

Inviting a User to Register with the MIIS

MIIS Help Desk | P. 617-983-4335 | F. 857-323-8321 | miishelpdesk@mass.gov | https://virtualgateway.mass.gov/VGPortal5/ | resourcecenter.miiis.dph.mass.gov

An MIIS Access Administrator (AA) manages the individual user access to the MIIS for their organization. The individual who initially registers the organization with the MIIS is automatically set as the first AA for that site.

An AA for a site can complete the following actions:

- ⇒ Identify new users who need access to the system and designate their roles and permissions in the MIIS
- ⇒ Edit existing user roles and permissions if necessary
- ⇒ Deactivate user accounts for those who do not need MIIS access, or are no longer associated with your organization

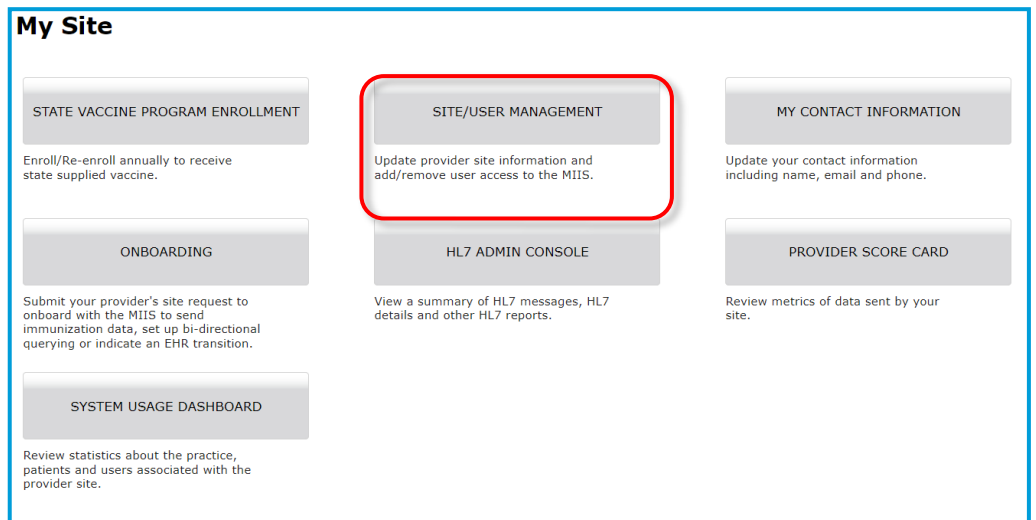
Every site must have at least one active AA at all times. It is recommended to have more than one AA to manage users for their site.

Step 1 Navigation

⇒ Log in to the MIIS and click **My Site**.

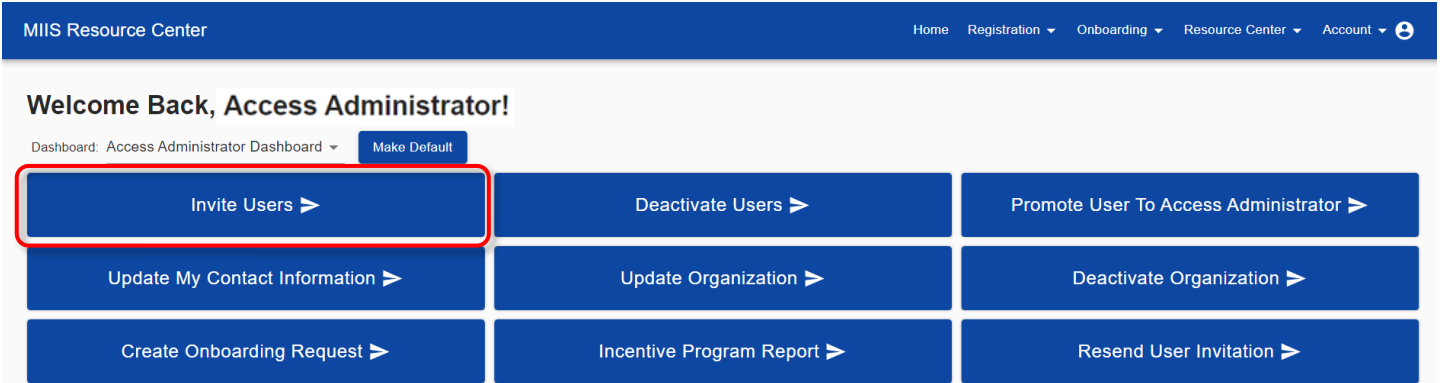


⇒ From the **My Site** landing page, click the **SITE/USER MANAGEMENT** button.



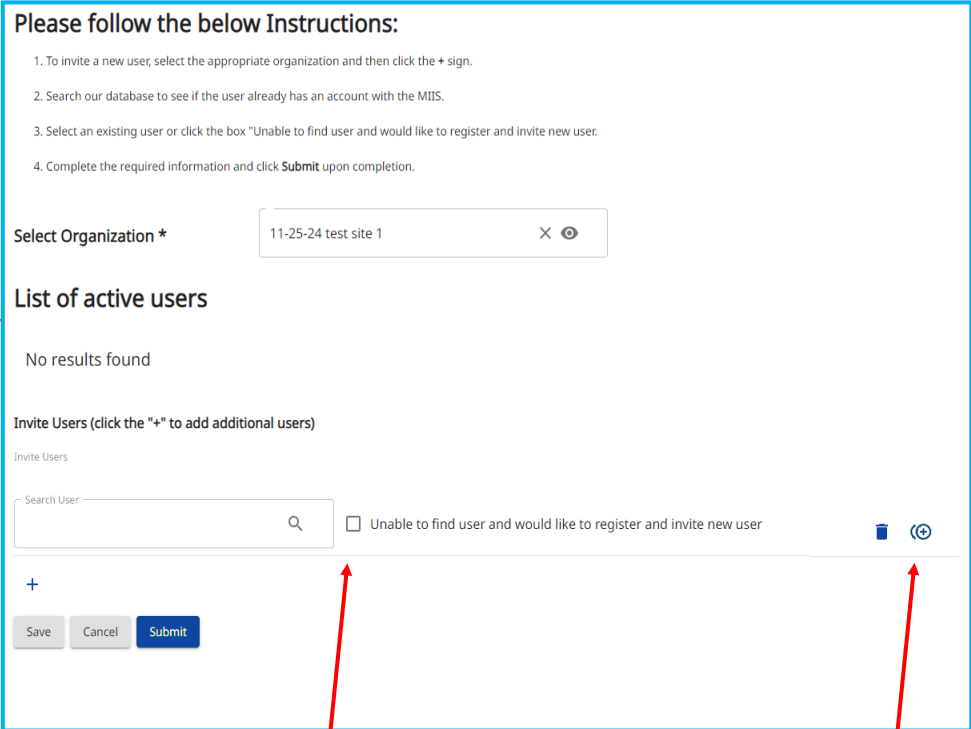
Step 2 Review and Search for a User

⇒ The MIIS brings you to the **Access Administrator Dashboard** in the *MIIS Resource Center*. From this dashboard, click the **Invite Users** button.



⇒ If you are an Access Administrator for more than one site, select the organization you are inviting the user(s) under from the **Select Organization** field.

⇒ A list of active users at the selected organization will appear under the **List of active users** section. This will provide you with information on who has been designated for MIIS access, whether they are an Access Administrator (AA), and their registration status.



⇒ Before inviting a new user to register with the MIIS, you will need to search our database for the user to check for an existing registration. Click the empty field under **Search User**.

⇒ If your search returns no results for the user you want to invite, check the **Unable to find user and would like to register new user** box and continue to step 3.

⇒ If you want to add more than one user, click on the **Copy Row** button.

Step 2 continued...

⇒ After clicking on the empty field below **Search User**, you will be prompted enter at least a first and last name, or an email address to search for a user. Click the **Search** button for the results to be displayed below.

Search Criteria

First Name Last Name Primary Email

Search Results

First Name	Last Name	Primary Email		
test	test	test22181@localhost.com	<input type="radio"/>	+
TestUserFirst	TestUserLast	test22181@localhost.com	<input type="radio"/>	+
test	test	test22181@localhost.com	<input type="radio"/>	+

Rows per page: 10 1-3 of 3

⇒ If the correct user appears in the results, click the user’s information to begin inviting them to register with your organization.

Searching for users first will reduce duplicate users in the MIIS as well as shorten the registration time if they are already in our database.

Step 3 Answer Questions About the User

Please answer the following questions.

Is the user an Access Administrator? * Yes No

Access Administrators (AA) are responsible for facilitating registration and user account management for your site. We recommend that you have more than one AA, and for large organizations, at least one AA for each department. Please note that the individual you designate as an AA will be emailed instructions for completing the registration process.

Is the user the Supervising Physician, Site Manager or Designee for your practice? * Yes No

Supervising Physician/Site Manager/Designee is someone who has the authority to approve the MIIS accounts to be created on behalf of your Organization. This could be a Medical Director, Office Manager, Nurse Manager etc.

Is the user the Technical Contact for your practice? * Yes No

Technical Contact is someone who handles the technical aspects for your Electronic Medical Report and/or computer system. This would be the best person to contact for initiating the technical connection to the MIIS.

Is the user the Clinical Champion for your practice? * Yes No

A Clinical Champion is someone who would be in charge of the clinical roll-out process of the MIIS at your Organization. This person would oversee all workflows and ensure that staff are informed of MIIS policies and procedures.

Is the user the Incentive Program Contact for your practice? * Yes No

Incentive Program Contact is someone who is designated by your practice to ensure that all Incentive Program measures are met.

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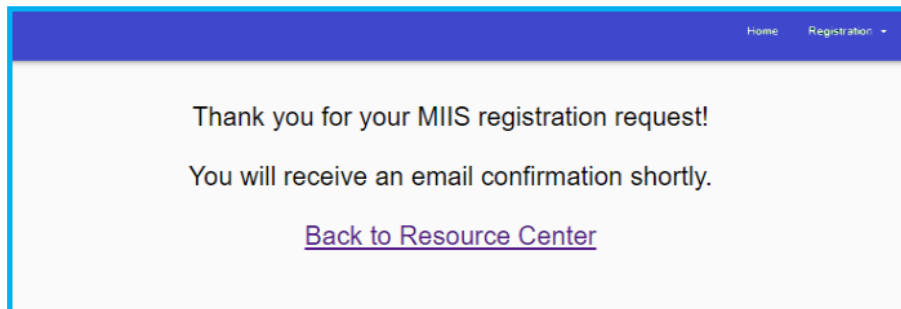
⇒ Answer each question for the new user. This will determine what level of access the new user will have within the MIIS.

⇒ Only answer **Yes** to the question, *Is the user an Access Administrator?* If this individual should have the ability to manage user access at your organization. Otherwise, select **No**.

⇒ Then click **Submit** at the bottom of the page.


Step 3 continued...

⇒ You have completed the request to invite a new user to your organization when you see the confirmation page below. You can click **Back to Resource Center** to be brought back to your dashboard.



⇒ Once the request has been submitted, an email will be sent to the user you designated with instructions and a link for the user to complete their registration. Access to the MIIS may take 3-5 days once the user has completed the online process.

Automated Emailed Instructions to User



Massachusetts Immunization Information System

Dear **User**,

You have been invited to register as an MIIS User for **MIIS Provider site, PIN XXXXX** .


To accept this invitation:

1. Go to the MIIS Resource Center: [click here](#)
2. The system will pre-populate information about you and your site.
3. Confirm and enter the required information.
4. Complete and **submit** the required electronic MIIS user agreement.

Upon completion of the agreement your account will be processed in 3-5 business days and will be confirmed via email.

Further clarification about the proper use of the MIIS is outlined in the MIIS User Agreement available via the link above. If you need assistance, please contact the MIIS Help Desk at miishelpdesk@mass.gov or (617) 983-4335.

Thank you,
MIIS Helpdesk Team



For information on how to deactivate users from your site, please review the [Deactivating Users Mini Guide](#).