



VacTrAK User Accounts and Passwords

Email is now required for all VacTrAK user accounts. This allows your VacTrAK password to remain confidential and automated password resets to be emailed to you immediately. Please enter yours today, before your password expires!

How to add email to your user account:

VAC TRAK Logged in: FOR THE EXAMPLE Organization (IRMS): VACCINESNOW (1386) Date: October 26, 2015

Organization (IRMS): VACCINESNOW (1386)

Personal Settings

Update Contact Information

Street:	Work Phone:
City:	Email:
State:	
Zip Code:	
Borough/Census Area:	

Update

VAC TRAK Logged in: FOR THE EXAMPLE Organization (IRMS): VACCINESNOW (1386) Date: October 26, 2015

Organization (IRMS): VACCINESNOW (1386)

Personal Settings

Update Contact Information

Street	3601 C STREET	Work Phone:	(900)269-8000
City	ANCHORAGE	Email	VACTRAK1@GMAIL.COM
State	ALASKA		
Zip Code	99507		
Borough/Census Area	ANCHORAGE		

Save

Reminders:

VacTrAK user account passwords must be reset after **30 days** of inactivity.

VacTrAK user account passwords must be reset every **90 days**.

VacTrAK users will be locked out for **30 minutes** after 5 bad login attempts.

FYI: Any login attempts during the lockout period will reset this period to an additional 30 minute cycle.

Forgot password or need a reset?

If you have entered your email address into VacTrAK Personal Settings, use the Forgot Password link.

If you have NOT entered your email address, contact [VacTrAK Support](#) by email or by phone (907-269-0312).

VacTrAK Support will respond during regular business hours (M-F, 8 am to 4 pm).

Using the Forgot Password link:



VAC TRAK

- Main
 - Home
 - Login
- Patient
- Vaccinations
- Job Queue
- Change Password
- Answers

AKIS-Web Login

Username :

Password :

[Forgot Password](#)

Clear Login



AKIS-Forgot Password

Your password will be reset, and the new one emailed to your email address on file.
Please enter either your User Name or User Name and Email.

User Name: FOR THE EXAMPLE

Email: VACTRAK1@GMAIL.COM

Send

Check your email and follow the instructions in the email message.



Use the new temporary password to login and you will be directed to the change password page as shown below:

* Please read and utilize the **Password Rules** below to complete this process.

VAC TRAK Logged in: FOR THE EXAMPLE
Organization (IRMS): VACCINESNOW (1386) Date: October 27, 2015

Your password has expired, please change it below

Change Password

Current Password:	<input type="password"/>
New Password:	<input type="password"/>
New Password (again):	<input type="password"/>

Web
Version: 5.15.8.1

STC

Password Rules

- Passwords must be at least 8 characters long.
- The previous 24 passwords cannot be reused.
- Passwords must contain at least one number.
- Passwords must contain at least one uppercase letter.
- Passwords must contain at least one lowercase letter.
- Passwords must contain at least one special character.
- Passwords cannot be your full name or your username.

Ensure your email is up to date before changing your password.
Click [here](#) to add or update your email and other contact information.

Logged in: FOR THE EXAMPLE

Organization (IRMS): VACCINESNOW (1386)

- **Password changed successfully**
- **Please logout and then log back in to continue.**