

VIIS Helpful Hints



- Your password must be changed every 90 days. VIIS will prompt you to change your password when you log into system. If you do not log into VIIS within 60 days, your account will become inactive.
- Your site's VIIS Administrator can reactivate your account. (Note: Administrators must contact a VIIS Trainer to have their passwords reset.)
- Password must be between 12-20 characters. Users cannot repeat the last 24 passwords.
- 3 of these 4 password criteria must be used: Special Characters, Alphabetic Characters, Numeric Characters, Combination of upper and lower case letters.

Most Common User Roles

Administrator:

Can add users, reset passwords, edit records, print immunization records and complete the VERIP annual renewal.

Administrator Look Up Only:

Can add users, reset passwords, view and print immunization records and complete the VERIP annual renewal.

Inventory Control:

Can manage inventory, data entry, edit records, access reports and print immunization records.

Typical User:

Can edit records and print immunization records.

Client Reports Only:

Has view only access. Users can print immunization records. This role cannot edit records.



New Feature

- ◇ Users can reset their VIIS password, if account is active. Note: User account information must be complete to reset password. To update account information, please select **“Manage My Account”** on the **“Manage Access/Account”** screen in VIIS.
- ◇ Information needed: Individual work email address (email addresses cannot be used by more than one user), work address and telephone number.
- ◇ Users must establish security questions and answers to be able to reset password