South Dakota Immunization Information System (SDIIS)

**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/Providers/VaccineProviders/](https://doh.sd.gov/COVID/Providers/VaccineProviders/)

- Double-click on the picture at left to access the form
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- **Website:** sdiis.sd.gov
- **Logging In**
  - Users must have specific unique username/password combo for each entity they are working for
  - Assigned by Immunization Registry Coordinator or other DOH staff
  - 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)

• **Locked Out**

- Three (3) failed attempts to log in will result in LOCKOUT. This message will appear:
  - You have exceeded the maximum number of login attempts. Please contact your system administrator for assistance.
- Login information is case sensitive
- LOCKOUT will last for 15 minutes.
  - If you know your login information, but know you entered incorrectly, 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.
South Dakota Immunization Information System (SDIIS)

- **Home Page Options**
  - Search Patients
  - Print Reports
  - Inventory – depending on user access level
  - My Settings – changing password
  - Clinic Settings – depending on user access level
  - 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
  - Do not use @,, &, or " " characters in your new password.
- Click **UPDATE**
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• Contact Information
  - Brett Oakland, Immunization Registry Coordinator
    - (605) 367-4902
    - Brett.Oakland@state.sd.us
  - Radhika Saripalli, Immunization Registry Technical Support
    - (605) 773-7473
    - Radhika.Saripalli@state.sd.us
  - Tim Heath, Immunization Program Coordinator
    - (605) 773-5323
    - Tim.Heath@state.sd.us
  - Misty Pickner, Vaccine Management Specialist
    - (605) 773-4963
    - Misty.Pickner@state.sd.us