

## Creating a New Account in NDIIS

### Getting Started

New users to the North Dakota Immunization Information System (NDIIS) will need to create their own unique user account prior to accessing the NDIIS.

⇒ Users will need to have access to the email they are registering under to complete the required multi-factor authentication.

### First Step

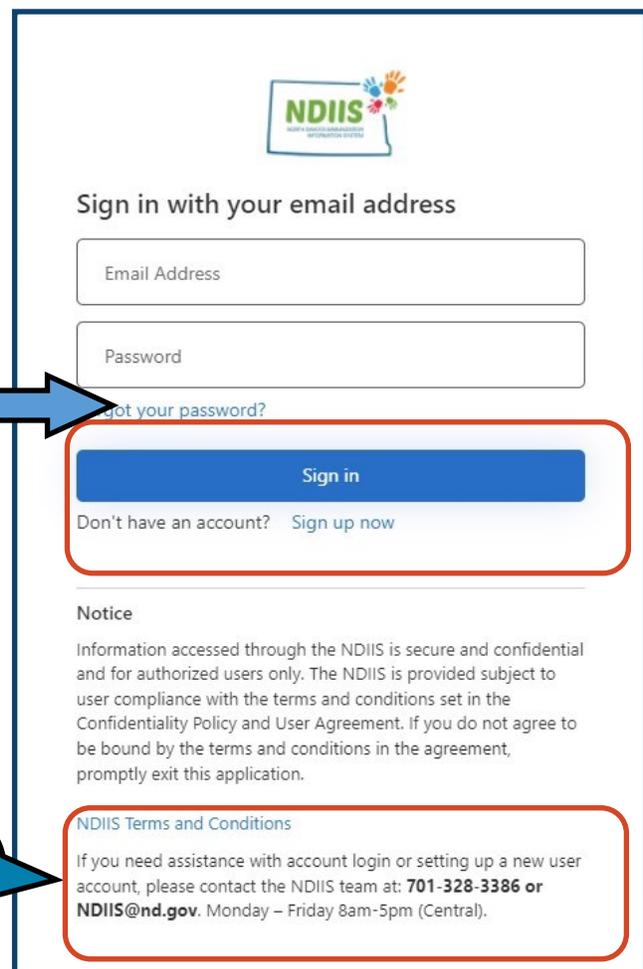
1.) Access the NDIIS by going to [www.ndiis.org](http://www.ndiis.org)

2.) The page will automatically direct to the sign in.

This will be the main page to sign in after the account has been created.

3.) Underneath the blue **Sign In** button is the link to create a new account

4.) Click **Sign Up Now**



The NDIIS Team is the main point of contact for all NDIIS issues.

## Creating the Account

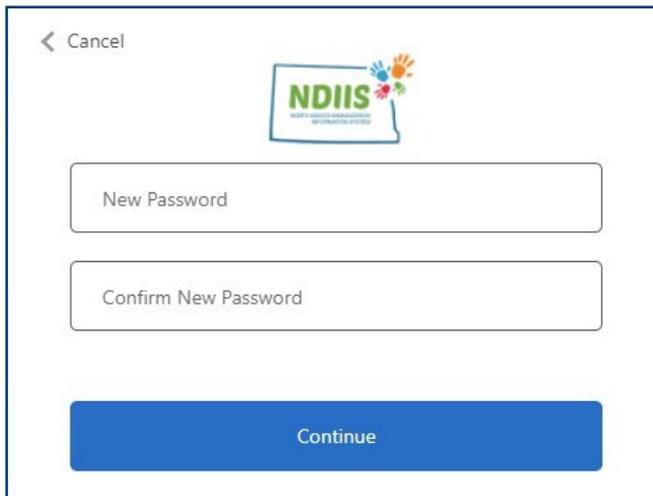
- 1.) Input the first name, last name, and email that will be associated with your account.
- 2.) Click **Send Verification** code to complete the multi-factor authentication. The code will be sent to the email entered for registration.  
⇒ Monitor the inbox of the email that was registered. The verification code will arrive from *Microsoft on behalf of North Dakota Immunization Information System (NDIIS)*. This can take a few minutes but should not exceed 5 minutes. If the code does not arrive within that timeframe or it was not entered within the acceptable time, click **Send New Code** to initiate a new multi-factor verification.
- 3.) Enter the six (6) digit verification code in the indicated **Verification Code** field.

The image displays three sequential screenshots of the NDIIS account creation process. Each screen features the NDIIS logo at the top and a 'Cancel' button in the top left corner.

- First Screenshot:** Shows the registration form with input fields for 'First Name', 'Last Name', and 'Email Address'. A blue button labeled 'Send verification code' is highlighted with a red box at the bottom.
- Second Screenshot:** Shows the verification step. It includes a message: 'Verification code has been sent to your inbox. to the input box below.' Below this is an empty input field for the 'Verification Code'. Two blue buttons, 'Verify code' and 'Send new code', are highlighted with red boxes at the bottom.
- Third Screenshot:** Shows the email verification step. It includes a message: 'E-mail address verified. You can now continue.' Below this is a disabled 'Email Address' field. Two blue buttons, 'Change e-mail' and 'Continue', are highlighted with red boxes at the bottom.

- 4.) When verification has been completed, the new account will give the option to change the email entered or the user can continue to the next step.

5.) New passwords must be between 12 and 256 characters in length. The new password must contain all of the following:

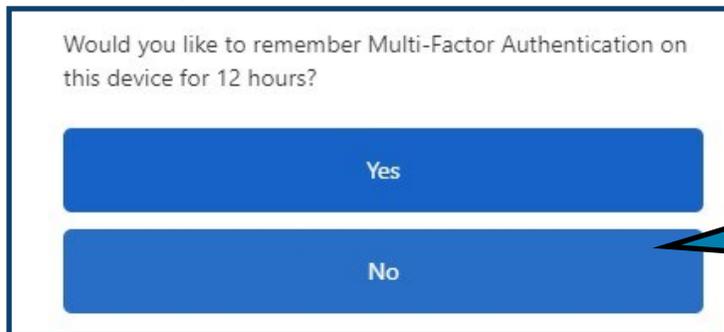


- ⇒ A lowercase letter
- ⇒ An uppercase letter
- ⇒ A number
- ⇒ A symbol

6.) If passwords match and all criteria is met, click **Continue**.

7.) The user will be brought back to the original login where they are asked to enter the email and password they used to create their NDIIS account.

8.) The user will have to complete the multi-factor authentication step with a code being sent to the registered email. (Repeat of steps 5-6).



For Security  
If more than one  
user accesses  
NDIIS on device,  
please select  
"No".

9.) When completed, the user will be logged in and will see the NDIIS home page.

10.) Once logged in, new users will need to submit an **Access Request**. This is completed by clicking on the user menu icon in the top right corner of the home screen.



*Note: the user menu icon will show the individual user's initials*

## Creating the Access Request

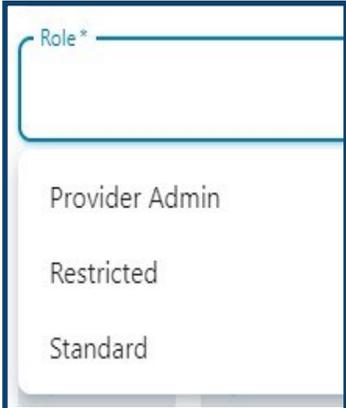
1.) From the ID Icon drop-down, click **Manage My Access**.



2.) The **Create Access Request** module will open.

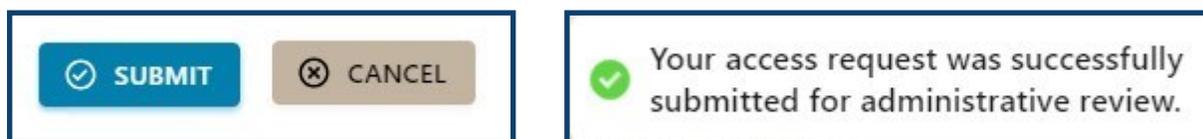
3.) Users will select the **Provider** they are requesting access under from the drop-down.

4.) Users will then select the **Role** they are requesting.

	<p>⇒ <b>Provider Admin:</b> This is reserved for the Provider Site Administrator and any other individuals the site deems as needing administrator level access.</p> <p>⇒ <b>Restricted:</b> This allows users to view records and print immunization certificates. Users with this level of access will not be able to modify, add, or delete any information in the NDIIS and have access to limited functionality.</p> <p>⇒ <b>Standard:</b> This allows users to view, modify, add, and delete information in the NDIIS.</p>
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5.) Users are able to provide a comment on why they are requesting access. Comments can be seen by the Site Administrator that views the request for approval/denial.

6.) When completed, the user can click **Submit** to send the request to the Site Administrator or **Cancel** to remove all information.



7.) Clicking **Submit** will trigger a pop up in the bottom right of your screen indicating successful submission to the access request.