



VacTrAK User Accounts and Passwords



Email is required for all VacTrAK user accounts. This allows your VacTrAK password to remain confidential and automated password resets to be emailed to you immediately.

How to add or change your email to your user account:

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

Main
 Home
 Logout
 Select Facility

Favorites
 Patient
 Reports
 Settings
 Personal
 Forecast
 Exports

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

Main
 Home
 Logout
 Select Facility

Favorites
 Patient
 Reports
 Settings
 Personal
 Forecast
 Exports
 Scheduled Reports

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?

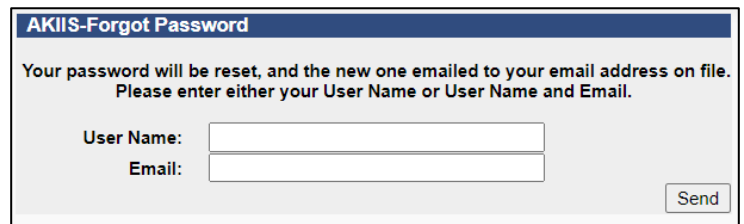
If you have entered your email address into VacTrAK Personal Settings, use the Forgot Password link.

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

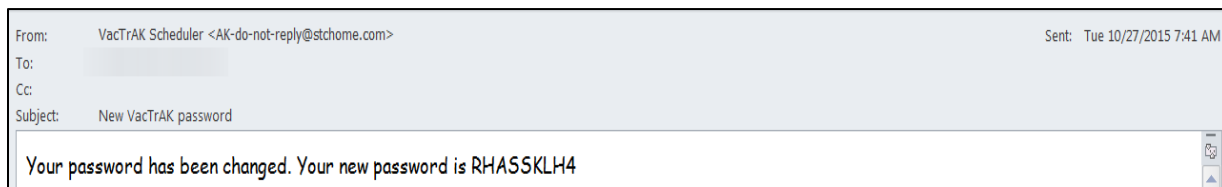
VacTrAK Support will respond during regular business hours (M-F, 8 am to 4 pm).

Using the Forgot Password link:

Click on the “Forgot Password” to go to the AKIIS-Forgot Password page. Enter in your username and email address, then click 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.

