

To provide for the most accurate understanding of user accesses, privileges, and permissions, please review the following information prior to filling out the “Request to Modify VacTrAK Users” form.

Request Type: This is a required field. Select one of the options available:

Add: This option allows you to create a login for individuals who are new to the VacTrAK system.

Modify: This option allows you to make changes to enrolled Users you do not wish to remove, e.g. privileges, vaccinator status.

Remove: This option allows you to inactive Users from VacTrAK. A User whose employment at your organization/facility has ended must be reported to VacTrAK within 3 business days.

Name: This is a required field. Please provide the full name of staff members in your organization/facility that you wish to have access to VacTrAK. If there is no middle initial, enter N/A.

Credentials: This is an optional field. Post nominal letters indicating the degree/certificate earned (i.e., MD, DO, ANP, RN, LPN, CMA, etc.)

Email Address: This is a required field. Email address is now required to reset all user passwords.

Access Level: This is required field. Access level determines how a User interacts with VacTrAK. There are four options available when assigning user access to VacTrAK.

- **Organization (IRMS):** Access for a User who needs access to information for more than one facility within an organization.
 - **Client:** User may view, add, edit and print patient and vaccination records. They may also Run Reminder/Recall.
 - **View:** User may view patient and vaccination records but cannot edit records. They may also print patient specific record(s).
- **Facility:** Access for a User who works at or needs access to information for only one facility location within an organization.
 - **Client:** User may view, add, edit and print patient and vaccination records. They may also Run Reminder/Recall.
 - **View:** User may view patient and vaccination records but cannot edit records. They may also print patient specific record(s).
- **None:** Use this when you want to indicate a Physician, or Vaccinator, that is **not** a VacTrAK User.

Permission: There are two additional permissions that may be applicable to an organization. These are optional and are not required for users to view and/or update patient records. Select “None” if no additional permissions apply to the user.

- **Lot Number Manager:** (Limited to no more than two per facility). Users have the ability to add, update, and inactivate the vaccine lots available at your facility. This permission allows the user to order state-supplied vaccine and run the state vaccine accountability reports.
- **Physician Administration:** Ability to add, update, and inactivate the physician/vaccinator names that appear in the dropdown list on the Administered Vaccine Detail and Patient Demographic Record pages.
- **None**

Physician/Vaccinator: Non-User physicians and vaccinators may be added without VacTrAK User access privileges.

- **Physician:** The name will appear under the physician dropdown list on the *Patient Demographics Record* page.
- **Vaccinator:** The name will appear on the vaccinator dropdown list on the *Administered Vaccine Detail* page.
- **Neither:** Check this when the User is neither a Physician nor a Vaccinator.
- **Both:** Check both the Physician and Vaccinator if the physician also vaccinates.