



Provider Staff Training

Deadline date: February 28, 2020

The annually required Provider Staff Training is now open. All vaccine coordinators and back-up vaccine coordinators must successfully complete the course in order for your facility to remain enrolled in the program. Certifying providers are not required to complete the course.

Staff Changes

If there are any staff or facility changes that are not yet reflected in VacTrAK, please follow the instructions for [State-supplied Vaccine Provider Information Change](#). To change any user information, please use the form to [Add/Modify Users](#).

Instructions

1. Go to <https://hsstraining.alaska.gov/login>
2. When you are prompted to enter an employee number:
 - a. State employee login: six digit employee number
 - b. Non-state employee login: first initial last name
 - i. Example: Amanda Smith = asmith
3. If you need a password, select "Need a password? Click here" and follow the prompts.
4. Once you have received a password reset link in your email, reset your password.
5. On the [homepage](#), click on "2020 Provider Staff Training" located under the *Section of Epidemiology Training* header.
6. Click on "Complete Course".
7. At the end of the course, **complete the final quiz**.
8. Optional: view and save your certificate of completion.

Contact the Immunization Helpline

Anchorage: 907-269-8088 | Toll Free: 888-430-4321 | Email: immune@alaska.gov | Fax: 907-562-7802
Website: <http://dhss.alaska.gov/dph/Epi/iz/Pages/default.aspx>