



Colorado Immunization Information System (CIIS) Instructions for Inactivating or Creating a New Account

CIIS Application web address is: <https://ciis.state.co.us/ciis>

WIC CIIS Read-Only User Access Control

The CIIS online [General User Login Request](#) Form is to be completed to terminate CIIS access as well as to request access to CIIS.

For local agencies that did not sign-on to access CIIS during the February 2014 invite please contact Brigitte Boyd by phone (303-692-2380) or email (Brigite.Boyd@state.co.us) for instruction on gaining access.

How to Terminate CIIS Access

If a WIC staff person is no longer employed **at the agency their CIIS account must be inactivated effective upon their termination date.** To do this complete the online General User Login Request Form, selecting "Inactivate account" in the "Why are you completing this form?" drop down menu.

How to Create a New CIIS Account

To request access to CIIS complete the online General User Login Request Form, select "Create new account" in the "Why are you completing this form?" drop down menu. Click "I work in a WIC program/clinic," to ensure the WIC staff member receives read-only access to CIIS.

CIIS Site Administrator

Request for CIIS access is checked with a CIIS Site Administrator at each agency to ensure that the person requesting access to CIIS has the authorization to do so. The General User Login Request Form requires the name and e-mail address of the agency's CIIS Site Administrator. To obtain your agencies CIIS Site Administrator's information please refer to the document titled [Local Agency CIIS Site Administrator](#), under Agency Staff>Immunizations on the CO WIC webpage.

Annual CIIS User Validation

Once a year, the State Office will provide a report to Local Agency WIC Directors to validate CIIS user access, similar to the Compass User Access Verification Report.