

Security Measures

Objectives: At the completion of this section, the learner will know the:

- Process for user verification
- Process for remaining an active user
- User password reset procedure

All ImmPRINT users and affiliates have a duty in ensuring patient data in the system is safeguarded and secured. Each user must verify their information each time the password-protected system is accessed. When a user initially logs into ImmPRINT, his/her name and site name is centered at the top of the page. This information will be displayed by clicking the



icon in the top right corner. Users authorized to use ImmPRINT at more than one site

need to choose the correct site from the drop down. To switch to a different site select

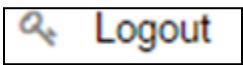


and click to find the appropriate site. Steps to update a user's profile are discussed in the "User Registration" section. Lastly, once the users have completed their

tasks in ImmPRINT always remember to log out by going to



and selecting



Active Status

In order to remain active, users must log into ImmPRINT once every 60 days. Failure to do so will result in the user's account being inaccessible.



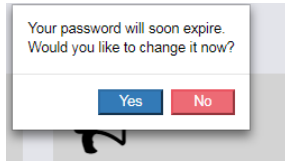
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Password Reset

Users are required to reset their passwords every 60 days. When your password is close to expiring, you will get a pop up message when logging into ImmPRINT prompting



you to reset it. Select “Yes”, and complete all required fields, creating a new password according the listed criteria.

If a user forgets their password, go to the ImmPRINT homepage, select “Forgot password”. The user should complete all required fields. Once that information is submitted, the user will receive an email from immp rint@adph.state.al.us. Do not reply to this email. Within the email, click the link and proceed to creating a new password according to the criteria provided. Be aware the enclosed link will expire in 30 minutes after being sent, and passwords can only be reset every 24 hours. An email will be sent to the Site Administrator (SA) each time one of the site’s users requests their password.



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