



INSTRUCTIONS FOR NEW USERS TO OBTAIN ACCESS TO SDIIS

SDIIS LEARNING MANAGEMENT SYSTEM (LMS)

The new South Dakota Immunization Information System (SDIIS) provided by STChealth includes robust training and resources for all users.

New users must complete training courses and assessments before receiving login credentials to the new SDIIS platform. Two training methods are available within **STChealth's Learning Management System (LMS)**: online self-study modules and recorded instructor-led webinars. Only one training option is required. However, users are welcome to access both options.

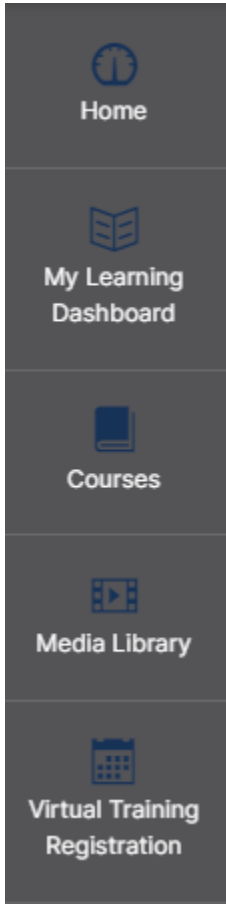
- **Online self-study modules** can be completed at your own pace. After completing the online modules, assessments will be required before you can request user credentials for the new SDIIS platform.
- **Recorded instructor-led webinars** include the same content as in the online modules but presented as a demonstration by subject matter experts. After completing the recorded instructor-led webinars, assessments will be required before you can request user credentials for the new SDIIS platform.

Attendees are asked to individually register and join from a computer or tablet that will allow them to see the software demonstrations and slide decks. The job role of each user will determine how much training is needed for the new system.

LMS Registration Instructions

Follow the instructions below to register for a training account.

1. Navigate to the **STC|U Learning Management System (LMS)** here: <https://southdakotalms.stchealth.us/>
2. Select '**Register Here**' at the top of the page to begin your registration.
 - a. Four "job roles" are available
 - i. **BASIC ACCESS (VIEW ONLY)**
 - ii. **VACCINE ADMINISTRATORS**
 - iii. **INVENTORY MANAGEMENT**
 - iv. **VFC AND IQIP COORDINATORS**
 - b. Read the description of each job role and choose the **ONE** best option that describes your role including the tasks that you will perform in the SDIIS. As you move the right, each job role includes the training(s) to the left of it, plus a little bit more.
 - c. Click the **REGISTER** button under your chosen job role. **You may only register for one job role.**



- d. Complete the fields and click **REGISTER**.
 - i. Create a username and password to register.
 - ii. You will need to know your facility name and facility PIN.
 1. If you had a user account in the old SDIIS, your PIN may have been part of your username.
 2. Ask a co-worker who already has access to SDIIS.
 3. If you do not know or cannot find your PIN, you may enter 9999.
 - e. You will see the menu as shown on the left.
 - i. **Courses** – select if you prefer online self-study modules
 1. Online self-study modules and assessments associated with your job role will be included here marked as **ASSIGNED**
 - ii. **Media Library** – select if you prefer recorded instructor-led webinars
 1. Click **WATCH** under the recorded webinar you wish to view.
 2. Click **VIEW** to retrieve slide decks that pertain to recorded webinars.
 - iii. Whether you choose the online self-study modules or recorded instructor-led webinars, you will find your **ASSIGNED** course assessments in **Courses**.
3. Participants must obtain a **minimum passing score of 80%** on the assigned assessments to be granted login credentials. There is no limit to the number of test attempts. After completing the assigned assessments, the LMS will show your Quiz Results. Click **CONTINUE**.
 4. From The **'Congratulations'** page, note your **Registration Number** and click the link [Please click here to request your SDIIS access.](#)
 5. Complete the **SDIIS New User Enrollment Form**. SDIIS Help Desk staff will create user accounts with the permissions associated with the user's role. SDIIS Help Desk will send user credentials via email within 2-3 business days after the access is requested. **PLEASE NOTE: You are NOT ready to log into SDIIS at this point. Next, you must complete Microsoft multi-factor authentication setup.**

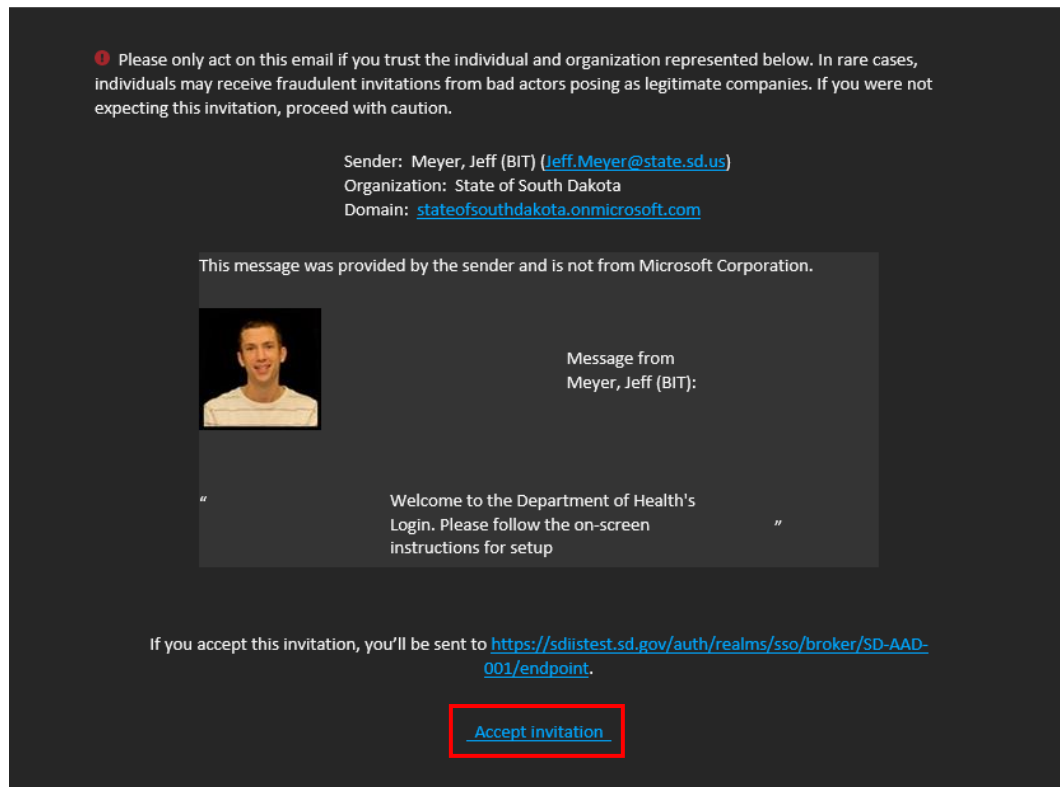
MICROSOFT MULTI-FACTOR AUTHENTICATION SETUP INSTRUCTIONS

The following process may vary slightly depending on your organization's security settings and other factors.

SDIIS users must now link to the State of South Dakota's single sign-on tool through Microsoft authentication.

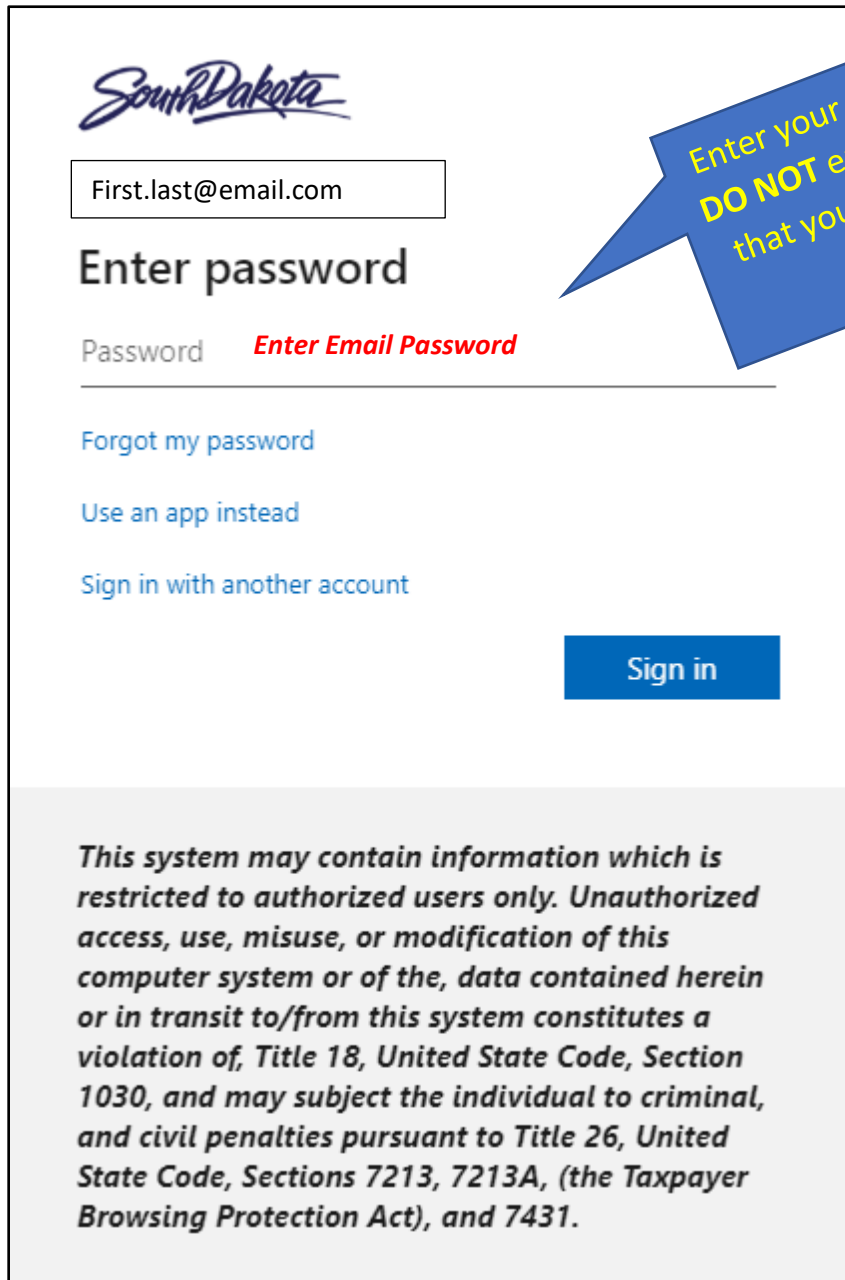
- **All users must have their own unique email address. No shared email addresses.**
- **Users who require multiple accounts to multiple organizations will require separate login email addresses for each organization. However, users who work at multiple facilities within the same organization will only need one login email address.**
- **STATE OF SD Employees: Users who are on the State email network (first.last@state.sd.us) will not see the message described in Step #1. 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, SD BIT, or STC. 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.



Click [Accept Invitation](#).

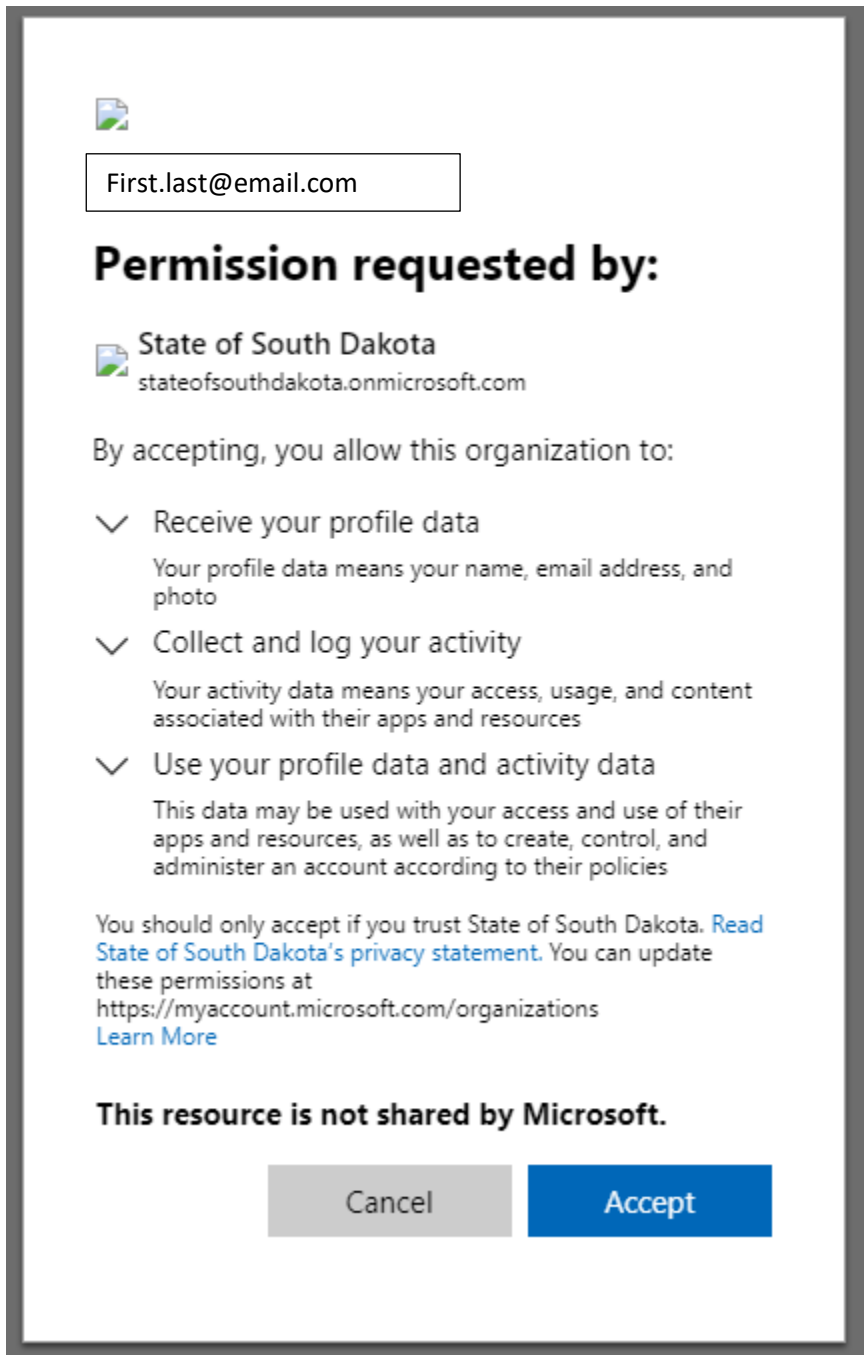
2. By accepting this invitation, you will be “guested in” and able to access the new **SDIIS** immunization registry at <https://sdiis.sd.gov/iweb>. The first time you access the **SDIIS**, the following may appear:



The screenshot shows the login interface for the SDIIS system. At the top left is the South Dakota logo. Below it is an email input field containing the placeholder text "First.last@email.com". The main heading is "Enter password". Below the heading is a password input field with the placeholder text "Password" and a red instruction "Enter Email Password". There are three links: "Forgot my password", "Use an app instead", and "Sign in with another account". A blue "Sign in" button is located at the bottom right of the form area. A blue callout box on the right side of the form contains the text: "Enter your email password. DO NOT enter the password that you will use to access the SDIIS." At the bottom of the screenshot is a grey box containing a legal disclaimer.

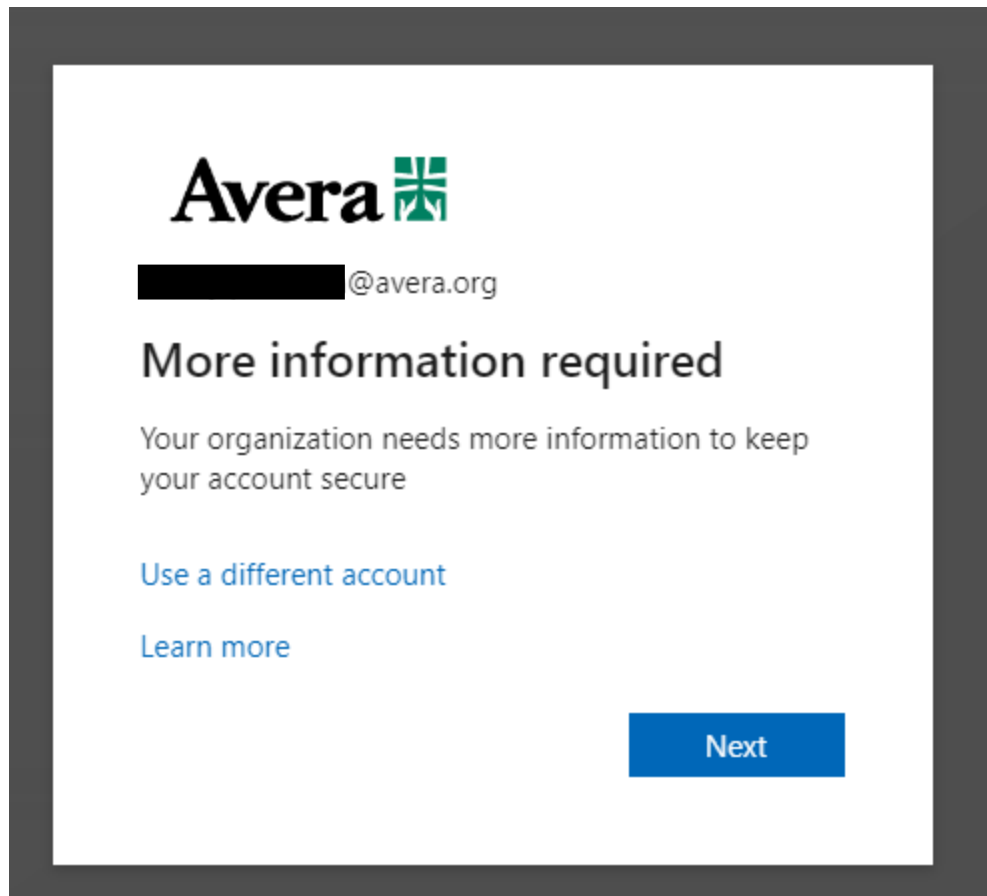
This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may 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. **Enter your password for your email. DO NOT** enter the temporary password sent to you by the SDIIS Help Desk. Click **Sign in**.



The screenshot shows a Microsoft permission request dialog box. At the top left 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:" in bold. Below this is another icon and the text "State of South Dakota" and "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 this message, 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 wish to download the app, you may click [I want to set up a different method](#).

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

8. Once setup on your phone is complete, click **Next**.
9. The Microsoft Authenticator app will ask you to scan a QR Code

Keep your account secure


Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

[Back](#) [Next](#)

[I want to set up a different method](#)

10. After you scan the code, click **Next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Microsoft Authenticator

Done

11. Click **Done**.
12. **Each time you login to SDIIS, you will be 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 choose “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.

We appreciate all you do every day. 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 new 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

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