

Colorado Immunization Information System

How to Reset a Password in CIIS

Existing CIIS users can reset their own password by utilizing the “Forgot Password” link located on the CIIS Log-in screen. To reset your password, you will need to know your CIIS user name and answer two of your password questions for security purposes.

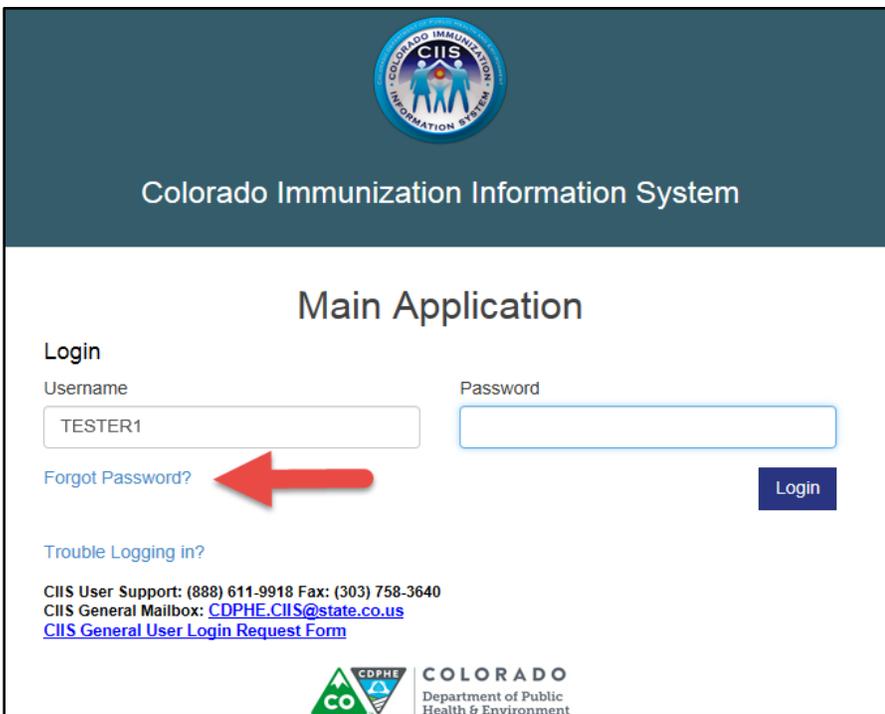
Follow the steps below to reset or update a password:

Step 1: From the CIIS Login Screen, enter your user name and click on the *Forgot Password* link

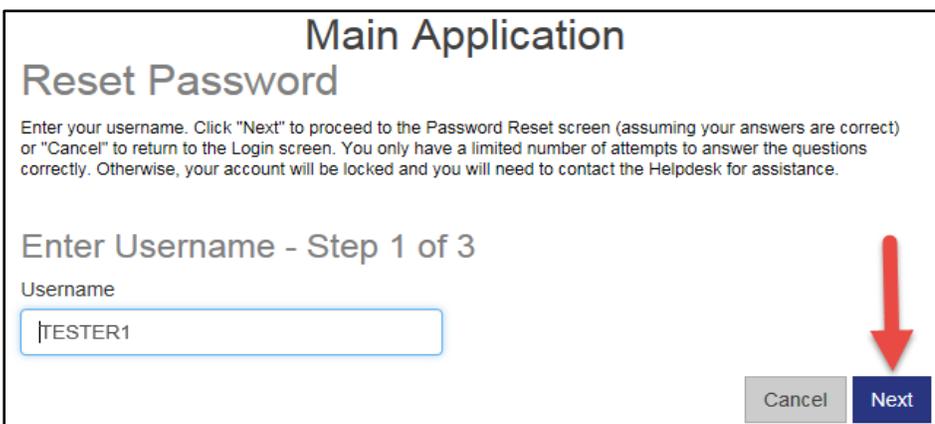
Note: Make sure you enter the correct web address when using the *Forgot Password* feature.

General Users: <https://ciis.state.co.us/ciis>

School Users: <https://ciis.state.co.us/school>



Step 2: Confirm your *Username* and click the *Next* button



Step 3: Answer the security questions and click *Next*.

Main Application

Reset Password

Select a unique question and enter the correct answer for each of the row(s) displayed. Click "Next" to proceed to the Password Reset screen (assuming your answers are correct) or "Cancel" to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance.

Reset Password - Step 2 of 3

Question	Answer
What is your favorite cartoon character?	<input style="width: 80%;" type="text" value="Woody"/>
What is your favorite food?	<input style="width: 80%;" type="text" value="All"/>

Step 4: Enter your new password in the *New Password* and *Confirm New Password* fields. Click *Next* to save your new password. The system will display a pop-up message and direct you to the log-in screen once your password has been updated.

Main Application

Reset Password

Enter a new password (following the guidelines displayed). Click "Next" to save your new password or "Cancel" to return to the Login screen.

Reset Password - Step 3 of 3

New Password

Confirm New Password

- Passwords must be a minimum of 8 characters long.
- Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, *, !, \$, etc.)
- Passwords must be changed a minimum of 2 times before re-use.

Make sure to follow these parameters when choosing a new password.