

INSTRUCTIONS FOR NEW USERS TO OBTAIN ACCESS TO SDIIS

SDIIS users must be employed by an organization/facility that is actively enrolled in the SDIIS.

If your organization/facility is enrolled in SDIIS, follow these New User Instructions to obtain your individual user access account. New User Training is managed in the TRAIN South Dakota website.

If your organization/facility is not currently enrolled in SDIIS, please email DOHSDIIS@STATE.SD.US and request enrollment information for your organization/facility.

SDIIS User Training via TRAIN SD

Any new user requesting access to the SDIIS must complete one or a series of training modules within the TRAIN South Dakota website, depending on the level of access needed. If you already have an account in TRAIN South Dakota, you may skip to page 7.

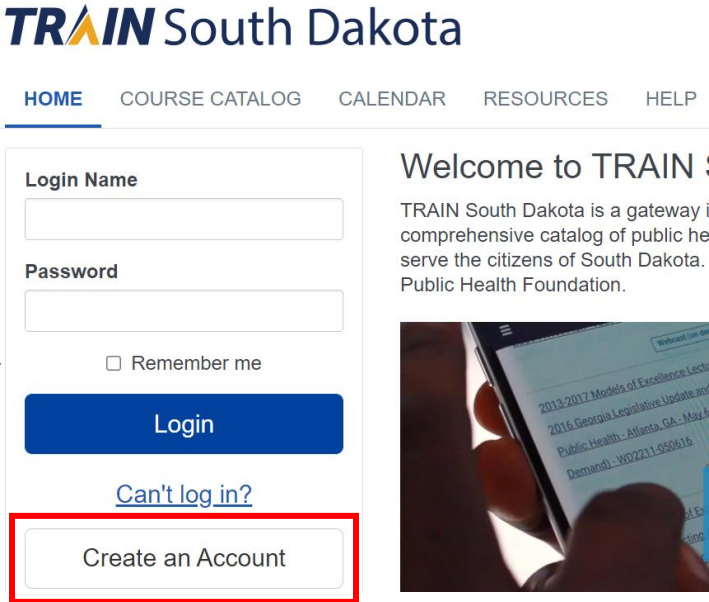
Create account in the TRAIN South Dakota website

START

- Go to
TRAIN South Dakota
- Web Address:
train.org/sd/home
- Choose
"Create an Account"

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➔



CREATE ACCOUNT

- Use your WORK email address as your Login Name
- Set Time Zone and Zip Code for your **working** location
- Check “I agree to all **TRAIN policies**”
- Choose “**Next Step**”

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TRAIN South Dakota

Create Account

Create Login Name

cheryl.butler@state.sd.us

Create a Password

Confirm Password

Your Email Address

cheryl.butler@state.sd.us

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Cheryl

Last Name

Butler

Time Zone

(GMT-07:00) Mountain Time (US & Canada) ▾

Zip/Postal Code

57702

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all [TRAIN policies](#)

Next Step

ENTER ACCOUNT INFORMATION

- Organization: enter Organization name, or your facility name if facility is not part of an organization
- Title: your role in the facility
- Department: **State** workers may enter their department (e.g., Health or DOH). **Non-state** workers may enter their facility name.
- Please use **work** address and phone number
- Choose “**Next**”

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TRAIN South Dakota

Account information

Organization Name

Monument Health

Title

Vaccine Program Specialist

Department

Vaccine Clinic Name

Street Address

1925 N. Plaza Blvd

Street Address Cont.

City

Rapid city ▾

State / Territory

South Dakota ▾

Zip / Postal Code

57702

Country

United States ▾

Phone Number

(605) 440-3246

Work, Home, or Mobile

Mobile ▾

Next

Back

SELECT COUNTY

- Select the county in which you **work**
- Click green '**Confirm these selections**'

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TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

Location / South Dakota
(Click any level to return to it)

Select: County

Group search

[Aurora](#)

[Beadle](#)

SELECT DOH EMPLOYEE STATUS

- Choose "[Department of Health Employee](#)" if you work for SD DOH
- Choose "[Non-Department of Health Employee](#)" if you do not work for SD DOH

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TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

National/South Dakota
↓ Custer

Because you are affiliated with South Dakota, you will need to answer a few additional questions.

Location / South Dakota
(Click any level to return to it)

Select: Department

[Department of Health Employee](#)

[Non Department of Health employee](#)

Back

SELECT DOH PARTNER TYPE

- Non-State users: Select option that best describes your facility.
 - Business and Industry
 - Healthcare System
 - Not a Member of one of these...
 - Nursing Homes & LTC
 - Other
 - Schools & Universities

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TRAIN South Dakota

South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

National/South Dakota
↓ Custer

Because you are affiliated with South Dakota, you will need to answer a few additional questions.

Location / South Dakota
/ [Non Department of Health employee](#)
(Click any level to return to it)

Select: Division

Group search

[Business and Industry](#)

[Child and Adult Care Food Program](#)

[Firefighter](#)

[Healthcare System](#)

[Law Enforcement](#)

SELECT OFFICE

Healthcare System

This step may vary for users, depending on the affiliation selected.

- Select the specific group you work for
- Some Healthcare Systems will have an office location to select on the next screen
- Select green **“Confirm these selections”** button
- Select blue **“Continue”** button

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South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

National/South Dakota
 ↓ Custer

Because you are affiliated with South Dakota, you will need to answer a few additional questions.

Location / South Dakota
 / [Non Department of Health employee](#)
 / [Healthcare System](#)

(Click any level to return to it)

Select: Healthcare System

[Avera](#)

[Brookings Health System](#)

[Monument Health](#)

[OTHER HEALTHCARE SYSTEM](#)

[Sanford](#)

Back

SELECT PROFESSIONAL JOB ROLES

- Choose up to **THREE** roles which best fit your job functions
- Click one **circle** on the right next to the best description of your primary role
- Click the blue **“Continue”** button that appears at the bottom of the

8

Professional Role (Fields marked below are required)

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.

If the "Other" option is selected, please enter specialization.

	Primary
<input type="checkbox"/> Allied Health Professional --Select--	<input type="radio"/>
<input type="checkbox"/> Administrator / Director / Manager	<input type="radio"/>
<input type="checkbox"/> Administrative Support Staff	<input type="radio"/>
<input type="checkbox"/> Animal Control Specialist / Veterinarian	<input type="radio"/>
<input type="checkbox"/> Biostatistician	<input type="radio"/>
<input type="checkbox"/> Childcare Provider	<input type="radio"/>
<input type="checkbox"/> Communicable Disease / Infection Control Staff	<input type="radio"/>
<input type="checkbox"/> Community Health Worker (CHW)	<input type="radio"/>
<input type="checkbox"/> Computer / Information Systems Specialist	<input type="radio"/>
<input type="checkbox"/> Dental Professional --Select--	<input type="radio"/>

SELECT WORK SETTING

- Choose up to **THREE** settings which best fit your job functions
- Click the **circle** on the right of your primary setting for work
- Click the blue **“Finish Creating Account”** button that appears

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Work Settings (Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

	Primary
<input type="checkbox"/> Academic / Educational Institution --Select--	<input type="radio"/>
<input type="checkbox"/> Official Public Health Agencies --Select--	<input type="radio"/>
<input type="checkbox"/> Military	<input type="radio"/>
<input type="checkbox"/> Other Government Agencies (except Military)	<input type="radio"/>
<input type="checkbox"/> Healthcare Services --Select--	<input type="radio"/>
<input type="checkbox"/> Indian Health Service	<input type="radio"/>
<input type="checkbox"/> Tribal Health Sites	<input type="radio"/>
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	<input type="radio"/>
<input type="checkbox"/> Private Industry (except Healthcare)	<input type="radio"/>
<input type="checkbox"/> Other (specify) _____	<input type="radio"/>

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You will receive this “Welcome” notification. Verify your email address as instructed.

TRAIN South Dakota

Welcome to South Dakota TRAIN!

Your account was successfully created.

Your login name: [REDACTED]

Your email address: [REDACTED]

You can always change your name, email, and other information in your Profile.

Verification instructions

1. You will get an email from TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

If you don't want to verify your email address, [contact support](#) or [log out](#).

Search for and complete the necessary course(s)

Go to [TRAIN South Dakota](#) website and login.

- From your user TRAIN Homepage, click on “**COURSE CATALOG**” in the menu bar.



TRAIN South Dakota

HOME COURSE CATALOG YOUR LEARNING CALENDAR RESOURCES DISCUSSIONS ADMIN HELP

Announcements

NEW Online Training! Fostering a Culture of Immunization in Your Practice

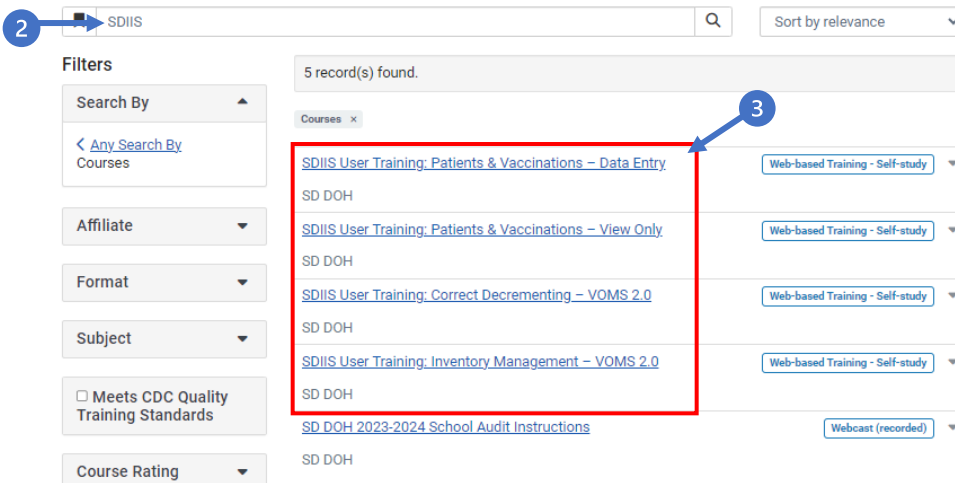
It is essential to involve the entire clinical practice in effectively communicating about immunizations to ensure patients receive vaccinations safely and on time. The [Public Health Foundation](#), in partnership with CDC, developed a self-guided online training course, *Fostering a Culture of Immunization in Your Practice*. This interactive training provides practical ways for healthcare professionals to create a safe and welcoming environment for patients to learn about immunizations and feel encouraged to get vaccinated. Continuing Education (CE) credits are available to participants. [Visit the TRAIN Learning Network to learn more, register, and share the training.](#)

Your Training Status

You've finished all the courses and training plans in your list, congratulations! Looking for more to do? [Click here](#) to visit our search page.

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Certificates Obtained

- Enter “**SDIIS**” in the search bar, and all associated courses will be listed. Click on the title of the course you wish to take. There are four total SDIIS trainings; choose the course(s) you need based on your job roles. **You will NOT need to take all four courses!**



SDIIS

Sort by relevance

Filters

Search By

< Any Search By Courses

Affiliate

Format

Subject

Meets CDC Quality Training Standards

Course Rating

5 record(s) found.

Courses x

SDIIS User Training: Patients & Vaccinations – Data Entry Web-based Training - Self-study

SD DOH

SDIIS User Training: Patients & Vaccinations – View Only Web-based Training - Self-study

SD DOH

SDIIS User Training: Correct Decrementing – VOMS 2.0 Web-based Training - Self-study

SD DOH

SDIIS User Training: Inventory Management – VOMS 2.0 Web-based Training - Self-study

SD DOH

[SD DOH 2023-2024 School Audit Instructions](#) Webcast (recorded)

SD DOH

This chart will help you decide which course(s) you need to take regarding your role.

Course 1	SDIIS User Training: Patients & Vaccinations – View Only
Description	This training course is for SDIIS users who need only to view and print patient immunization records. Users with “View Only” access cannot add/edit/update information.
Prerequisite	None. VIEW ONLY users do NOT need to complete the other three trainings.
Course 2	SDIIS User Training: Patients & Vaccinations – Data Entry
Description	This training course is for SDIIS users who need access to add/edit/update patient and vaccination information. Users may also run facility specific reports.
Prerequisite	None. DATA ENTRY users do not need to take the VIEW ONLY course, as the VIEW ONLY slides are included in the DATA ENTRY course. However, they may need to complete the inventory trainings based on facility need and job role.
Course 3	SDIIS User Training: Inventory Management – VOMS 2.0
Description	This training course is for SDIIS users who help maintain vaccine inventory in the Vaccine Ordering & Management System (VOMS) . Inventory tasks may include creating and receiving vaccine orders and transfers, reporting wastage, reconciliation, and management of cold storage units and temperature reporting.
Prerequisite	SDIIS User Training: Patients & Vaccinations – Data Entry
Course 4	SDIIS User Training: Correct Decrementing – VOMS 2.0
Description	This training course is for SDIIS users who help maintain vaccine inventory in the Vaccine Ordering & Management System (VOMS) and, more specifically, in those facilities that have an established bi-directional HL7 interface between their electronic medical record (EMR) system and the SDIIS. The training will explain how vaccine inventory counts will properly decrement when vaccinations are given, as well as troubleshooting root causes if inventory counts do not decrement properly.
Prerequisite	SDIIS User Training: Patients & Vaccinations – Data Entry SDIIS User Training: Inventory Management – VOMS 2.0

- Click the green **Launch** button. Read through the presentation. Click **Close** when done. You may launch the training anytime to review course content.

SDIIS User Training: Patients & Vaccinations – Data Entry

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Web-based Training - Self-study

ID 1122087

Skill level: Introductory

1.5h

 Publish date Jul 29, 2024 11:00 PM CDT

 Expiration Date Aug 1, 2026 10:59 PM CDT

This training course is for SDIIS users who need access to add/edit/update patient and vaccination information. Users may also run facility specific reports.

[> Launch](#)

[Save For Later](#)

[About](#)

[Contacts](#)

[Reviews](#)

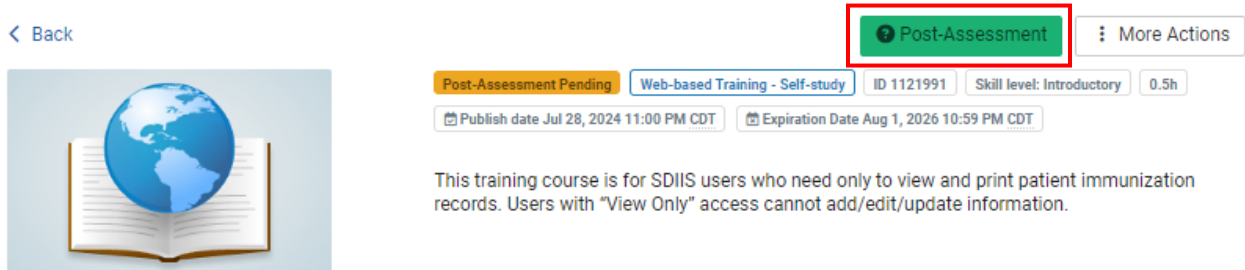
[Discussion](#)

[Certificates](#)

- After course completion, click the green **Post-Assessment** button. Then click **Start**. Complete the assessment. You must achieve a score of 90% to pass the assessment.

SDIIS User Training: Patients & Vaccinations – View Only

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Post-Assessment Pending Web-based Training - Self-study ID 1121991 Skill level: Introductory 0.5h

Publish date Jul 28, 2024 11:00 PM CDT Expiration Date Aug 1, 2026 10:59 PM CDT

This training course is for SDIIS users who need only to view and print patient immunization records. Users with "View Only" access cannot add/edit/update information.

- After completing the assessment, click Review if you wish to review your responses. Click **Close** to return to the Course Description page.
- Complete all required courses and assessments prior to requesting a **New User Account Request Form**. You can monitor and review your progress by clicking the **"YOUR LEARNING"** tab at the top of the screen.

TRAIN SD and SDIIS are not connected websites. Completion of SDIIS courses in TRAIN SD does not progress to SDIIS user access. Proceed to the next step: Complete New User Account Request Form.

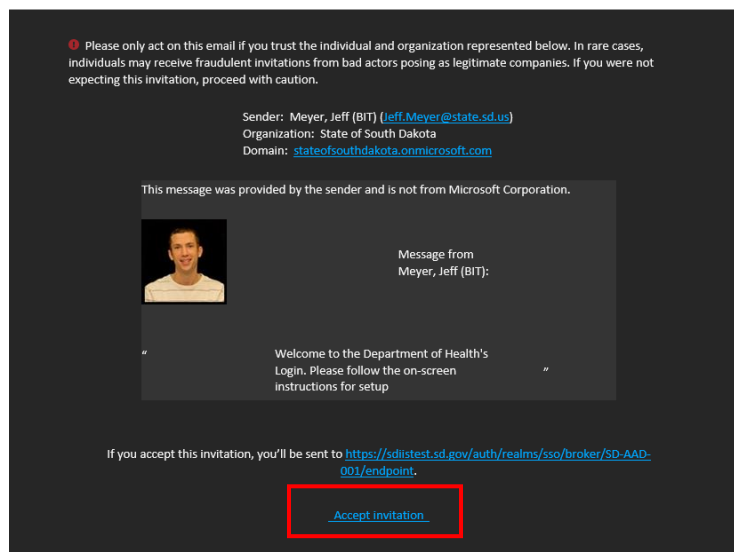
Complete New User Account Request Form

- Once you have completed your required training(s), go to [SDIIS New User Enrollment Form](#) to request an SDIIS user access account.
- SDIIS staff will create your user account with the permissions associated with your job role. **SDIIS staff will send user credentials via email within 2-3 business days after the access is requested.**
- State workers:** once you have your SDIIS login credentials, you may now go to [SDIIS Homepage](#) and click **LOGIN**. You will be asked to authenticate your sign-in with your email address and login password that are used to login to your computer.
- PLEASE NOTE: Non-State workers are NOT ready to log into SDIIS at this point. Next, you must complete Microsoft multi-factor authentication setup.**

Microsoft Multi-Factor Authentication Setup

The following process may vary slightly depending on your organization's security settings and other factors. SDIIS users must now link to single sign-on and multi-factor authentication, either through their own organization or through the State of South Dakota.

- **All users must have their own unique email address. No shared email addresses.**
 - **Users who work at multiple facilities within the same organization will only need one login email address. However, users who require multiple accounts to multiple organizations will require separate login email addresses for each organization (e.g., nurse who works two or more jobs for different organizations).**
 - **STATE OF SD Employees: Users who are on the State email network (first.last@state.sd.us) will not need to complete this process. They will only authenticate with their email and login password that are used to login to your computer.**
1. Non-State Users will receive an email from Microsoft on behalf of a sender, whether from SD DOH or SD BIT. This email will be sent 1-2 days after the email message from the SDIIS Help Desk with username and temporary password. This email invites the user to setup Microsoft two-factor authentication and single sign-on. Click [Accept Invitation](#).



2. By accepting this invitation, you will be "gusted in" and able to start the multi-factor authentication setup and single sign-on linkage. You will be directed to a screen similar to the following screenshot. If you are not redirected to this screen, go to [SDIIS Homepage](#) and click LOGIN.

Your organization may show here instead of "South Dakota".



First.last@email.com

Enter password

Password *Enter Email Password*

Forgot  password

Use an app instead

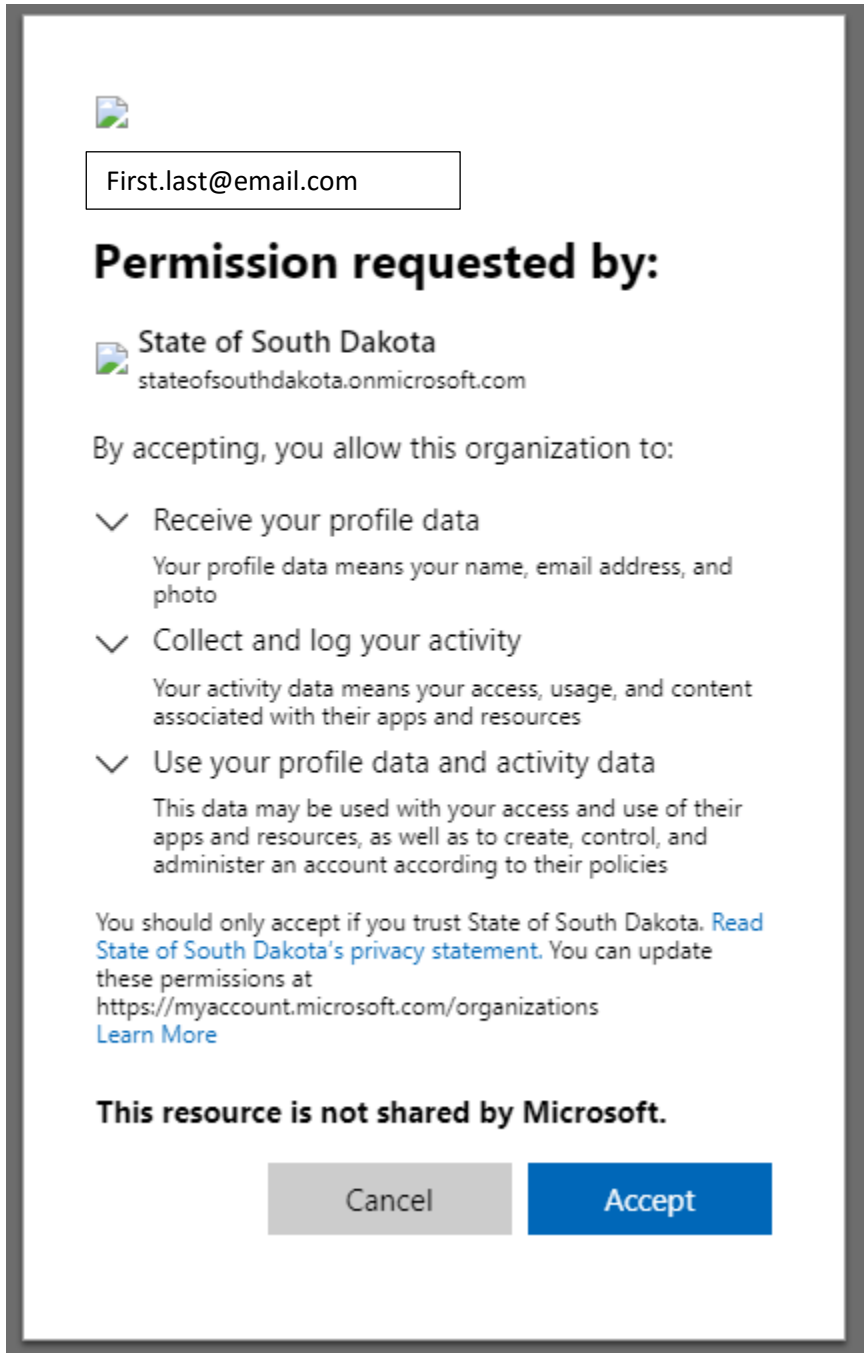
Sign in with another account

Sign in

Enter your email password.
DO NOT enter the password that you will use to access the SDIIS.

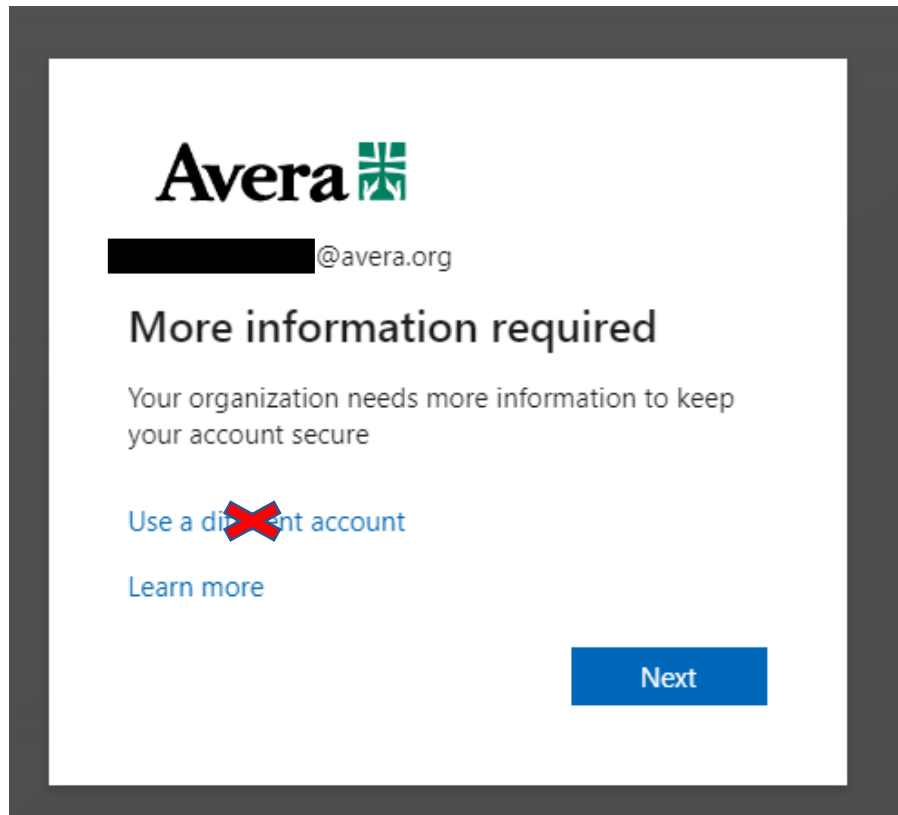
This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.

3. Your email address will be displayed. **Enter your password for your email.** This may be the password used to login to your computer if that is required by your organization. **DO NOT** enter the temporary password sent to you by the SDIIS staff here. Click [Sign in](#).

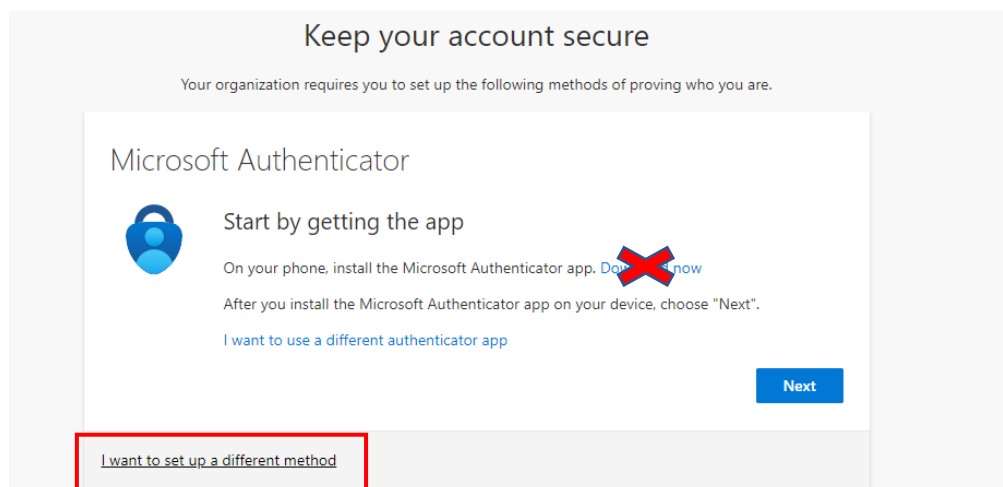


The screenshot shows a Microsoft permission request dialog box. At the top, there is a small icon of a document with a green checkmark. Below it is a text input field containing the email address "First.last@email.com". The main heading is "Permission requested by:". Below this is another document icon followed by the text "State of South Dakota" and the URL "stateofsouthdakota.onmicrosoft.com". The text "By accepting, you allow this organization to:" is followed by three checked items, each with a sub-description: "Receive your profile data" (Your profile data means your name, email address, and photo), "Collect and log your activity" (Your activity data means your access, usage, and content associated with their apps and resources), and "Use your profile data and activity data" (This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies). Below these items is a paragraph: "You should only accept if you trust State of South Dakota. [Read State of South Dakota's privacy statement.](#) You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)". At the bottom, there is a bold statement: "This resource is not shared by Microsoft." and two buttons: "Cancel" (grey) and "Accept" (blue).

4. Click **Accept**.
5. Next you may see a message similar to the one below, depending on your organization.

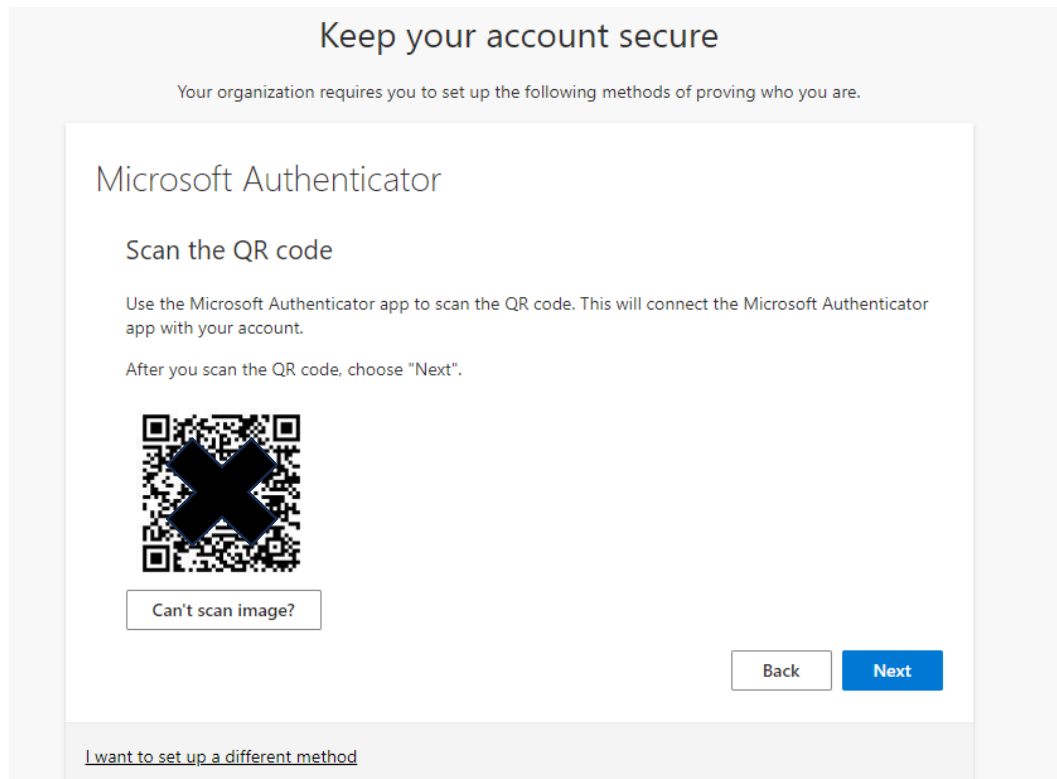


6. Click **Next**.
7. When you see the next view, go to your Smartphone app store and download the **Microsoft Authenticator** app if you do not already have it. If you do not wish to download the app, you may click **I want to set up a different method** and follow instructions.

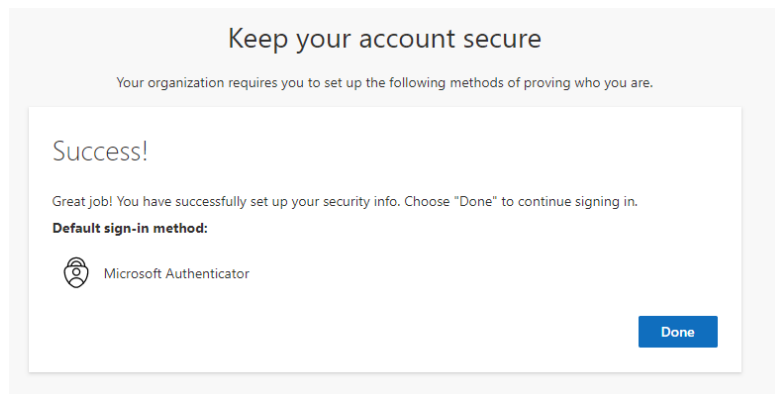


8. Once you have the Microsoft Authenticator app open on your phone, click **Next**.

- On your smartphone Microsoft Authenticator app, click the **+** sign in the upper right corner of the screen. Select **“Work or School Account.”** Select **“Scan QR Code”**. The app will scan the QR code displayed on your computer screen.



- After you scan the code, a **State of SD (or your organization)** account will be setup in your app. Click **Next**.




- Click **Done**. You have successfully set up your multi-factor authentication.


12. **When logging into SDIIS, you will be occasionally asked to authenticate using the Microsoft Authenticator app. The app will provide a two-digit code to use for two-factor authentication.**

NOTE: If you chose “I want to set up a different method”, such as receiving your authentication method by text, you will enter the code that was texted to you for authentication.

13. You may now go to the [SDIIS Homepage](#). Click **LOGIN**. Upon first login to SDIIS, enter your Username and temporary Password provided in the email sent by the SDIIS staff. You will be asked to create a permanent password. Your password requires at least eight characters plus one capital letter, lowercase letter, number, and special character.

Please use your SDIIS credentials to link your account to mySD account

 USERNAME

 PASSWORD

LOG IN

[Forgot Password?](#)

If there is a problem linking your account, please reach out to the helpdesk: 1-844-551-9901

Do not use the [Forgot Password](#) link. It is inactive.

14. **WELCOME TO SDIIS!!**

If you have questions at any time, please do not hesitate to contact us by email. **Please share this communication with everyone in your facility using the SDIIS and ensure each user knows the facility name and PIN.**

Thank you.

BRETT OAKLAND

Immunization Registry Coordinator

Office of Disease Prevention and Health Promotion

SOUTH DAKOTA DEPARTMENT OF HEALTH

Brett.oakland@state.sd.us