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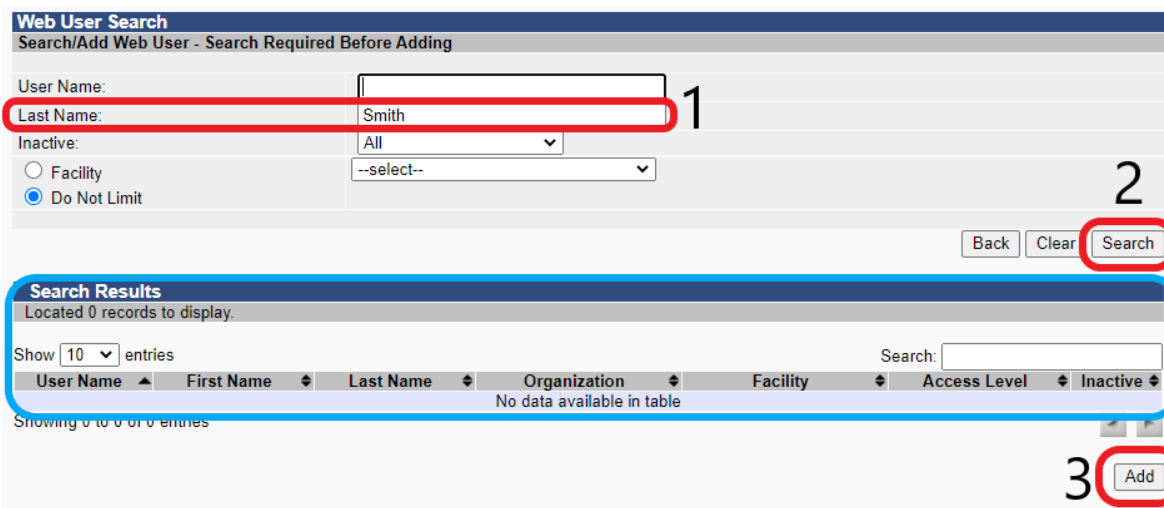org/ using your user name and password, which was either provided by ODH or an ImpactSIIS administrator at your facility.

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.

1. Complete the requirements below

   ➢ *User Name*
      • *firstame.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.