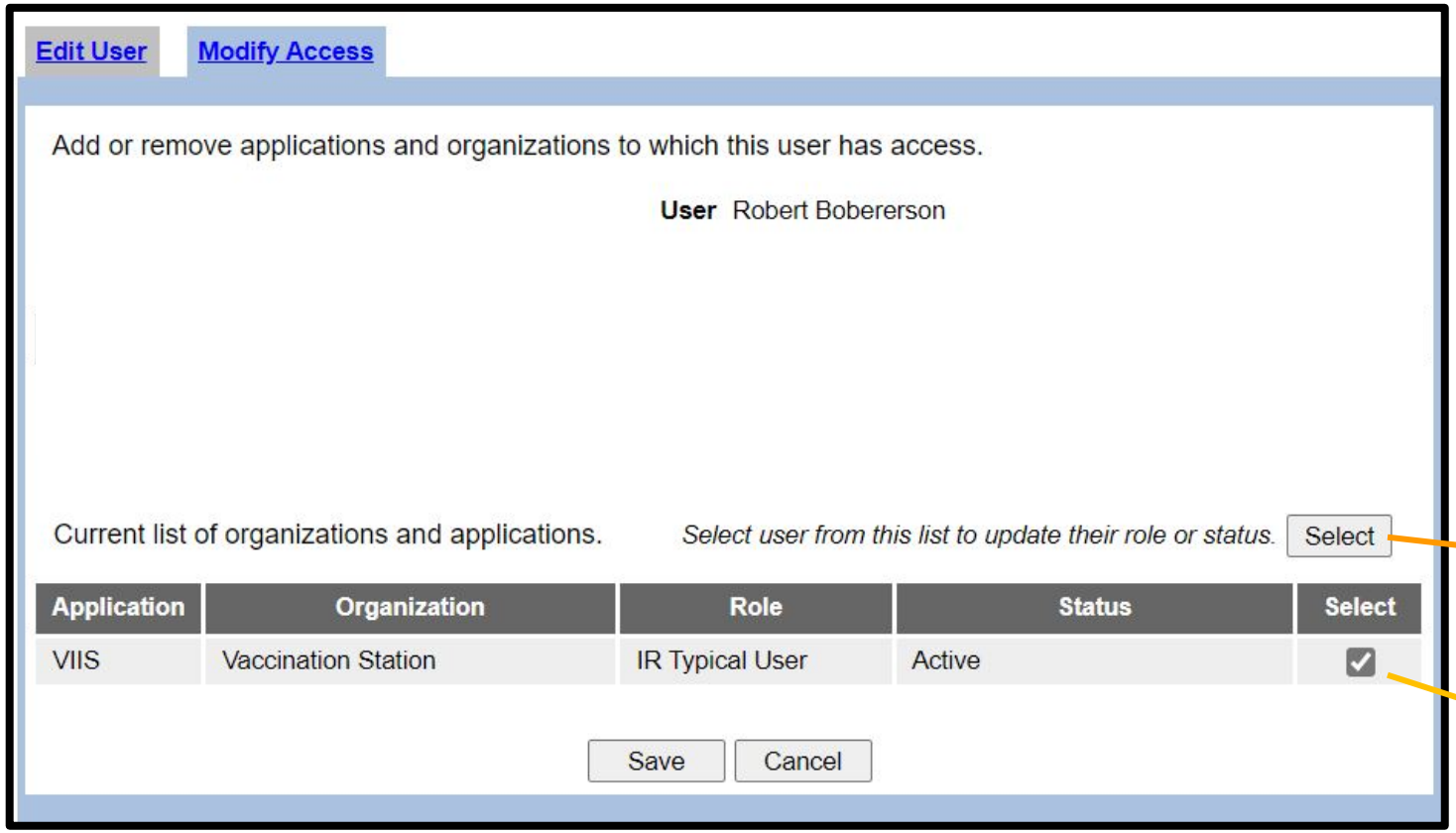


Click the link in the user's name to select the account.

- If the account is active and only needs a password reset, enter the new password and click save.
- To reactivate or disable the account, click on the Modify Access tab for additional options.



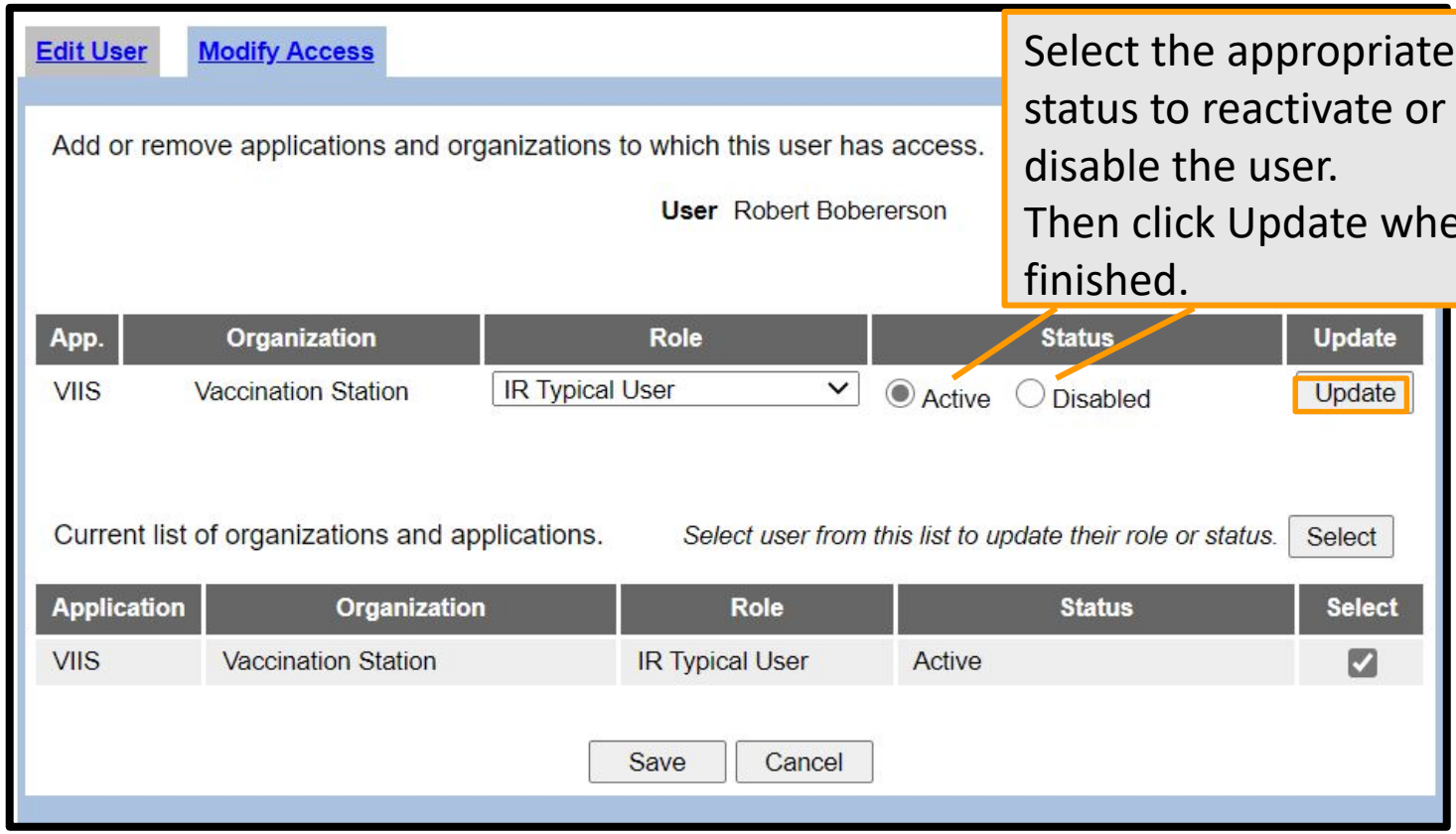
- To change the status of the account, click the Select box next to the account Status and then click the Select button.



2. Then click this button.

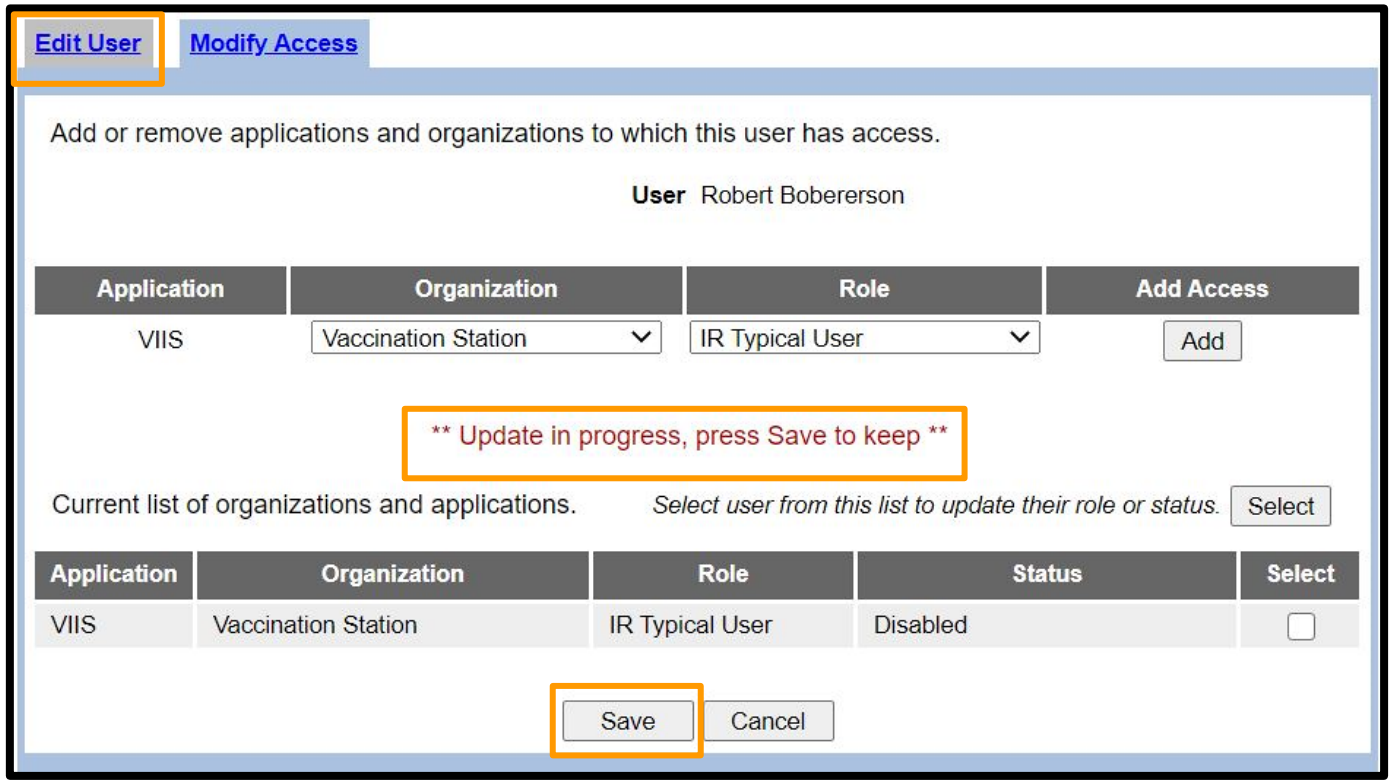
1. Check this box.

- After selecting the account, click Active to Reactivate the account or Disable to Disable the account.
- Click update to secure the changes made to the account status.



- Don’t forget to reset the password, if the user account was Activated or Reactivated.

- After you have updated the status, click save to keep the new status.
- If the account was reactivated, you will need to return to the Edit User tab to reset the password.



Questions?

For technical assistance please contact:
VIIS Helpdesk
Monday – Friday 8:30am – 5:00pm
Email: VIIS_helpdesk@vdh.virginia.gov
Phone Number: (866) 375 – 9795

For all training requests please contact:
Email: VIISinfo@vdh.virginia.gov

Additional training guides and resources can be found at:
https://www.vdh.virginia.gov/immunization/viis/viisregorgs/