NH Immunization Information System (NHIIS) Application Access – Data Entry for Patients and Vaccinations
You will be responsible for all documenting of patient and vaccine administration data within the NHIIS. You will search for existing patients, create new patients, update patient information, add vaccines, document vaccines administered, and add historical vaccines. This is a one time training that will transfer from clinic to clinic. Here are the training requirements for Data Entry:

Register and complete NHIIS Vaccine Ordering and Administration training in CDC's TRAIN platform

☐ Submit a user account request for the NHIIS system at:

https://nhiis-prod.dhhs.nh.gov/nhiis/UserRegistration/NewRegistration

☐ Select the Request User Account link and complete the request and the New User Agreement.

☐ Log in or create a new account in CDC Train: Go to https://www.train.org/cdctrain/

☐ Search for course by name or course:

      1. Patient & Vaccine Information in the NHIIS: Course #202103

☐ Complete the courses, take the post-tests and complete the evaluations.

☐ Submit your Certificates of Completion to NHIIS.Support@dhhs.nh.gov

☐ Submit the User Agreement with the certificate to the support email in order to get the NHIIS log in credentials.

How to create an account in CDCs TRAIN e-Learning Platform

STEP1: Go to https://www.train.org/cdctrain
Note: If you already have an existing TRAIN account skip down to Step 3.

1. Select the **Create an Account** link and follow the prompts to create an account.
2. Create a login name: Letters and numbers only Minimum of four characters
3. Create a password. Must contain at least six characters with at least one capital letter and one number
4. Enter your work email address.
5. Enter your first and last name.
6. Select your time zone.
7. Enter your work zip/postal code.
8. You must enter a New Hampshire Address.
9. Read and agree to all CDC TRAIN policies.
10. Select the **Next Step** button
11. Prepare to select a more detailed group selection for CDC TRAIN. Select a Community of Practice/Group that aligns with your job role or work setting. Select **Continue**.
12. Select the green button to confirm your selection. If you are in a TRAIN state, you may be asked to select a group or the state.
13. Make the best selection from the given choices and then select the **Confirm** button.

![NHIIS - New Hampshire Immunization Information System]

NH DIVISION OF
Public Health Services
Improving health, preventing disease, reducing costs *for all*
Department of Health and Human Services

14. Select the blue **Finish Creating Account** button after you confirm your selections.

STEP 2: Complete User Profile

1. Select your name in the top right corner
2. Select **Your Profile** link in the top right corner to complete any required account information.
3. Any required area of your profile to be completed will have a red exclamation mark next to it.
4. Select the exclamation mark to update each field. All fields must be completed before you can register for courses.
5. Complete each field and save the entry by selecting the **Save** button on the top right corner of the page.
6. Continue this action until all fields have been updated.
7. You can search CDC TRAIN for courses without all required information, but in order to register and take a course, you will need to complete your profile.
8. Remember to **OPT IN** to receive emails from CDC TRAIN.
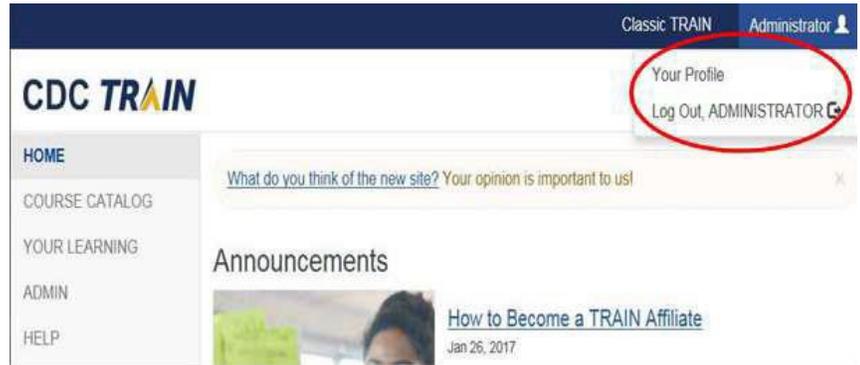
STEP 3: Register for Required Training

1. Search for course by name or course #:
   a. NHIIS Vaccine Ordering & Inventory in the NHIIS, Course # 202102
   b. Patient & Vaccine Information in the NHIIS: Course #202103
2. E-learning courses can be completed at your own pace and are immediately approved upon registration.
3. All current courses and training plans will appear in section "**Your Learning**." Completed courses will appear in section "**My Transcript**."
4. Certificates will appear in "**My Transcript**" for courses that have been successfully completed.
5. Successful course completion includes a post-test, a course evaluation (see below) and emailing your course certificate to: NHIIS.support@dhhs.nh.gov

STEP 4: Complete the Course, Take Post Test, Complete Evaluation, Get Certificate

1. After completing the course, click "Finish Course" to submit. NOTE: this will not close the course.
2. Click the "X" in the top right hand corner to close the course window.
3. Return to your TRAIN homepage to take the required Post-test and Course Evaluation.
4. Once the Post-test and Course Evaluation are completed, download and print your certificate as a PDF. Please rename your file using your full name followed by "NHIIS Cert".
5. This certificate needs to be attached to an email message that should be addressed to NHIIS.support@dhhs.nh.gov.

STEP 5: NHIIS Application Access

1. Navigate to this URL https://nhiis-prod.dhhs.nh.gov/nhiis/Login.aspx

2. Select the Request User Account link in the middle of the screen and complete the request.

3. When completing the request, use your RPHN associated email address. The organization name must be the RPHN/ RPHN clinic you are associated with, for example Greater Manchester RPHN / Greater Manchester RPHN. If you are unsure, please check with your supervisor.

4. You should be presented with an Authorized User Agreement that needs to be completed and submitted to NHIIS.Support@dhh.nh.gov or faxed to **603.271.3850**. Once the agreement is reviewed and printed, close it and select **Click to Accept**.

5. Complete the Validation Section, move the slider to the far right and select Submit Registration, confirmation will be displayed.

6. Please send the training certificate and the User Agreement (signed by the supervisor) to the NHIIS.Support@dhhs.nh.gov email and we will send you log in credentials for the NHIIS.

STEP 6: Log into the NHIIS

1. Once again, navigate to this URL https://nhiis-prod.dhhs.nh.gov/nhiis/Login.aspx You may want to bookmark it, as this is the production site to log in.

2. You will be sent encrypted emails with your user name and a temporary password good for 24 hours.

3. Log in with the temporary password. The password will be case sensitive and don't include the ' before and after the password. For example:'Immunization1234!'

4. You will be prompted to create your own password after entering the temporary password one more time.

5. You will then be asked to answer at least 5 security questions. This is so you can use the Forgot Password link in the future.

6. You can now log into the NHIIS.