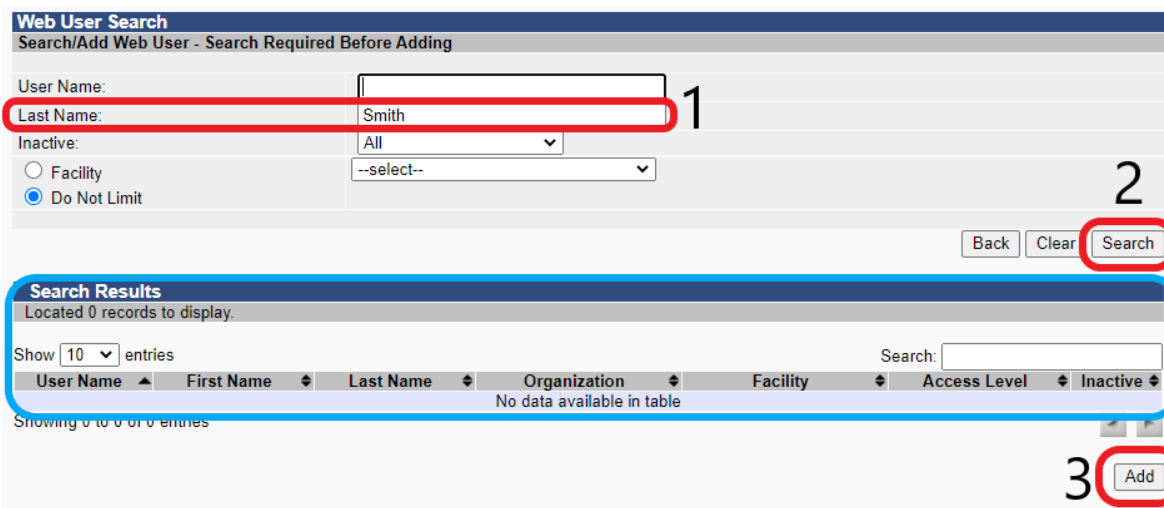


Log into <https://ohioimpactsis.org/> using your user name and password, which was either provided by ODH or an ImpactSIS administrator at your facility.

1. Click the **Administration** tab on the left.
2. Click the **Search/Add User** link under the **Administration Main Menu**



You will now be brought to the User Search page.

1. Enter in the **Last Name** of the individual who needs an account created.
2. Click **Search**
 - Look if the individual populates in the search results – if the user does not populate –
3. Click **Add**

You will now be brought to the Web User Maintenance page.

Web User Maintenance [Add]

User Name: Sally.Smith

Password: again: **Expire this New Password :**

Set Inactive:

First Name: Sally

Middle Name:

Last Name: SMITH

Credentials:

Access Level: Facility Client

Organization: 17957 - COVID ORG TRAINING SITE

Facility: COVID TEST - AKRON OFFICE

Street:

City:

State: --select--

Zip Code:

County: --select--

Work Phone: ext:

Email: Sally.smith@primarycare.com

Comments:

User Last Updated Date:

User Last Updated By:

User Created Date:

User Created By:

Permissions:

Available Permissions

- Management Reports
- Map Designer Access
- Mass Immunizations
- Master Patient Data Access**
- MyIR Verifier
- PHC-Hub Access
- Physician Administration
- Provider Ordering
- Query HL7 Access Only
- Remote Clinic Export

Keycloak Roles:

- Access IWeb**
- Provider Level Permissions

Add another user to this site :

Cancel Save

1. Complete the requirements below

➤ **User Name**

- *firstname.lastname* format – If that user name is already in use, add a number to the end of the user name.

➤ **Password**

- Minimum Password Requirements
- At least 12 characters
- Upper case letter(s)
- Lower case letter(s)
- Number(s)
- Special character(s)

➤ Click **Expire this New Password** box

- This will force a password change during the user's first log-in.

➤ **First Name**

➤ **Last Name**

➤ **Access Level**

- **Facility Client** – if user will be adding COVID doses to charts from one vaccine stock
- **Organizational Client** – if user will be adding COVID doses to charts from **multiple** vaccine stocks.

➤ **Facility** (if applicable)

- *May be preset and not editable. That is okay.*
- If it is a dropdown and the user is assigned to **Facility Client** as their **Access Level**, select their facility.

➤ **Email**

- Must be unique.

➤ **Permissions – Master Patient Data Access**

- If this user needs to view vaccine orders/inventory/system administration.
Reference the permission key on the next page.

➤ **Keycloak Roles – Access IWeb**

2. If creating multiple accounts, click the **Add Another User to this Site** box. It will save most of the requirements for the next user set up.

3. Click **Save**.

4. Please give the new user the credentials- no email goes out at this time and ODH does not know the password.

Permission Key

PERMISSIONS

- Allow Provider Manual Deduplication
- Allow Public Lot Addition
- Correct Lot Decrementing
- Inactivate Lot Numbers
- Inactivate Patients
- Inventory Correction
- Lot Number Manager Access
- Lot Number Manager Edit
- Master Patient Data Access
- Physician Administration
- Provider Ordering
- Run Reminder/Recall
- System Administration
- Waitlist Access

KEYCLOAK ROLES

- Access IWeb
- Access VOMS

BLUE = General / View Immunization History Users

every user should get blue permissions on top of any applicable ordering or keymaster permissions.

RED + **BLUE** = Vaccine Ordering and Inventory Users

GREEN + **RED** + **BLUE** = Keymaster Users –

Users who can create impactSIIS accounts for their colleagues.