Obtaining Access to ImpactSIIS

- If you work with someone who can grant access to ImpactSIIS at your location, please ask that person.

- If that person does not remember how to add new employees, please encourage the co-worker to follow the steps in the pages that follow.

- If you are not aware of anyone in your office who uses ImpactSIIS or your co-workers who use it cannot add new employees:

OR

- If you can log in to ImpactSIIS, but when you do you see the information of a former employer:

Please contact us at

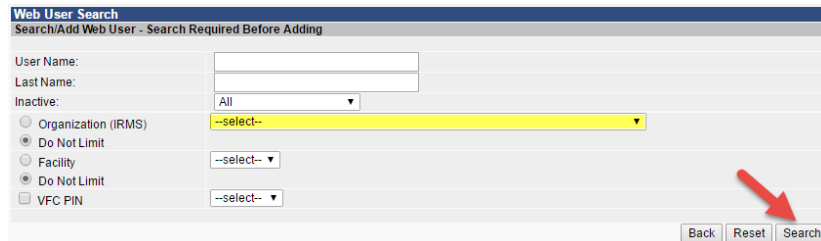1-866-349-0002 so that we can offer some help.

Search/Add New User

1. Login as Registry User.
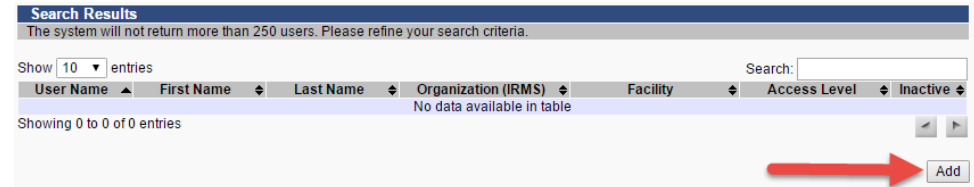
2. Left navigation menu – select Administration

■ Change Password
■ **Administration**
▸ Campaigns
■ Answers

3. Administration Main Menu opens. Under "User Management" select *Search/Add User*

User Management
Search / Add User
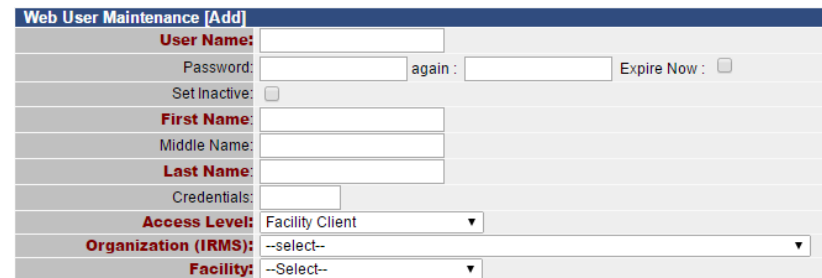Users Logged In
User Activity Tracking

4. In the "Web User Search" criteria box, select the Organization to add user for (you can designate the facility in the user profile if creating a facility user). Click "Search"

Web User Search
Search/Add Web User - Search Required Before Adding

User Name:	
Last Name:	
Inactive:	All ▾
○ Organization (IRMS)	--select-- ▾
● Do Not Limit	
○ Facility	--select-- ▾
● Do Not Limit	
☐ VFC PIN	--select-- ▾

Back   Reset   Search

5. Under "Search Results" any users associated with the selected organization will appear. To add a new user, click "Add"

Search Results
The system will not return more than 250 users. Please refine your search criteria.

Show 10 ▾ entries   Search: [_____]

User Name ▲	First Name ◆	Last Name ◆	Organization (IRMS) ◆	Facility	Access Level ◆	Inactive ◆
			No data available in table			

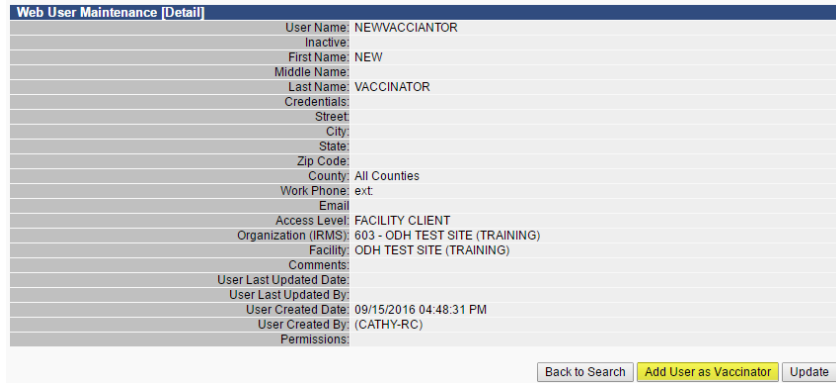Showing 0 to 0 of 0 entries   ◀ ▶

Add

6. The 'Web User Maintenance [Add]' screen opens. All fields in **RED** are required.

   a. User Name
   b. First Name
   c. Last Name
   d. Email (*MUST be unique*)
   e. Access Level
   f. Organization (IRMS)
   g. Facility - if Facility User

Web User Maintenance [Add]

User Name:	[_____]
Password:	[_____] again : [_____] Expire Now : ☐
Set Inactive:	☐
First Name:	[_____]
Middle Name:	[_____]
Last Name:	[_____]
Credentials:	[_____]
Access Level:	Facility Client ▾
Organization (IRMS):	--select-- ▾
Facility:	--Select-- ▾

7. Add Permissions as applicable by selecting them in the Available Permissions box and clicking the >> button to move them to the Current Permissions box. Please see the "Best Permissions for Different User Types" Guide for details about which permissions to assign.

1) View additional step-by-step "Quick Reference Guides" by visiting the "Document Center" under the Main Menu Heading.   **2)** Contact the STC Answer Desk with additional how-to questions by phone at 1-844-208-3880 between the hours of 8am - 5pm EST, Monday through Friday.   **3)** For policy and procedural questions concerning IIS use, please contact the Ohio ImpactSIIS Help Desk by phone at 1-866-349-0002 between the hours of 7:30 a.m. and 5 p.m. ET, Monday through Friday.

8. Users will also need Keycloak Roles assigned. Hold down CTRL and click 'Provider Level Permissions' and 'Access IWeb'. If they will work with vaccine inventory, also add 'Access VOMS'.

9. After creating the user account, indicate the user as a vaccinator if applicable by selecting the **Add User as Vaccinator** button.
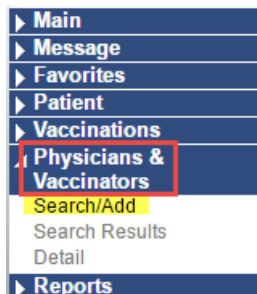

Add Provider/Vaccinator to existing users
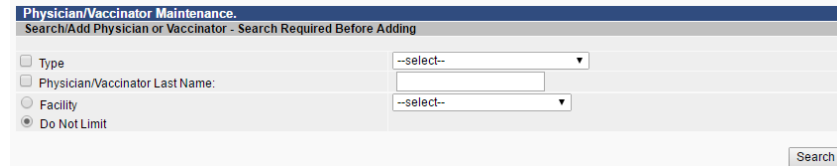
If the user has an existing username, add the provider, vaccinator, or both to their username.

1. Go to Physicians/Vaccinators → Search/Add

2. Enter the information to search for the user in the criteria section. Leave blank to search for all users. Click **Search.**

3. Select the user from the list available by clicking on the arrow next to their name. If the user is not on the list, add the user using the **Add** button.
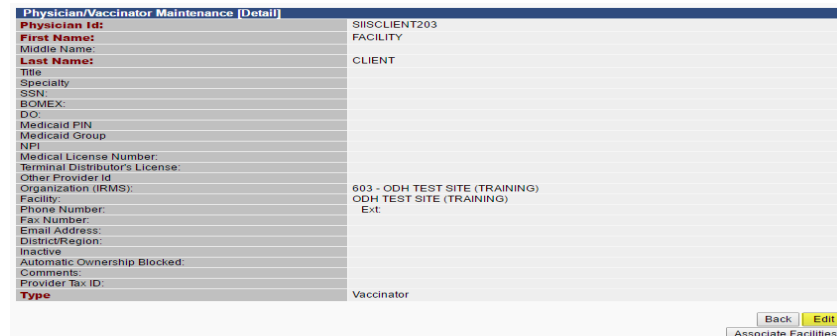
Existing user:

1. To edit an existing user, click the arrow next to their name. The user information will open. Click **Edit** to make any edits.

2. After making edits, click **Save** to save changes.

New user:

1. To add a new user/vaccinator, click **Add.**

2. Enter the required information and any additional information for the user.

3. Select from the **Type** drop down if they are a vaccinator, physician, or physician and vaccinator.

Physician/Vaccinator Maintenance [Add]	
First Name:	
Middle Name:	
Last Name:	
Title	--none-- ▼
Specialty	--none-- ▼
SSN:	
BOMEX:	
DO:	
Medicaid PIN	
Medicaid Group	
NPI	
Medical License Number:	
Terminal Distributor's License:	
Other Provider Id	
Organization (IRMS):	603 - ODH TEST SITE (TRAINING)
Facility:	--select-- ▼
Phone Number:	
Phone Number Extension:	
Fax Number:	
Email:	
District/Region:	
Inactive	☐
Automatic Ownership Blocked:	☐
Comments:	
Provider Tax ID	
Type	VACCINATOR ▼
	PHYSICIAN
	VACCINATOR
	PHYSICIAN AND VACCINATOR

Cancel   Save

4. Click **Save** to save the user.