

# ContactMIIS Resource Center - Access Administrator (AA)

## Massachusetts Department of Public Health, Massachusetts Immunization Information System (MIIS)



An MIIS **Access Administrator (AA)** is designated to manage the individual access to the MIIS for a registered site. The individual who initially registers a site is automatically set as the first AA for that site. As an AA for a site, you can complete the following actions:

- Identify new users who need access to the system and designate their roles and permissions in the MIIS
- Edit user roles and permissions if necessary
- Deactivate user accounts for those who no longer need access to the MIIS
- Access and print registration forms

Every site must have at least **one active** AA at all times, and we recommend having at least 2 AAs to manage a site.

### AA IDENTIFIES A NEW USER

1. AA logs into **ContactMIIS Resource Center** at [www.contactmiis.info](http://www.contactmiis.info). Remember this website is **different** from the Virtual Gateway on which the MIIS is hosted, so you have a unique username and password for each.
2. Go to the **User Management** tab.
3. Scroll to bottom of page and click the **Add User** button.
4. Enter the required information of the new user.
5. Assign the user access and role(s) based on their site position and click **Save**.

6. The system might match that identified person with an existing user, if this occurs it will display a list of possible matches. Select the correct person or choose the 'Add New Contact' option and click **Save**.

7. Once the new user is added accurately, the system will send an automatic email to identified user with registration instructions.
8. The user must then complete their personal registration on the ContactMIIS Resource Center and submit the necessary registration form(s).

**Note:** It can take between 1-3 weeks to process new account requests received by the MIIS Helpdesk. Please plan accordingly for new staff!

### AA DEACTIVATES AN EXISTING AA/USER

1. Login and go to the **User Management** page, locate the User/AA that needs to be deactivated and click the **Edit** link.

Status	Re-Notify	Name	Work Email	Work Phone	MIIS UA	VG AA	Edit
✓	➡	AA1 Sample	aa1sample@test.org	5557571589	✓	✓	Edit
✓	➡	AA2 Sample	aa2sample@test.org	5547571589	✓	✓	Edit

2. On the **Modify Contact of Your Provider Site** page, check the **Deactivate from MIIS** checkbox.
3. Then scroll to the bottom of the page and click **Save**.

#	Status	Re-Notify	Name	Work Email	Work Phone
1	✓	➡			
2	⊘	➡			
3	⚠	➡			
4	⊘	➡			

✓ Account processed completely  
⊘ Account not processed  
⚠ Account being processed  
⊘ Account deactivated

**Note:** An AA can check the account status of any MIIS User or Access Administrator for their site/group by logging into the ContactMIIS Resource Center and opening the **User Management** tab.

MIIS Help Desk: Phone: 617-983-4335 | Fax: 617-983-4301 | MIIShelpdesk@state.ma.us

MIIS Training Videos available on the ContactMIIS Resource Center (Training Center Tab) at [www.contactmiis.info](http://www.contactmiis.info)