




## Setting up new NDIIS login

### New NDIIS Users

1. On the NDIIS login page, click *Sign up now*



Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

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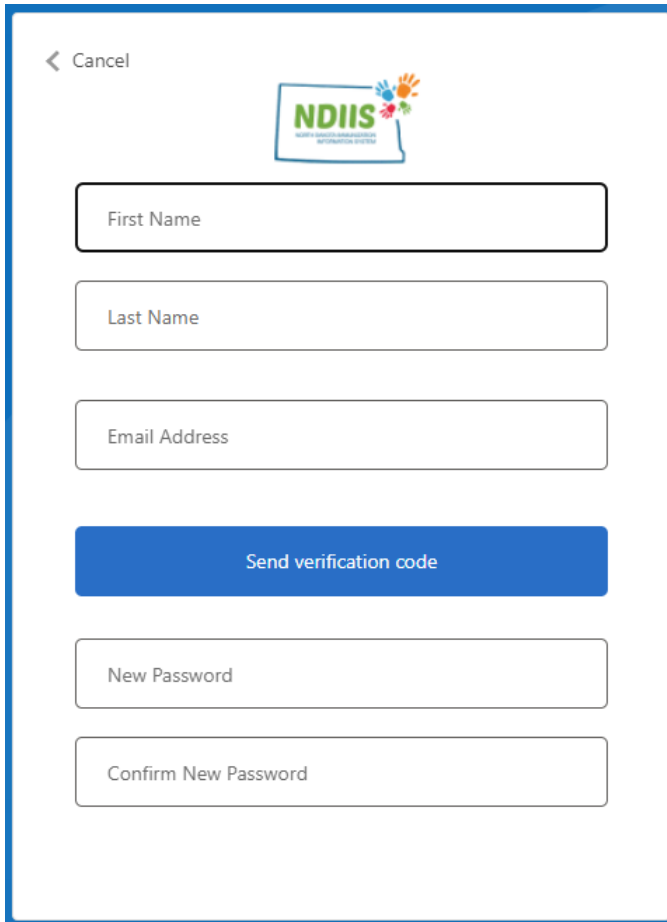
**Notice**

Information accessed through the NDIIS is secure and confidential and for authorized users only. The NDIIS is provided subject to user compliance with the terms and conditions set in the Confidentiality Policy and User Agreement. If you do not agree to be bound by the terms and conditions in the agreement, promptly exit this application.

[NDIIS Terms and Conditions](#)

If you need assistance with a password reset or locked account, please contact Support Services at:  
**1-800-544-8467 or [NDIISupport@bcbsnd.com](mailto:NDIISupport@bcbsnd.com)**  
Monday - Friday 8:00 a.m. to 4:30 p.m. CST

2. Enter your first name, last name, and email address then click **Send verification code**



< Cancel

**NDIIS**  
NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM

First Name

Last Name

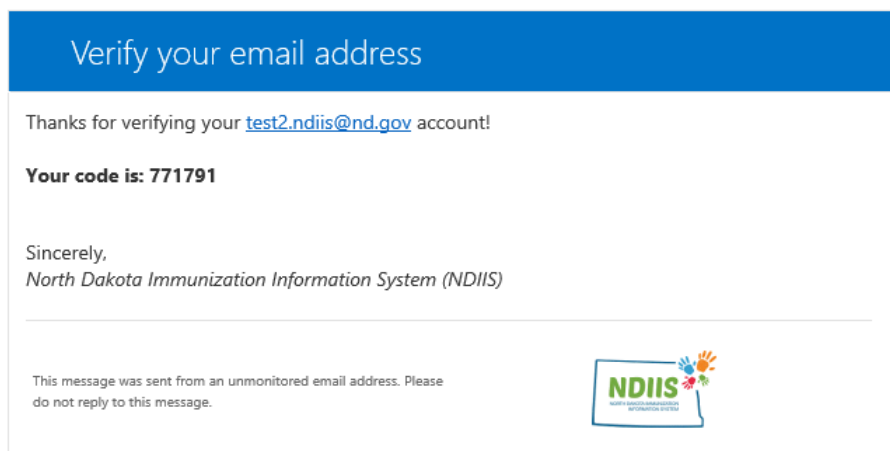
Email Address

Send verification code

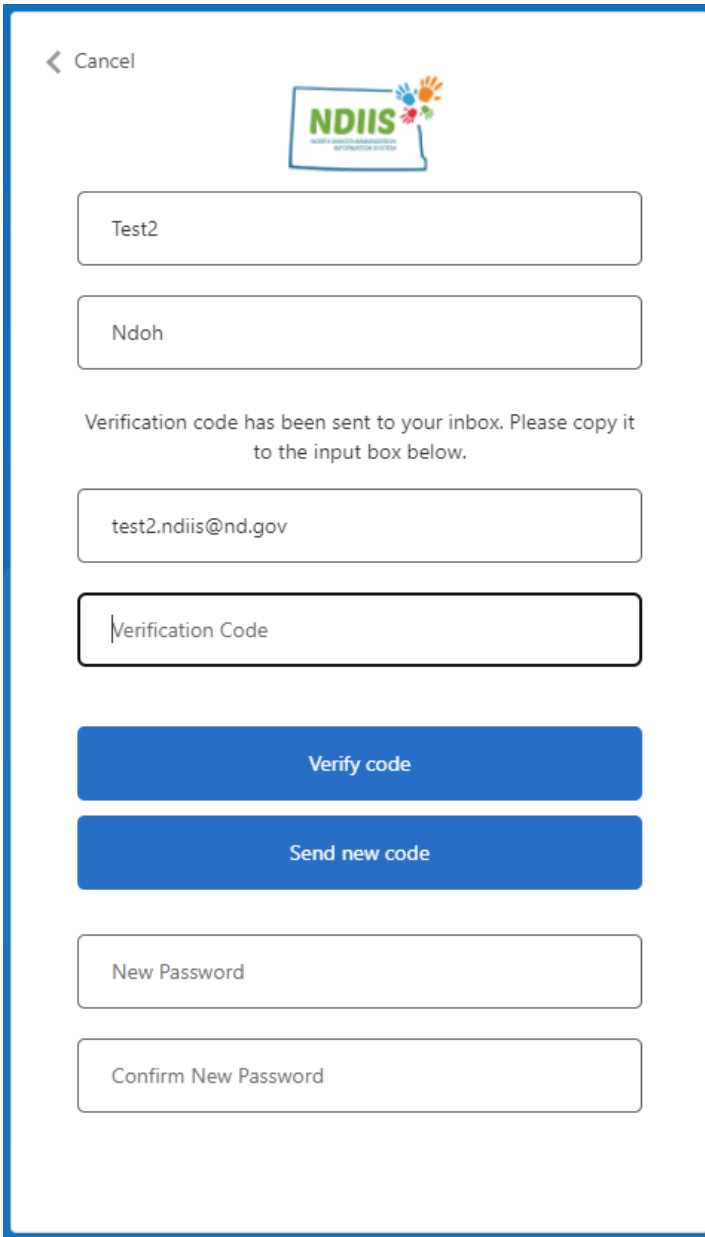
New Password

Confirm New Password

3. The verification code will come to your email from [msonlineserviceteam@microsoftonline.com](mailto:msonlineserviceteam@microsoftonline.com)
  - a. The email may get filtered into your junk mailbox. If you don't see the verification email in your inbox within a minute, check your junk mailbox before having the NDIIS send a new verification code.




4. Enter the verification code in the NDIIIS new user account setup and click **Verify Code**



The screenshot shows a mobile application interface for NDIIIS. At the top left is a back arrow and the text "Cancel". In the center is the NDIIIS logo, which includes the text "NDIIIS" and "NORTH DAKOTA'S QUALITY MANAGEMENT INFORMATION SYSTEM" with a colorful graphic of people. Below the logo are two input fields: the first contains "Test2" and the second contains "Ndoh". A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." Below this message is an input field containing the email address "test2.ndiis@nd.gov". The next field is labeled "Verification Code" and is currently empty. There are two blue buttons: "Verify code" and "Send new code". At the bottom are two more input fields: "New Password" and "Confirm New Password".

5. Once your email address is verified, you will be able to create your account password by typing it in both the *New Password* and *Confirm New Password* boxes
  - a. Your password must be entered exactly the same in both the *New Password* and *Confirm New Password* boxes
  - b. Passwords must include:
    - ✓ a minimum of 12 characters
    - ✓ at least 1 lowercase letter
    - ✓ at least 1 uppercase letter
    - ✓ at least 1 number
    - ✓ at least one special character
6. After entering your password, click **Create** to finish creating up your new NDIIS account

< Cancel



Test2

Ndoh

E-mail address verified. You can now continue.

test2.ndiis@nd.gov

Change e-mail

New Password

Confirm New Password

Create

**Steps 1-6 MUST be completed by the new user BEFORE the registration form can be submitted. Any user registrations submitted for new users that have not completed the steps to create their NDIIS login will be denied.**

7. Once in the NDIIS, click on the green *Registration* icon to complete the request for access to your facility



8. Enter the name and address of your facility

**Registration Form**

Site Demographics

Site Name *	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="North Dakota"/>
Zip Code *	<input type="text"/>

9. The Site Administrator is a specific individual designated on your facility's Provider Site Agreement.<sup>1</sup> This is the person who is authorizing you to have access to the NDIIS under the location entered above. If you don't know who the Site Administrator is, please reach out to the NDIIS team at [NDIIS@nd.gov](mailto:NDIIS@nd.gov).

Site Administrator

*The Site Administrator is designated on your NDIIS Provider Site Agreement and is the contact responsible for authorizing user access to NDIIS.*

First Name \*

Last Name \*

Phone  Extension

Email Address \*

10. The user information entered when you created your NDIIS login will be defaulted in the User Information section of the registration form

User Information

*The User is the person receiving access to NDIIS.*

Request Type \*

First Name \*

Last Name \*

Phone  Extension

Email \*

11. Select the appropriate response from the *Request Type* drop-down
- “New User” indicates that you are a brand new user to the NDIIS
  - “Onboarding Application Access” only applies to technical and EHR contacts who are involved in the interface work between the EHR and the NDIIS
  - “Existing User – Link Previous Login ID” is for users who previously had access to the NDIIS but you no longer see the NDIIS icon when you login with the new email login function

Request Type \*

New User

Onboarding Application Access

Existing User - Link Previous Login ID


<sup>1</sup> Before users will be approved for NDIIS access, the NDIIS support team will contact the provider's site administrator to verify the user is employed by the provider site and that their role is appropriate to have NDIIS Access. The site administrator is designated on the Provider Site Agreement.

12. Enter the NDIIS provider pin name and pin number for your facility
  - a. The *ND State Immunization Number* is the 5-digit provider site ID assigned to your facility in the NDIIS<sup>2</sup>. If you don't know what this number is or aren't sure, you can contact the NDIIS team at [NDIIS@nd.gov](mailto:NDIIS@nd.gov).

ND Immunization Information System  
Track vaccine information needed to administer and verify timely immunizations.

Identify your state immunization provider number(s):

Add Provider

Provider Name  

ND State Immunization Number

Security Type

13. Under *Security Type*, select either **View Immunizations** or **View/Enter/Edit Immunizations**<sup>3 4</sup>
  - a. **View Immunizations** gives you read-only access and will not allow you to enter or change any information in the NDIIS
  - b. **View/Enter/Edit Immunizations** gives you read/write access that allows you to enter and change information in the NDIIS

Security Type

-Select-

-Select-

View Immunizations

View/Enter/Edit Immunizations

14. If you need access to more than one provider site in the NDIIS, you can enter additional sites at one time by clicking the **Add Provider** button
  - a. The button will update to show how many providers you are adding to the request for access


Identify your state immunization provider number(s):

Add Provider

Identify your state immunization provider number(s):

Add Provider 2

- a.
  - b. If you pressed the button by mistake, you can click the trash icon next to the *Provider Name* field and it will remove the additional provider site

Remove 

provider name

up to a 5 digit number

-Select-

<sup>2</sup> The NDIIS Provider Site ID or Provider Pin Number is assigned to your site once your Provider Site Agreement has been completed. If you have not completed your site agreement, you can download the form at <https://www.hhs.nd.gov/immunizations/ndiis>.

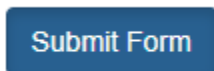
<sup>3</sup> NDIIS security type is also controlled by the type of provider assigned to your facility. Certain NDIIS provider types are allowed View only access regardless of what is selected in the form.

<sup>4</sup> Certain NDIIS provider types are also restricted to accessing records for patients within a certain age range. Users may not be able to see records for individuals of all ages.

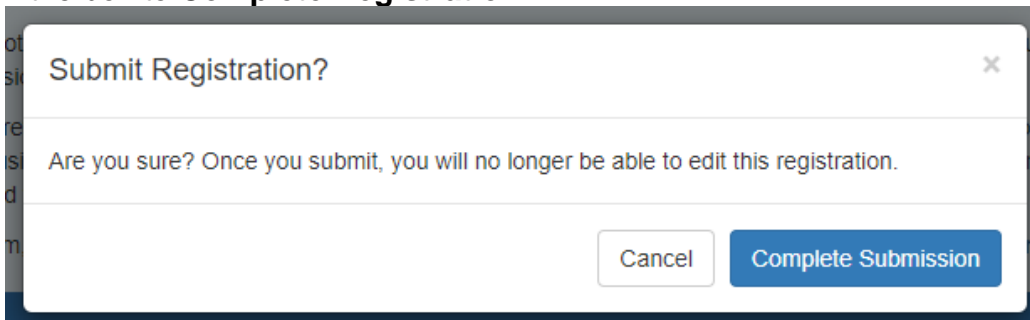
15. There is a space to enter comments if you need to provide any additional information for the support team to be able to complete your request for access

Comments

16. You will be taken back to the main request form where you will click the **Submit Form** button



17. After submitting the form, you will be asked to confirm the submission by clicking the box to **Complete Registration**



18. When the registration is submitted, the NDIIS Support Services team will contact your facility's site administrator via email to ask for approval of your access request

- a. The site administrator must respond to the Support Services team within 5 business days, or your request will be denied, and you will need to complete the registration form again.

19. If your access request is approved by your facility's site administrator, the NDIIS support services team will complete your user set up within 5 business days

20. Once the user setup process is complete, you will see the blue NDIIS icon when you log in

