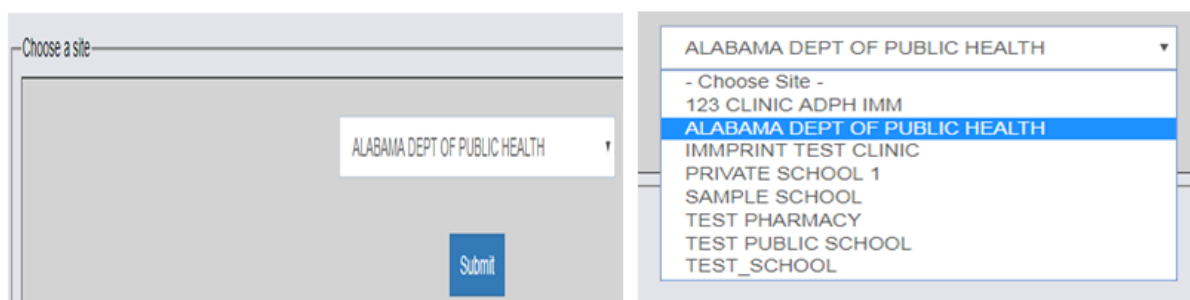# User Profile

Objective: At the completion of this section, the learner will know the steps to:

- selecting the correct ImmPRINT site

- updating the user profile

- adding a site to a user profile

A user's ImmPRINT profile provides details about the user's name, contact information, and associated ImmPRINT site(s). The accuracy of the user profile is an aspect of ImmPRINT's security measures. Therefore, for communication and security reasons, it is important that a user's profile always be current and up to date, including the email address.

Correct Site Selection

Once a user logs into ImmPRINT, the user is asked to choose a site. Not all users will be registered to more than one site. For those that are registered to multiple sites, it is imperative that the user select the appropriate site, as any documentation done at that time is associated and linked to the selected site.

The user's primary site is automatically listed first, but to select a different site, the user should click the dropdown arrow and select the appropriate site. Once selected, click "Submit".
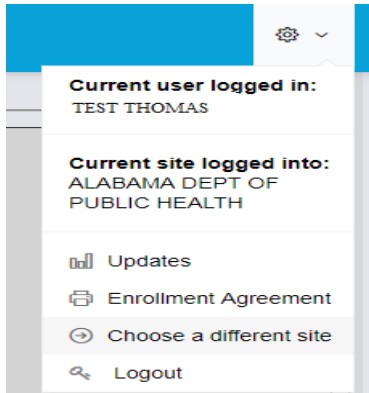
Users should verify that they are logged into the correct site by clicking the gear wheel at the top right hand corner. The drop box shows the user's name and the current ImmPRINT site. If the user needs to change sites, simply select "Choose a different site". The user will be taken back to select the correct site.
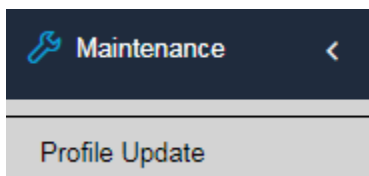

Adding a Site

If the desired site is not available in the user's site list contact the Site Administrator (SA) for the site. The SA will need to notify the designated Immunization Compliance Manager (ICM) or email the ImmPRINT team at immprint@adph.state.al.us for assistance.

Profile Update

After logging into ImmPRINT, a user can verify the accuracy of their profile by clicking on "Maintenance" and "Profile Update" on the left hand side of the screen.

The "User Details" page will appear which is divided into three sections.

The first section displays the user's full name. The second section will list the user ID, login ID, email address, and licensure information (if available). If any of these fields need to be changed, simply make the necessary corrections and select "Update". The only field that cannot be changed is the User ID field, because the User ID is automatically assigned to a user during the registration process. Notice that a user can reset their password on this page. If for some reason the user's current password needs to be changed, they can enter a new password in the indicated space (green arrow) and select "Update". The last section shows all of the ImmPRINT sites associated with the user. All ImmPRINT users will have a primary site, but not all users will have additional sites. The user's primary ImmPRINT site will automatically default as the first site listed. Select the down arrow to see the other sites associated with the user.

For the primary site, the SA's name and phone number will be displayed; however, the user

will not be allowed to make any changes to these fields. If the user's primary site changes, the

user will need to have their new primary site's SA contact the ICM or email ImmPRINT at

immprint@adph.state.al.us. If no changes need to be made after reviewing the "User Details"

page, select "Cancel" to return to the previous screen.