

Welcome to ImmuNet!

[ImmuNet](#) Admin Users are able to:

Manage Users Accounts <ul style="list-style-type: none"> - Add a New User - Change the Role of an Existing User - Terminate a User - Re-enable a Disabled or Terminated User - Reset a Password 	Add an Ordering Authority or Clinician Patient Search
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Note: All ImmuNet authorized users are required to abide by the ImmuNet Confidentiality and User Agreement when you sign in to ImmuNet. See the updated copy [here](#).

Add a New User

To go to the ImmuNet portal, click **My Account** at the top right corner of the ImmuNet screen.



Before adding a new user, check if they have an existing account (inactive or under a different organization):

Under **Manage Access** on the left menu, click **Edit User**.

In the **Status** row, check the **Active**, **Disabled**, and **Terminated** boxes.

Enter the new user **First Name** and **Last Name** and click **Find**.

Training AWS Region
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Applications

Manage My Account

Manage Access

- > Add User
- > List Organizations
- > Edit Organization
- Edit User >**
- > Add Multiple Users

Edit User - Search

Application: IMMUNET

Organization: AAA Test Org

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
------------	-----------	----	-----------

If the user does not have an existing account, you will see a red message

**** No users found matching the search criteria ****.

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
------------	-----------	----	-----------



**** No users found matching the search criteria ****

To add the user, click **Add User** on the left menu.

Step 1 – User Information – Enter the information in the required fields indicated with asterisks (*). The username and work e-mail must be unique (shared or group e-mail addresses are not allowed).

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Applications
Manage My Account
Manage Access

Add User >

- > List Organizations
- > Edit Organization
- > Edit User
- > Add Multiple Users

Add User & Modify Access

Step 1:

User Information

* User First Name

* User Last Name

User Middle Initial

* Username

* Password [SHOW](#)

Address Line 1

Address Line 2

P.O. Box

City

State Zip -

* Email

Phone Number Ext

***Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Step 2 - Modify Access - If you are an Admin User for more than one organization, click the **Organization** drop-down and select the org the user is affiliated with (or spend the most time at). Click the **Role** drop-down and select the appropriate role for the user. Click **Add**, then click **Save**.

Step 2:

Modify Access

Add,remove,or change organizations and roles for this user:

Application	* Organization	* Role	Add Access
IMMUNET	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

Current list of organizations and applications.

Select the row to update the user's role or status.

Application	Organization	Role	Status	Select
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To help determine the correct user role assignment for your staff, refer to the ImmuNet User Role functions below.

ImmuNet User Role	Access Type
Reports Only	Look up and print patient immunization records
School Access	Look up and print student immunization records
Standard Access	Look up and print patient immunization records, Run organization reports, Add immunizations
Vax Inv Order User	Standard Access (above) plus order vaccines and manage inventory, Manage VFC profile and re-enrollment

The addition was successful if you see the red message, ****User Updated****.

Provide the username and temporary password to the new user and have the user change his/her password on their first login. ImmuNet does not automatically email login credentials to added users. Note that both the username and password are case-sensitive.

Change the Role of an Existing User

To go to the ImmuNet portal, click **My Account** at the top right corner of the ImmuNet screen.



Under **Manage Access** on the left menu, click **Edit User**.

In the **Status** row, check the **Active**, **Disabled**, and **Terminated** boxes.

Enter the user **First Name** and/or **Last Name** and click **Find**.

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Applications
Manage My Account
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 Edit User >
 > Add Multiple Users

Edit User - Search

Application: IMMUNET

Organization: AAA Test Org

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
Sample	Provider		sprovider
Sample	User	T	suser

Click the correct user's name ([blue link](#)).

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
Sample	Provider		sprovider
Sample	User	T	suser

Scroll down to the section **Step 2 Modify Access** and on the gray-colored row check the **Select** box, and click the blue **Select** button above it.

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
IMMUNET	AAA Test Org	Reports Only	Active	<input type="checkbox"/>

Click the **Role** drop-down and select a different role, then click the blue **Update** button next to it.

Application	Organization	Role	Status	Update
IMMUNET	AAA Test Org	Reports Only	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Terminated	Update

The change was successful if you see the red message **** User Access Updated ****.

**** User Access Updated ****

Edit User & Modify Access

Step 1:

User Information

Re-enable a Disabled or Terminated User

To go to the ImmuNet portal, click **My Account** at the top right corner of the ImmuNet screen.



Welcome New Admin logged in as: > Organization: ABC Clinic Role: Admin User

ImmuNet:
Maryland's Immunization Information System
DEPARTMENT OF HEALTH

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ANNOUNCEMENTS: NEW
08/06/2024 ImmuNet User Role Updates
[Click to view more...](#)

Under **Manage Access** on the left menu, click **Edit User**.

In the **Status row**, check the **Disabled** and **Terminated** boxes.

Enter the user **First Name** and **Last Name** and click **Find**.

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Applications
Manage My Account
Manage Access
 > Add User
 > List Organizations
 > Edit Organization
Edit User >
 > Add Multiple Users

Edit User - Search

Application: IMMUNET
Organization: AAA Test Org

Find Refresh

Status Active ☐ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
------------	-----------	----	-----------

Click the correct user's name (blue link).

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
Sample	Provider		sprovider
Sample	User	T	suser

Scroll down to the section **Step 2 Modify Access** and on the gray-colored row, check the Select box, and click the blue 'Select' button above it.

Current list of organizations and applications.

Select the row to update the user's role or status.

Select

Application	Organization	Role	Status	Select
IMMUNET	AAA Test Org	Standard User	Terminated	<input type="checkbox"/>

To re-enable the account, select the 'Active' radial button then click **Update**.

Application	Organization	Role	Status	Update
IMMUNET	AAA Test Org	Standard User	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Terminated	Update

The change was successful, if you see the red message **** User Access Updated ****.

**** User Access Updated ****

Edit User & Modify Access

Step 1:

User Information

Reset a Password

To go to the ImmuNet portal, click **My Account** at the top right corner of the ImmuNet screen.



Welcome New Admin logged in as: > Organization: ABC Clinic
Role: Admin User

ImmuNet:
Maryland's Immunization Information System
DEPARTMENT OF HEALTH

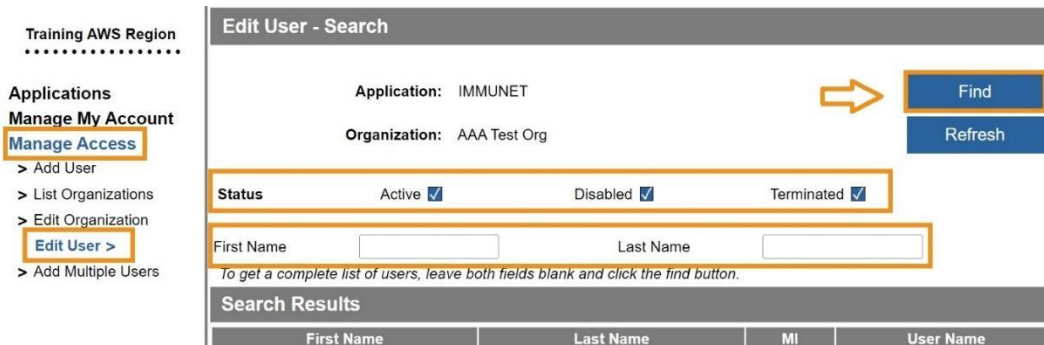
ANNOUNCEMENTS: NEW
08/06/2024 [ImmuNet User Role Updates](#)
[Click to view more...](#)

Home Resources Contact Us Help

Under **Manage Access** on the left menu, click **Edit User**.

In the **Status** row, check the **Active**, **Disabled**, and **Terminated** boxes.

Enter the user **First Name** and/or **Last Name** and click **Find**.



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Applications
Manage My Account
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 > Add Multiple Users

Edit User - Search

Application: IMMUNET
Organization: AAA Test Org

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
Sample	Provider		sprovider
Sample	User	T	suser

Click the correct user's name ([blue link](#)).



Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
Sample	Provider		sprovider
Sample	User	T	suser

Under **Step 1: User Information**, enter a new password in the '**New Password**' and '**Confirm Password**' fields (password is case-sensitive).

Step 1:

User Information

User Id 48433

* **User First Name**

* **User Last Name**

User Middle Initial

* **Username**

New Password SHOW Confirm New Password SHOW

Note: To Change the User Status go to the Modify Access section in Step 2 below.

User Status ☒ Active ☐ Disabled ☐ Terminated

***Password Guidelines** - The password must be at least 8 characters in length, include at least one lower case letter, at least one upper case letter, and at least one number.

Scroll down and click **Save**.

Save

Cancel

The password reset was successful if you see the red message, ****User Updated, Password Changed****.

**** User Updated, Password Changed ****

Edit User & Modify Access

Step 1:

User Information

Please provide the username and temporary password to the user. ImmuNet will not automatically email login credentials to users. Both username and password are case-sensitive.

Terminate a User

To go to the ImmuNet portal, click **My Account** at the top right corner of the ImmuNet screen.

Under **Manage Access** on the left menu, click **Edit User**.

In the **Status** row, check the **Active**, **Disabled**, and **Terminated** boxes.

Enter the user **First Name** and/or **Last Name** and click **Find**.

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Applications
Manage My Account
Manage Access
 > Add User
 > List Organizations
 > Edit Organization
Edit User >
 > Add Multiple Users

Edit User - Search

Application: IMMUNET
Organization: AAA Test Org

Find Refresh

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
------------	-----------	----	-----------

Click the correct user's name ([blue link](#)).

Status Active ☒ Disabled ☒ Terminated ☒

First Name Last Name

To get a complete list of users, leave both fields blank and click the find button.

Search Results

First Name	Last Name	MI	User Name
Sample	Provider		sprovider
Sample	User	T	suser

Scroll down to the section **Step 2 Modify Access** and on the gray-colored row, check the Select box, and click the [blue 'Select'](#) button above it.

Current list of organizations and applications. Select the row to update the user's role or status.

Application	Organization	Role	Status	Select
IMMUNET	AAA Test Org	Standard User	Active	<input type="checkbox"/>

To terminate the account, select the **'Terminated'** radial button and click **Update**.

Application	Organization	Role	Status	Update
IMMUNET	AAA Test Org	Standard User	<input type="radio"/> Active <input type="radio"/> Disabled <input checked="" type="radio"/> Terminated	Update

The change was successful if you see the red message **** User Access Updated ****.

**** User Access Updated ****

Edit User & Modify Access

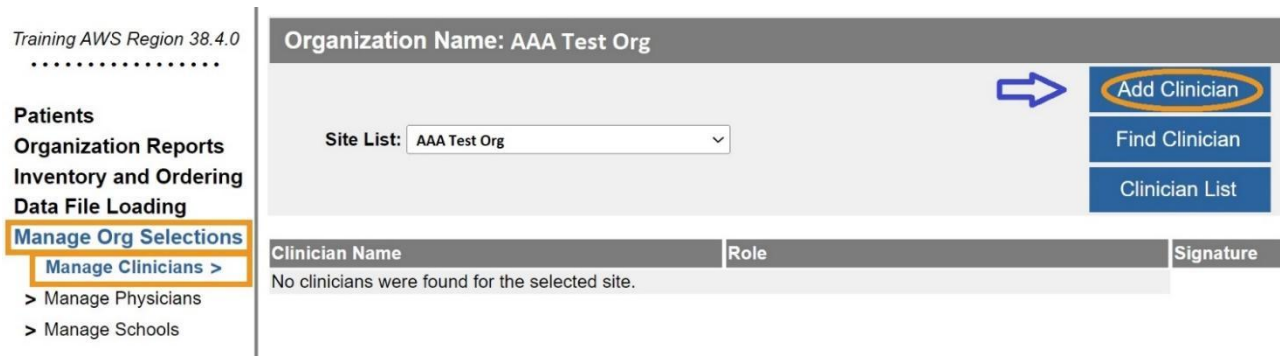
Step 1:

User Information

Add an Ordering Authority or Clinician

Under **Manage Org Selections** on the left menu, click **Manage Clinicians**.

On the main screen, click the blue 'Add Clinician' button:



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Patients
Organization Reports
Inventory and Ordering
Data File Loading
Manage Org Selections
 Manage Clinicians >
 > Manage Physicians
 > Manage Schools

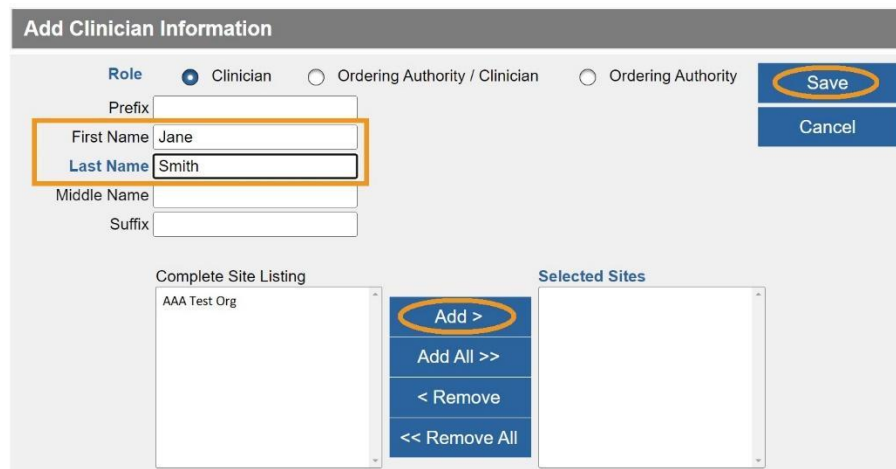
Organization Name: AAA Test Org

Site List: AAA Test Org

Add Clinician
Find Clinician
Clinician List

Clinician Name	Role	Signature
No clinicians were found for the selected site.		

On the next screen, select the radio button **Clinician** (to add a clinician) and enter the **First** and **Last Name** of the clinician. Under '**Complete Site Listing**', choose the organization and click **Add** (to move it to **Selected Sites**). Click **Save**.



Add Clinician Information

Role: ☒ Clinician ☐ Ordering Authority / Clinician ☐ Ordering Authority

Prefix:

First Name: Jane

Last Name: Smith

Middle Name:

Suffix:

Save
Cancel

Complete Site Listing: AAA Test Org

Add >
Add All >>
< Remove
<< Remove All

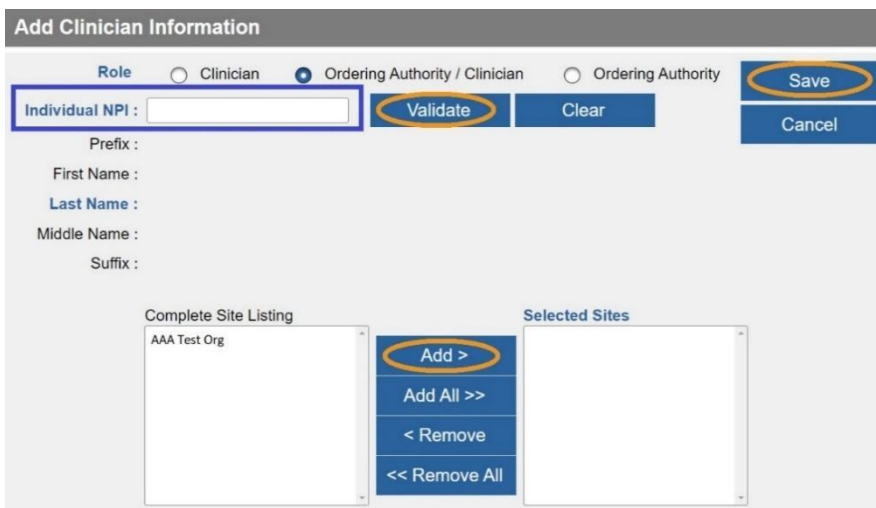
Selected Sites

The clinician information was added successfully if you see the red message '**Record Updated**'.

- **Record Updated**

Edit Clinician Information

Similarly, select the radio button **Ordering Authority/Clinician** (to add an ordering authority/clinician). Enter the **Individual NPI** (of the provider of the organization) and click **Validate**. The **First Name**, **Last Name** and **Address** associated with the individual NPI should automatically populate in the fields. Under **Complete Site Listing**, choose your organization and click **Add** (to move it to **Selected Sites**). Click **Save**.



Add Clinician Information

Role: ☐ Clinician ☒ Ordering Authority / Clinician ☐ Ordering Authority

Individual NPI: **Validate** **Clear** **Save** **Cancel**

Prefix:
 First Name:
 Last Name:
 Middle Name:
 Suffix:

Complete Site Listing: AAA Test Org

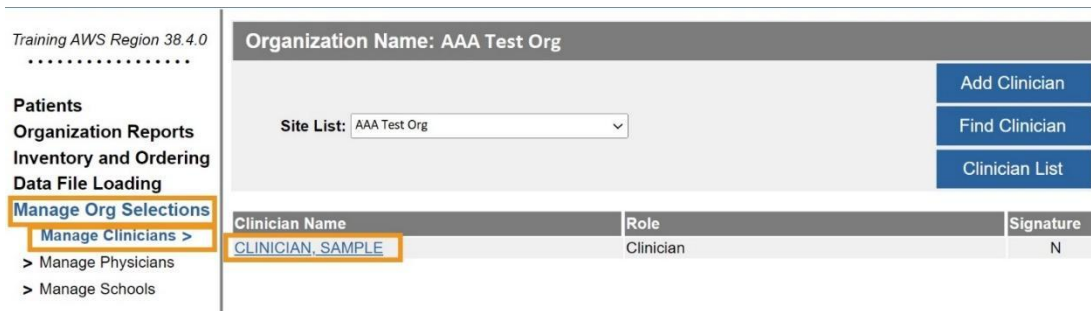
Selected Sites:

Add >
Add All >>
< Remove
<< Remove All

The ordering authority/clinician information was added successfully if you see the red message '**Record Updated**'.

To remove a clinician or ordering authority/clinician, under **Manage Org Selections** on the left menu, click **Manage Clinicians**.

Click the clinician or ordering authority/clinician name ([blue link](#)).



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Patients
 Organization Reports
 Inventory and Ordering
 Data File Loading
Manage Org Selections
 Manage Clinicians >
 > Manage Physicians
 > Manage Schools

Organization Name: AAA Test Org

Site List: AAA Test Org

Add Clinician
Find Clinician
Clinician List

Clinician Name	Role	Signature
CLINICIAN_SAMPLE	Clinician	N

Click **Delete**.



Edit Clinician Information

Role: ☒ Clinician ☐ Ordering Authority / Clinician ☐ Ordering Authority

Prefix:
 First Name: SAMPLE
 Last Name: CLINICIAN
 Middle Name:
 Suffix:

Save **Delete** **Cancel**

Complete Site Listing:

Selected Sites: AAA Test Org

Add >
Add All >>
< Remove
<< Remove All

Confirm by clicking **OK** to the question which will be displayed at the top of the screen.

immunet.health.maryland.gov says
Are you sure you want to delete this record?

OK

Cancel

Patient Search

On the left navigator click **Patients**, then click **Patient Search** or click the [blue](#) button **Patient Search**.

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Patients

> Patient Search

Organization Reports

Patient Search

Click to locate a patient, enter a new patient, view patient records or add immunizations to a patient record.

Type in the **First Name**, **Last Name**, and **Birth Date** and click **Search**. To broaden your search, enter the first three letters of the first/last name, reverse first/last name, reverse date of birth (date/month), blank date of birth, and reverse order of multiple last names.

Patient Search

First Name

Patient ID

Search

Advanced Search

Clear

Last Name

ImmuNet ID

Middle Name

Birth Date

If you find more than one patient, click on the appropriate [blue](#) last name link to access the record.

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Patients

Organization Reports

Patient Search Criteria / Results

First Name

Sam

Patient ID

Search

Last Name

Pat

ImmuNet ID

Middle Name

Birth Date

Advanced Search

Enter as New Patient

Cancel

Select the radio button for viewing option then select the Patient link below:

☒ Patient Demographics
 ☐ Patient Immunization
 ☐ Patient Reports
 ☐ Blood Lead History

History/Recommendations

Possible Matches: 3

Last Name	First Name	Middle Name	Birth Date	Patient ID	Mother's Maiden First	Mother's Maiden Last	Gender	Status
PATIENT	SAMPLE		07/01/2000				F	N
PATIENT	SAMPLE		11/01/2010				M	N
PATIENT	SAMPLE		04/10/2012				M	N

If there are no records for the patient, you will see this message:

No patients were found for the requested search criteria. Please enter additional search criteria or perform an Advanced Search for more options. If this is a new patient to ImmuNet please select the "Enter as New Patient" button.

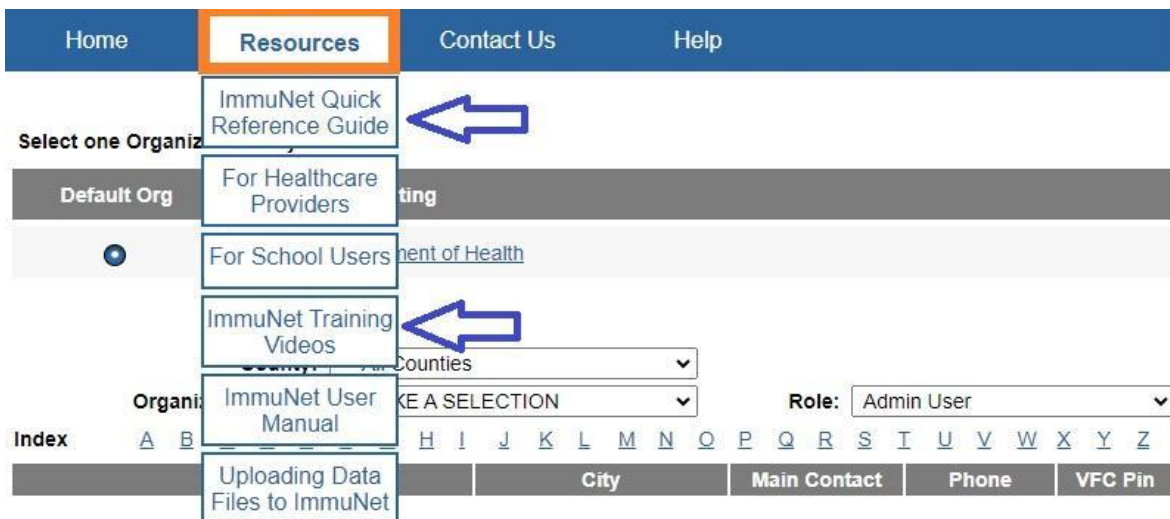
								Possible Matches: 0	
Last Name	First Name	Middle Name	Birth Date	Patient ID	Mother's Maiden First	Mother's Maiden Last	Gender	Status	
No patients were found for the requested search criteria.									

Admin users can enter a new patient if there are no records found in ImmuNet, view immunization records, add immunization records and view/print immunization reports. Refer to the [ImmuNet Quick Reference Basic Guide](#) for more information.

Follow these best practices to avoid overwriting any patient record:

- (1) Do not have more than one browser window open with ImmuNet patient record (i.e. do not sign in to ImmuNet on more than one browser window). This will prevent writing over other patient records opened on other browser windows;
- (2) Do not use the back button on your browser to go back; instead, click on the Home button to exit out of the current screen.

To learn how to navigate ImmuNet, click on **'Resources'** then click [ImmuNet Quick Reference Guide](#) and [ImmuNet Training Videos](#).



The screenshot shows the ImmuNet Admin User interface. The top navigation bar includes 'Home', 'Resources' (highlighted with an orange box), 'Contact Us', and 'Help'. Below the navigation bar, there is a dropdown menu for 'Resources' with the following options: 'ImmuNet Quick Reference Guide' (indicated by a blue arrow), 'For Healthcare Providers', 'For School Users', 'ImmuNet Training Videos' (indicated by a blue arrow), 'ImmuNet User Manual', and 'Uploading Data Files to ImmuNet'. The main content area shows a search form with fields for 'Select one Organization', 'Default Org', 'Index', 'Organiz', 'County', 'City', 'Main Contact', 'Phone', and 'VFC Pin'. The 'Role' dropdown is set to 'Admin User'.

Contact **ImmuNet Support** ([here](#)) with any questions.