Welcome to ImmuNet!

As an ImmuNet user with a role of Admin User, you can manage user accounts and will be able to:

- Add a New User
- Reset a Password
- Change the Role of an Existing User
- Terminate a User
- Re-enable a Disabled or Terminated User
- Add an Ordering Authority or Clinician

Add a New User

Click My Account at the top right corner of the screen.
On the left navigator, click **Manage Access, Edit User** to search for the user.

In the section **Status**, click in the **Active, Disabled, and Terminated** check boxes.

Type in the **Last Name** and **First Name** in the respective fields and then click **Find**.

If you receive a message, in **red**, at the bottom, that says, “**No users found matching the search criteria**”, then the user is not in ImmuNet.
To add the user, click **Add User** on the left navigator.
**Step 1 – User Information** – Enter the information in the required fields in blue/asterisks (*). If you are adding someone who will be an Administrative User, Address and Phone Number are required. The username and e-mail address must be unique (cannot be a shared or group e-mail address, but may be a personal e-mail address, if the user does not have a work e-mail address).

*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 Administrative User for more than one organization, select the appropriate one from the Organization drop-down. Click the Role drop-down and select the desired role for the user. Click Add, then click Save.
The addition was successful, if you see this message at the top, in red, “**User Updated**”.

**Change the Role of an Existing User**

Click **My Account** near the top right corner of the screen.
On the left navigator, click **Manage Access, Edit User**.

In the section **Status** click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user and click **Find**.

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).
Go to the section **Step 2 Modify Access** section and go down to the gray table.

Go to the row in the table that corresponds to the role to be changed. Click in the white **Select** check box, then click the blue **Select** button.
To change the role, go to just above the gray table and click the **Role** drop-down, select a new role, and then at the right, click **Update**.

**Step 2:**

### Modify Access

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

<table>
<thead>
<tr>
<th>Username</th>
<th>Immunetuser</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>ImmuNet User</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application</th>
<th>Organization</th>
<th>Role</th>
<th>Status</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNET</td>
<td>Maryland Department of Health (Child)</td>
<td>Admin User (Provider)</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Application</th>
<th>Organization</th>
<th>Role</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNET</td>
<td>Al Rahmah School</td>
<td>School Access</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>IMMUNET</td>
<td>Bishop Walsh School</td>
<td>Admin User (Provider)</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>IMMUNET</td>
<td>Maryland Department of Health (Child)</td>
<td>Admin User (Provider)</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>PORTAL</td>
<td>Portal Default</td>
<td>Portal Application Admin</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

[Image of the table and diagram]
The change was successful, if you see this message at the top, in red.

** User Access Updated **

### Edit User & Modify Access

#### Step 1:

#### User Information

- **User Id:** 49755
- **User First Name:** ImmuNet
- **User Last Name:** User
- **User Middle Initial:**
- **Username:** immunetuser
- **New Password:**
- **Confirm New Password:**

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

- **User Status:**
  - ☐ Active
  - ☐ Disabled
  - ☐ Terminated
- **Street Address:**
- **Other Address:**
- **P.O. Box:**
- **City:**
- **State:** MD
- **Zip:**
- **Email:** unknown@unknown.com
- **Phone Number:**
  - Ext.
Re-enable a Disabled or Terminated User

Click **My Account** near the top right corner of the screen.
On the left navigator, click **Manage Access, Edit User**.

In the section **Status** click in the **Disabled** and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).
Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white check box, then click the blue **Select** button.
To re-enable the account, go to just above the gray table and click the radio button **Active** and then to the right, click **Update**.

**Step 2:**

**Modify Access**

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

- **Username:** immunetuser
- **User:** ImmuNet User

<table>
<thead>
<tr>
<th>Application</th>
<th>Organization</th>
<th>Role</th>
<th>Status</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNET</td>
<td>Bishop Walsh School</td>
<td>Admin User (Provider)</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Current list of organizations and applications.

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

<table>
<thead>
<tr>
<th>Application</th>
<th>Organization</th>
<th>Role</th>
<th>Status</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNET</td>
<td>Al Rahmah School</td>
<td>School Access</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>IMMUNET</td>
<td>Bishop Walsh School</td>
<td>Admin User (Provider)</td>
<td>Terminated</td>
<td>✓</td>
</tr>
<tr>
<td>IMMUNET</td>
<td>Maryland Department of Health (Child)</td>
<td>Standard User</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>PORTAL</td>
<td>Portal Default</td>
<td>Portal Application Admin</td>
<td>Terminated</td>
<td></td>
</tr>
</tbody>
</table>
The change was successful, if you see this message in red, “User Access Updated”.

** User Access Updated **

**Edit User & Modify Access**

**Step 1:**

**User Information**

- **User Id**: 49755
- **User First Name**: immuNet
- **User Last Name**: User
- **User Middle Initial**: 
- **Username**: immunetuser
- **New Password**: 
- **Confirm New Password**: 

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

- **User Status**: ☐ Active ☐ Disabled ☐ Terminated
- **Street Address**: 
- **Other Address**: 
- **P.O. Box**: 
- **City**: 
- **State**: MD ☑ Zip 
- **Email**: unknown@unknown.com
- **Phone Number**: 
- **Ext**: 

Reset a Password

Click My Account near the top right corner of the screen.
On the left navigator, click **Manage Access, Edit User**

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

Select the user to be edited by clicking on the appropriate last name of the user (link in **blue**).
Go to the section **Step 1 User Information**.

**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.

Type in a new password in the **New Password** and **Confirm Password** fields (password is case-sensitive) and then click **Save** at the bottom.
The change was successful, if you see this message at the top in red:

** User Updated, Password Changed **

### Edit User & Modify Access

#### Step 1:

**User Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id</td>
<td>49755</td>
</tr>
<tr>
<td>* User First Name</td>
<td>ImmuNet</td>
</tr>
<tr>
<td>* User Last Name</td>
<td>User</td>
</tr>
<tr>
<td>User Middle Initial</td>
<td></td>
</tr>
<tr>
<td>* Username</td>
<td>immunetuser</td>
</tr>
<tr>
<td>New Password</td>
<td></td>
</tr>
<tr>
<td>Confirm New Password</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Status</td>
<td>Active</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Other Address</td>
<td></td>
</tr>
<tr>
<td>P.O. Box</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>MD</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>* Email</td>
<td><a href="mailto:unknown@unknown.com">unknown@unknown.com</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Terminate a User

Click **My Account** near the top right corner of the screen.

Click **Manage Access, Edit User**.

In the section **Status**, click in the **Active**, **Disabled**, and **Terminated** check boxes.

Type in the **Last Name** and **First Name** of the user in the respective fields and then click **Find**.

Select the user to be edited by clicking on the appropriate last name of the user (link in blue).
Go to the section **Step 2 Modify Access** and go to the gray table.

Go to the row in the table that corresponds to the status to be changed. Click in the white **Select** check box, then click the blue **Select** button.
To terminate the account, go to just above the gray table and click the radio button **Terminated** and then to the right, click the button **Update**.

**Step 2:**

**Modify Access**

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

- **Username**: immunetuser
- **User**: ImmuNet User

<table>
<thead>
<tr>
<th>Application</th>
<th>Organization</th>
<th>Role</th>
<th>Status</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMUNET</td>
<td>Bishop Walsh School</td>
<td>Admin User (Provider)</td>
<td>Terminated</td>
<td></td>
</tr>
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</table>

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

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<th>Organization</th>
<th>Role</th>
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<td>Bishop Walsh School</td>
<td>Admin User (Provider)</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>IMMUNET</td>
<td>Maryland Department of Health (Child)</td>
<td>Standard User</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>PORTAL</td>
<td>Portal Default</td>
<td>Portal Application Admin</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>
The change was successful, if you see this message at the top in red:

** User Access Updated **

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**Edit User & Modify Access**

**Step 1:**

**User Information**

- **User Id:** 43755
- **User First Name:** ImmuNet
- **User Last Name:** User
- **Username:** immunetuser
- **Note:** To Change the User Status go to the Modify Access section in Step 2 below.

- **User Status:** Active  Disabled  Terminated
- **Street Address:**
- **Other Address:**
- **P.O. Box:**
- **City:**
- **State:** MD  Zip:  -  
- **Email:** unknown@unknown.com
- **Phone Number:**

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Add an Ordering Authority or Clinician

To add a clinician, on the left navigator, click Manage Org Selections, Manage Clinicians.

**Patients**
- Organization Reports
- Inventory and Ordering
- Data File Loading

**Manage Org Selections**
- Manage Clinicians
- Manage Physicians
- Manage Schools

On the right, click Add Clinician

![Add Clinician](image)

Click the radio button Clinician.

Type in the Last Name, First Name of the clinician.

Under Complete Site Listing, click directly on the name of the organization and click Add.

Click Save.
The message Record Updated will be displayed in red at the top, if successful.
To add an **Ordering Authority/Clinician**, on the left navigator, click **Manage Org Selections, Manage Clinicians**.

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

On the right, click **Add Clinician**

Click the radio button **Ordering Authority/Clinician**

Enter the **Individual NPI** (of the responsible provider of the organization) and click **Validate**.

The **Last Name**, **First Name**, and **Address** (not shown) information should automatically populate in the fields.

Under **Complete Site Listing**, click directly on the name of your organization and click **Add** (to add it under **Selected Sites**).

Click **Save**.
The message **Record Updated** will be displayed in **red** at the top, if successful.

To remove a clinician, on the left navigator, click **Manage Org Selections, Manage Clinicians**.

**Patients**

**Organization Reports**

**Inventory and Ordering**

**Data File Loading**

**Manage Org Selections**

> Manage Clinicians

> Manage Physicians

> Manage Schools
Click on the appropriate blue Clinician name link of the clinician.

Click Delete.