South Dakota Immunization Information System (SDIIS)

- **Website:** sdiis.sd.gov
- **Logging In**
  - Unique username and password
  - Assigned by Immunization Registry Coordinator
  - Staff are recommended to change password and keep confidential
  - Log in each time you access SDIIS, or after each timed out session
South Dakota Immunization Information System (SDIIS)

• **Website:** sdiis.sd.gov
• **Locked Out**

- You have exceeded the maximum number of login attempts. Please contact your system administrator for assistance.

- Three (3) failed attempts to log in will result in LOCKOUT.
- Login information is case sensitive
- LOCKOUT will last for 15 minutes.
  - If you know your login information, try again in 15 minutes
  - If you forgot your login information, notify Immunization Registry Coordinator to reset password.
  - LOCKOUT will still continue for 15 minutes even after reset.
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**SDIIS User Access Application**
- Used to request access for new users to SDIIS
- For those who need view/enter data into the SDIIS
- **NEW:** Section regarding vaccinator status
- Has been added to Provider Education website
- [https://doh.sd.gov/COVID/Vaccine/Providers.aspx](https://doh.sd.gov/COVID/Vaccine/Providers.aspx)
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**Options**
- Search Patients
- Print Reports
- My Settings – changing password
- Tutorial – not operational
- Log Out

**Links**
- Terms and Conditions of Use
- VAERS Reporting Site
South Dakota Immunization Information System (SDIIS)

- **Changing your Password**
  - Click **MY SETTINGS**
  - Create and confirm new password
    - At least 6 characters
    - Letters, numbers, special character
  - Click **UPDATE**
South Dakota Immunization Information System (SDIIS)

• Search Patients
  - Click SEARCH PATIENTS
  - Enter search parameters
    - Avoid typing entire last name and first name to search for a patient
    - Keep in mind:
      - James/Jim, Robert/Bob, Katherine/Kathy/Katie, etc.
      - VAN, Mc, O’ – One word vs. multiple words
    - Recommend limited specificity to capture multiple possibilities and avoid creating a duplicate record
      - First initial + DOB, or
      - First 3 letters of first and last name
  - Click SUBMIT
  - Choose the name of the desired record
**Print immunization record**

- For full patient-specific immunization record if needed, Click **PRINT REPORTS** while Patient Summary is still open.
- A new window will open.
South Dakota Immunization Information System (SDIIS)

- **Print immunization record**
  - Click Patient Long Form or Patient Short Form
  - View each and choose which works best for your situation
  - Click GENERATE
- Print immunization record
- This is an example of a Patient Short Form
- Print as needed
- **NOTE:** An issue currently exists with printing reports using certain web browsers that prevents convenient printing of reports, i.e. reports print in landscape layout when portrait is the best option. The option to switch layouts is unavailable.
- We recommend using Internet Explorer or Microsoft Edge for optimum printing.
South Dakota Immunization Information System (SDIIS)

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