

North Carolina Immunization Registry (NCIR)

Registering with NCID for the NCIR

User Guide

Last Updated: March 22, 2022



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**



Overview

Overview

Registration Process

Before logging in to the NCIR for the first time:

1. Self-register through NCID for a NCIR username (also referred to as a user id)
2. Activate your account by clicking on the link in the authentication email sent from NCID
3. Give your username to your NCIR administrator*

Once your NCIR Administrator adds you into the system, you will be able to log in.

**Administrator is a type of user role in NCIR (see slide 13 for more details)*

Steps for Registering

Step 1 of 3: Register for an NCID account

In order to log into NCIR, you must have an active NCID.

1. To create a new NCID, navigate to <https://ncid.nc.gov/>
2. Click on **Register!** (in the bottom right corner of the blue box)

NCID Tips

NCID

Username

Password

NCID Login

Forgot Username
Forgot Password
Unlock Account

Need Help? **Register!**

Privacy and Other Policies Contact Us

WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.

NCC742

Audience

Reports Only

Typical User

Inventory Control


Administrator

What is NCID?

NCID is the standard identity management service that allows state, local, business and individual users to access North Carolina's applications and information systems in a secure, access-controlled manner.

Step 2 of 3: Complete the Registration Form

1. Click **BUSINESS** for the user type option



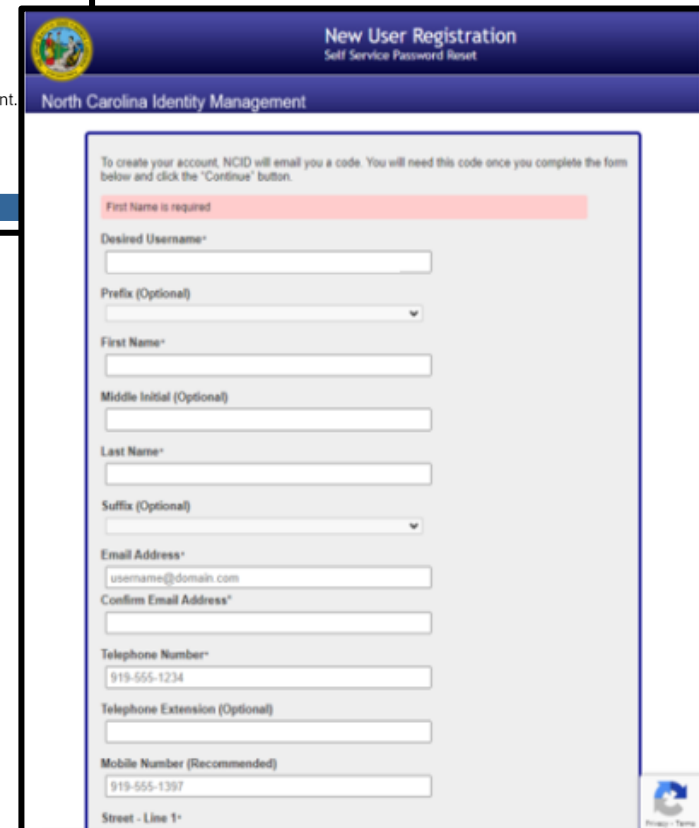
North Carolina Identity Management

New User Registration

Please indicate your user type from one of the following categories:

Individual	Request access to the State of North Carolina services as an individual or citizen.
Business	Request access to the State of North Carolina services on the behalf of a business.
State Employee	Currently employed or assigned to work for an agency within the State of North Carolina government.
Local Government Employee	Currently employed or assigned to work for a North Carolina county or municipality.

2. Complete the required fields to create an NCID account
3. Once you complete the registration form, you will be sent an automated email asking you to authenticate your account and complete your security questions



New User Registration
Self Service Password Reset

North Carolina Identity Management

To create your account, NCID will email you a code. You will need this code once you complete the form below and click the "Continue" button.

First Name is required

Desired Username*

Prefix (Optional)

First Name*

Middle Initial (Optional)

Last Name*

Suffix (Optional)

Email Address*

Confirm Email Address*

Telephone Number*

Telephone Extension (Optional)

Mobile Number (Recommended)

Street - Line 1*

Audience

Reports Only

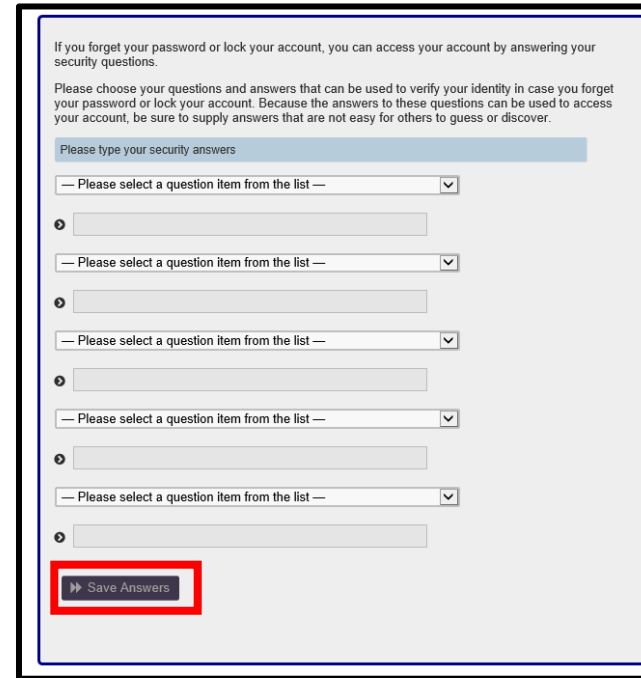
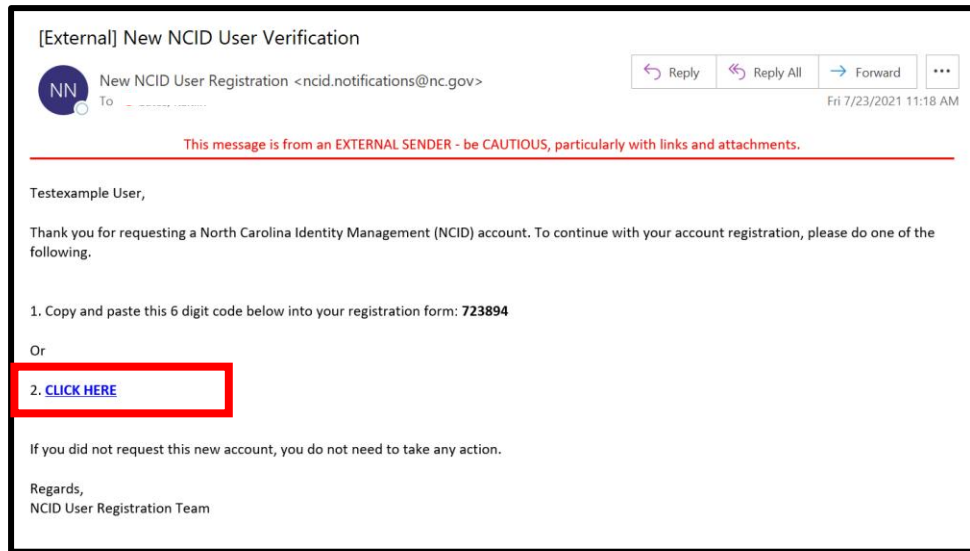
Typical User

Inventory Control

Administrator

Step 3 of 3: Register for an NCID account

1. Click on the link included in the **NEW NCID USER VERIFICATION** email you receive
2. Complete your security questions by using the drop down and typing your answers in the boxes
3. After completing all five of the security questions, click the **SAVE ANSWERS** button



4. Once the NCID account has been created, you will need to provide the exact first name, last name, email address, and NCID username used to create your NCID to your designated NCIR administrator so they can grant access to NCIR for you.

Audience

Reports Only

Typical User

Inventory Control

Administrator

Tips

Your NCID account will only be activated once you answered the five security questions. So please take the time to complete that process.

NCIR Homepage and Help Links

The NCIR Home Page

The screenshot shows the NCIR Home Page interface. At the top, there is a navigation bar with links for 'home', 'change password', 'logout', and 'help desk'. Below this, a user status bar displays 'organization Test • user Athena Roberts • role Reports Only'. The main content area is divided into several sections:

- announcements:** A list of recent announcements with dates and links. Some items are marked 'NEW' (unread).
 - 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)
 - 02/04/2016 ~ [2016 Immunization Schedules](#)
 - NEW** 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)
 - NEW** 12/08/2015 ~ [Pentacel Update](#)
 - NEW** 11/19/2015 ~ [Holiday Shipping](#)
- release notes:** A section for software updates.
 - NEW** 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0
- resources on the web:** Links to external resources.
 - [Immunize North Carolina](#): N.C. Immunization Branch Home Page
 - [Flu Reporting 2015](#): Information on reporting flu vaccine in NCIR.
 - [Mass Clinic Form 2015](#): Gather client demographic and allergy risk information during a Mass Vaccination Clinic.
- upcoming events:** Information about future events.
 - [2015 NC Immunization Conference: Presentations](#): Presentations from the 2015 State Immunization Conference available online!

Callouts provide additional context:

- A yellow box points to the user status bar, stating: "Your organization name, your name and your user role shown here".
- A yellow box points to the announcements section, stating: "Important NCIR announcements (NEW = unread)".
- A yellow box points to the release notes section, stating: "Release notes (details about recent NCIR version updates)".
- A yellow box points to the resources and upcoming events sections, stating: "Links to info about upcoming events".
- A yellow box on the left side of the page points to the navigation menu, stating: "Links to resources on the web – including Vaccine Information Statements (VIS) and the Vaccine Adverse Event Reporting System (VAERS)".

Audience

- Reports Only
- Typical User
- Inventory Control
- Administrator

The NCIR Home Page

organization **Scott Organization** • user **Athena Roberts** • role **Inventory Control**

home change password logout help desk

UAT Region (T4) 9.6.0

Inventory
 manage inventory
 manage orders
 manage transfers
 shipping documents
 inventory report
 inventory count

Clients
 manage client
 mass vax grid entry

Immunizations
 manage immunizations

Reports
 request new client form
 request transaction
 sum
 request vaccine usage
 request wasted/expired

General
 system user manual

Data Exchange
 dx imm transaction list

Admin Support
 manufacturer listing
 trade name listing
 vaccine listing

Organizations
 switch org & role

announcements:

- NEW** 03/10/2016 ~ [2016 Regional Workshops Registration Now Open](#)
- NEW** 02/15/2016 ~ [NCIR Meaningful Use Registration Portal](#)
- NEW** 02/04/2016 ~ [2016 Immunization Schedules](#)
- NEW** 12/21/2015 ~ [Pentacel® Vaccine Delay Guidance](#)
- NEW** 12/08/2015 ~ [Pentacel Update](#)
- NEW** 11/19/2015 ~ [Holiday Shipping](#)
- NEW** 10/30/2015 ~ [NCIR Maintenance](#)
- NEW** 10/01/2015 ~ [Scheduled NCIR Maintenance Tonight](#)

[more announcements](#)

release notes:

- NEW** 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0

[more release notes](#)

Vaccine Order/Transfer Notification ...

Type	Shipped	Awaiting Return Shipment	Rejected
Order(s)		No Order Notification	
Transfer(s)		No Transfer Notification	

Active Inventory that is Going to Expire ...

Site Name	Trade Name	Lot Number	On Hand	State	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...

Vaccine Group	Quantity On Hand	State
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...

Trade Name	Quantity On Hand	State
No trade names have a low inventory.		

Left-side menu (your menu options are based on your user role)

Inventory control and administrator roles see notifications related to ordering and inventory

Audience

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- Administrator

User Help Links

The system user manual contains in-depth user information.

The screenshot shows the NCIR user interface. At the top, there is a navigation bar with links for 'home', 'change password', 'logout', and 'help desk'. Below this, the user's current session is displayed: 'organization Test • user Athena Roberts • role Reports Only'. The main content area is divided into several sections: 'announcements' with a list of recent updates (e.g., 'NCIR Meaningful Use Registration Portal', '2016 Immunization Schedules', 'Pentacel® Vaccine Delay Guidance', 'Pentacel Update', 'Holiday Shipping'), 'release notes' (e.g., 'Release Version 9.5.0 NCIR Release Notes Version 9.5.0'), 'resources on the web' (e.g., 'Immunize North Carolina'), and 'upcoming events' (e.g., '2015 NC Immunization Conference: Presentations'). A sidebar on the left contains navigation options like 'Query Only', 'General system user manual', and 'Organizations'. A light bulb icon is visible in the top right corner of the main content area.

The light bulb button opens an NCIR online help module that applies to whichever NCIR screen you are viewing.

[Immunize North Carolina](#)
N.C. Immunization Branch Home Page

Link takes you to the Immunization Branch website, which contains NCIR user training resources

Audience

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- Typical User
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User Roles

Menu Options are determined by your user role

Reports Only

- Searches for clients and views/prints client specific records

Typical User

- Has all functionality that the reports only role has
- Manages (add & edit) clients
- Manages immunization information

Inventory Control

- Has all functionality that the reports only and typical user roles have
- Manages inventory and ordering

Administrator

- Has all functionality that the other roles have
- Manages users, sites, and clinicians
- Runs practice-level reports, including reminder/recall

mci

UAT Region (T4) 9.6.0

General

- system user manual **NEW** 02

Maintenance

- manage users **NEW** 12
- manage sites **NEW** 12
- manage clinicians **NEW** 12
- manage physicians **NEW** 11
- manage schedules [MO](#)
- manage schools [MO](#)
- mass vax definition

Inventory

- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum **NEW** 10
- request vaccine usage [MO](#)
- request wasted/expired
- inventory report
- vaccine accountability
- inventory count **Vaccine**

Clients

- manage client
- mass vax grid entry

Immunizations

- manage immunizations

Reports

- request reminder
- check reminder status
- request callback
- request new client form
- request casa extract
- check request status
- request vfc reports
- check vfc status
- assessment report
- check assessment
- benchmark report
- check benchmark
- ad hoc count report
- ad hoc list report

release n

Order(s)

Transfer(s)

Active In

TEST ORG

TEST ORG

TEST ORG

Wright Way

Where to Go for More Help?



Questions?

Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website:

<https://www.immunize.nc.gov/contacts.htm>

NC Vaccines Help Desk

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenow.com/csm_vaccine