



Colorado Immunization Information System (CIIS) Instructions for School Users

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

Tip: It is recommended that you add the CIIS web address as a Favorite on your computer and/or create a shortcut to CIIS on your desktop so you can easily access the immunization registry online.

How to log-in to CIIS:

1. Enter the CIIS web address in your browser (or click on the link to CIIS in your Favorites menu).
2. Enter your CIIS User Name and Password on the Login screen. **Note:** Your User Name is NOT case-sensitive; however, the system will auto-convert it to all caps. Your password IS case-sensitive.
3. Click the “Log In” button or hit the Enter key on your keyboard.

Note: If you are a new user and logging into CIIS for the first time, the system will prompt you to change your password and answer at least five of the password security questions. You must complete these two steps and click the “Update” button in order to proceed.

Tip: If you forget your password in CIIS, you can click the “Forgot Password?” link located on the CIIS Login screen to reset your own password. You must have answered your password security questions in order to utilize this feature.



The Help icon, located on most screens within CIIS, gives you more information about the topics on the screen.

Default Provider/Clinic and School District/School

Due to how CIIS is configured, all School Users will have a default Provider and Clinic show up at the top of the Home Screen. Your default Provider should always be “Colorado School District,” and your default Clinic should always be “Colorado School.” Initially, your default School District will also say “Colorado School District” and your default School will say “Colorado School.”

Note: Your School/Childcare center/Head Start will be able update the default School District and School with which you are associated. Your CIIS Site Administrator will need to send an email to the main CIIS email box: CDPHE.CIIS@state.co.us indicating which CIIS users should be associated with the appropriate School/Childcare Center/Head Start. It is possible for CIIS users to be associated with more than one School/Childcare Center/Head Start within the system.

How to search for a patient:

1. In the left-hand menu, click the “Patients” link. The “Search” link will then be made visible under the Patients module, and the Patient Search screen will be displayed.
2. Enter your search criteria and click the “Search” button. **Tip:** To search by patient name, you must enter at least two letters of the first and last name. If this brings up several patient records, you can adjust your search criteria, for example by adding the date of birth. Date format is dd/mm/yyyy. The system will add the slashes for you.
3. Once you locate your patient in the search results, click the corresponding radio button to select your patient.

Important: When you first select your patient in the search results (by clicking the radio button), you must click one of the gray buttons beneath the search results to navigate to the corresponding module/screen (e.g., Immunizations, Demographics), before you can use the menu on the left-hand side of your screen to navigate between modules for your patient. Once you have “activated” the patient using one of the gray buttons on the Search Results screen, you can then use the links in the left-hand menu.



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How to add a new patient:

1. Click the “New Patient” button located on the Search Results screen. **Note:** You must search for your patient, and click the “Search” button, before adding a new patient into CIIS.
2. Enter patient information (required fields are in bold) on the Add New Patients screen.
3. Click the “Create” button. **Note:** If the system displays any possible patient duplicates on the screen, check to see if your patient is one of the possible records. If they are, use the existing record. If they are not one of the possible duplicates, click the “Proceed with Create” button to save the new patient record, and you will be navigated to the Demographics screen.

Enrolling a patient as a student in your school district/school:

1. Search for the patient you want to work with and select the radio button for the correct patient.
2. Click the “Education” button located on the Search Results screen.
3. Click “Add School Enrollment” on the Education screen.
4. Enter enrollment information (required fields in bold) on the Add Education screen, and click the “Create” or “Update” button to save the record.

Tip: Double-clicking in date fields will auto-populate today’s date.

Note: Enrolling patients as students in your School District/School will allow you to run Student Roster and Immunization Rates reports. Before using this feature, users should be associated with the appropriate School/Childcare Center/Head Start. Please refer to the Default Provider/Clinic and School District/School section of this document for further information.

How to view/add/edit patient demographics:

Click the “Demographics” link or button to open the Demographics screen for your patient. **Tip:** Fields in bold are required, including Patient Name, DOB, Gender, VFC Eligibility Status, Primary Contact and Address. Click the “Update” button to save your information/changes.

How to view a patient’s record:

Click the “Immunizations” link or button once you have selected your patient. You can view/print the patient’s record on the Immunizations Home screen, as well as view recommended vaccines and immunization details for the patient.

How to print a patient’s record:

There are several places in CIIS from which you can print a patient’s record. Links to immunization records and certificates are located on the following screens:

- Search Results screen (located at the top and bottom of the screen).
- Demographics screen (located at the top and bottom of the screen).
- Immunizations Home screen (located at the top of the screen).
- Reports/Forms Module (located in the Patient Report Group).

How to add historical immunizations for your patient:

1. Click the “Add History” button located on the Immunizations Home screen to add historical immunizations to the patient’s record.
2. Select the vaccination clinic that administered the shot. **Tip:** Choose “Patient Record” if you do not know the vaccination clinic that administered the shot or if the clinic is not in the dropdown.
3. Enter the vaccination date corresponding to the appropriate vaccine.
4. Click the “Add” button to save your information.

For further questions and information on additional CIIS School User training, please contact your CIIS Coordinator or CIIS User Support at 1-888-611-9918 option #1 or 303-692-2437 option #2. Additional CIIS training materials can be found at: www.ColoradoIIS.com. Once you are on the website, click on the “Training” link. Next, click on the link “For schools” and you will see the links to various training materials, including the CIIS online training courses, webinars and job aids.