



# GETTING STARTED

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# ENROLLING WITH ASIIS



*Health and Wellness for all Arizonans*

azdhs.gov



This is the ASIIS home page (<https://asiis.azdhs.gov>). This page provides important announcements and helpful links. It is recommended that you view this page before performing any functions within ASIIS. To enroll as an ASIIS user, click the link shown below to download ASIIS enrollment forms.

Arizona Department of Health Services

Date: November 3, 2015

## Welcome to the Arizona State Immunization Information System (ASIIS) Web Application

**ANNOUNCEMENTS:**

**2015-2016 VFC Influenza vaccines are now available.**

The 30 day wait period between flu orders has now been removed and you may now order additional flu vaccine. AIPO continues to wait for delivery of our full allocation of flu doses. Orders will continue to be reduced based on the doses available at the time of order submission. If your order cannot be processed in its entirety, the balance will be placed on backorder and will be filled when available.

**REMINDER: Temperature Logs are required for VFC vaccine orders. Please submit by email to [arizonavfc@azdhs.gov](mailto:arizonavfc@azdhs.gov) or by using the ASIIS Cold Storage Module. Click [here](#) view the Cold Storage Module Training.**

**Valuable Links**

- Click [HERE](#) to download ASIIS enrollment forms.
- Click [HERE](#) to access the ASIIS training modules.
- Click [HERE](#) to View the List of Vaccine Names - Best ASIIS Selection(CPT/CVX Codes), the ASIIS Manual and other vaccine ordering training materials.
- Click [HERE](#) to get contact information for registries in other states.
- Click [HERE](#) to go to the VFC Program Home Page.

Click Here

Select the appropriate enrollment packet for your practice/office. VFC providers will select the enrollment packet indicated below. **Please be sure to complete all fields and sign all pages. For help completing the enrollment packet please contact ASIIS (1-877-491-5741).** Please allow 1 – 2 business days to receive your ASIIS password and username via e-mail.



# Arizona Department of Health Services

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## Arizona State Immunization Information System (ASIIS)

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### Enrollment Packet

Please read the first five headings below and click on the link to the document that best describes where you work.

To enroll with the ASIIS program, fill out the Enrollment Application and User Agreement, located in each form below. These documents must be mailed in or faxed.

#### Enrollment Forms

- People who work in a school\*
- People who work in a daycare center\*
- CPS employees
- People who work in a vaccine provider's office that USE the free state-supplied VFC vaccine
- People who work in a vaccine provider's office who DO NOT use the free state-supplied VFC vaccine

\* Please fax back all three pages!

VFC PROVIDERS



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# LOGGING IN



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To log on to ASIIS, you will need an ASIIS user name and password. Begin by selecting “Login” from the navigation bar.

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Navigation Bar

Enter your ASIS user name and password in the fields provided and select [Login](#) . If you have forgotten your ASIS password, click the “[Forgot Password](#)” link. If you do not have an ASIS user name and password, contact ASIS.

The screenshot shows the ASIS-Web Login page. At the top left is the Arizona Department of Health Services logo. A navigation menu on the left includes links for Main, Patient, Scheduled Reports, Job Queue, Change Password, and Answers. A central banner reads: "2015-2016 VFC Influenza vaccines are now available. The 30 day wait period between flu orders has now been removed and you may now order additional flu vaccine. AIPO continues to wait for delivery of our full allocation of flu doses. Orders will continue to be reduced based on the doses available at the time of order submission. If your order cannot be processed in its entirety, the balance will be placed on backorder and will be filled when available." Below this is the "ASIS-Web Login" section with fields for "Username:" and "Password:". A "Forgot Password" link is positioned between the fields, and a "Login" button is at the bottom right. Red boxes and arrows highlight the "User name" field, the "Password" field, the "Forgot password link", and the "Login" button. Below the login fields, a "Before logging in:" section lists three requirements: enabling cookies, enabling scripting, and disabling pop-up blockers. The page footer includes the iWeb logo (Version: 5.15.8.1) and the STC logo.

Arizona Department of Health Services

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ASIS-Web Login

Username :

Password :

[Forgot Password](#)

Clear

Before logging in:

- Enable your browser to accept cookies. This is **required** to use the application.
- Enable your browser for scripting. This is **required** to use the application.
- Disable popup blocker for this site. This is **required** to use the application.

iWeb  
Version: 5.15.8.1  
STC

# FORGOT PASSWORD HELP



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After you click on the Forgot Password link, you will be taken to this page.

Complete the fields below and click [Send](#). A temporary password will be emailed to you.

**Note:** You can only use this feature if you have an email on file with ASIIS. If you don't have an email on file with ASIIS, please call the ASIIS Help Desk (1-877-491-5741) for assistance.

Arizona Department of Health Services

ASIIIS-Forgot Password

Date: November 3, 2015

Your password will be reset, and the new one emailed to your email address on file.  
Please enter either your User Name or User Name and Email.

User Name:

Email:

[Send](#)

**Main**  
Home  
Login

**Patient**

**Scheduled Reports**

**Job Queue**

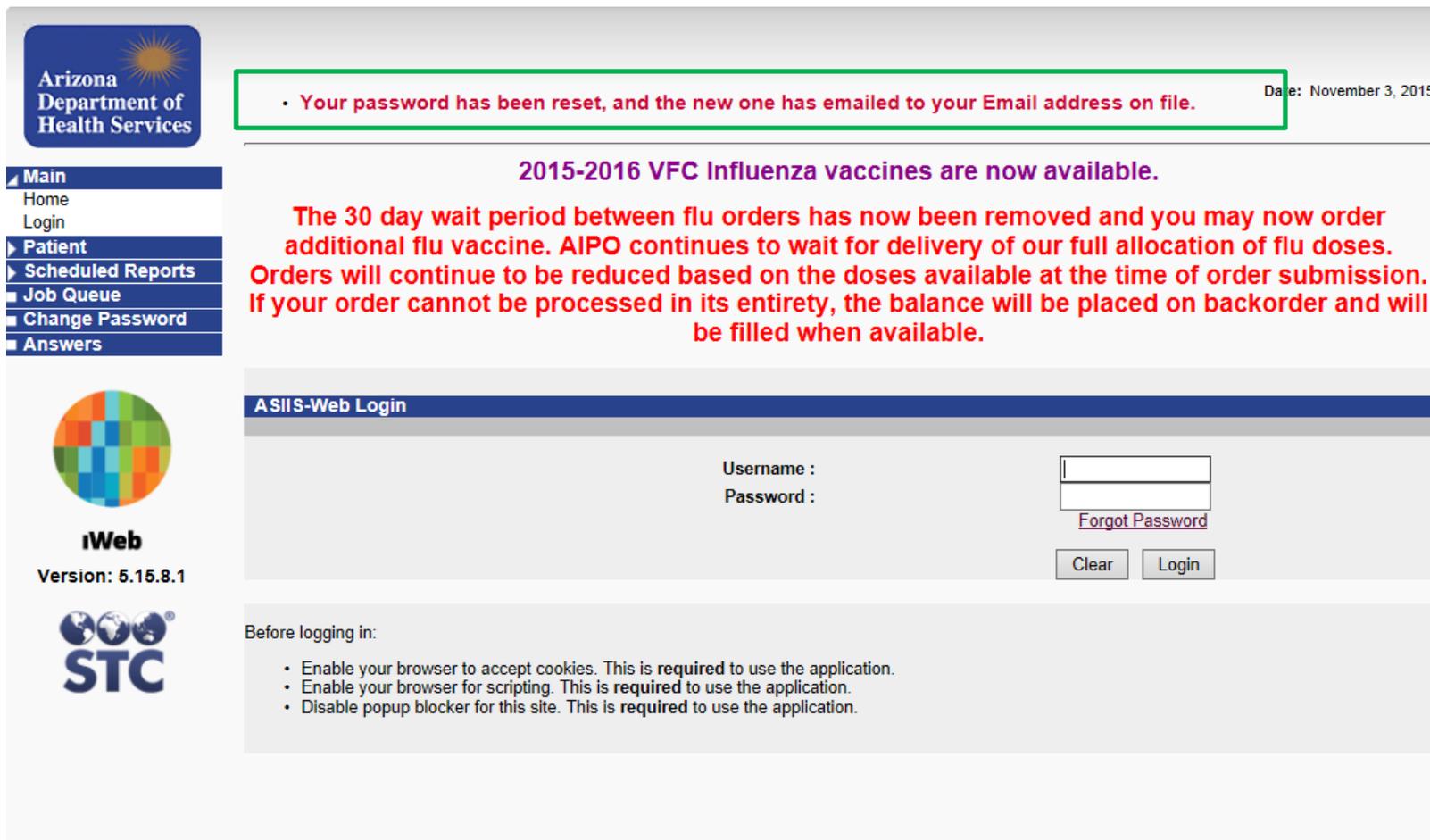
**Change Password**

**Answers**

**iWeb**  
Version: 5.15.8.1

**STC**

After clicking send, you will be taken to the ASIIS Home page. The message at the top of the screen will let you know you reset your password. Check your email for the new password.



The screenshot displays the ASIIS Home page. At the top left is the Arizona Department of Health Services logo. A green-bordered box at the top center contains a red message: "Your password has been reset, and the new one has emailed to your Email address on file." To the right of this message is the date "Date: November 3, 2015". Below the message is a purple heading: "2015-2016 VFC Influenza vaccines are now available." This is followed by red text: "The 30 day wait period between flu orders has now been removed and you may now order additional flu vaccine. AIPO continues to wait for delivery of our full allocation of flu doses. Orders will continue to be reduced based on the doses available at the time of order submission. If your order cannot be processed in its entirety, the balance will be placed on backorder and will be filled when available." Below this is the "ASIIS-Web Login" section, which includes fields for "Username" and "Password", a "Forgot Password" link, and "Clear" and "Login" buttons. At the bottom of the login section, there is a "Before logging in:" section with a list of requirements: "Enable your browser to accept cookies. This is required to use the application.", "Enable your browser for scripting. This is required to use the application.", and "Disable popup blocker for this site. This is required to use the application." On the left side of the page, there is a navigation menu with items: "Main", "Home", "Login", "Patient", "Scheduled Reports", "Job Queue", "Change Password", and "Answers". Below the menu is the "iWeb" logo and version "5.15.8.1", and the "STC" logo.

Arizona Department of Health Services

• Your password has been reset, and the new one has emailed to your Email address on file. Date: November 3, 2015

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ASIIS-Web Login

Username :

Password :

[Forgot Password](#)

Clear Login

Before logging in:

- Enable your browser to accept cookies. This is **required** to use the application.
- Enable your browser for scripting. This is **required** to use the application.
- Disable popup blocker for this site. This is **required** to use the application.

Main  
Home  
Login  
Patient  
Scheduled Reports  
Job Queue  
Change Password  
Answers

iWeb  
Version: 5.15.8.1

STC

# You are done!

Please register that you have completed this training module by completing the training registration form at <http://www.surveymonkey.com/s/CXL2RPY>. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.