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

1. To create a new NCID, navigate to [https://ncid.nc.gov/](https://ncid.nc.gov/)

2. Click on **Register!** (in the bottom right corner of the blue box)

**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

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
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.

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

Your organization name, your name and your user role shown here

Important NCIR announcements (NEW = unread)

Release notes (details about recent NCIR version updates)

Links to info about upcoming events

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

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

- Reports Only
- Typical User
- Inventory Control
- Administrator

Inventory and Administrator roles see notifications related to ordering and inventory

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
- immun Transaction list
- Admin Support
- manufacturer listing
- trade name listing
- vaccine listing

Organizations

- switch org & role

Announcements

- 03/10/2016 - 2016 Regional Workshops Registration Now Open
- 02/15/2016 - NCIR Meaningful Use Registration Portal
- 02/04/2016 - 2016 Immunization Schedules
- 12/21/2015 - Pentax® Vaccine Delay Guidance
- 12/09/2015 - Pentax Update
- 11/19/2015 - Holiday Shipping
- 10/30/2015 - NCIR Maintenance
- 10/01/2015 - Scheduled NCIR Maintenance Tonight

More announcements

Release Notes

- 10/01/2015 - Release Version 9.6.0 NCIR Release Notes Version 9.5.0

More release notes

Vaccine Order/Transfer Notification

<table>
<thead>
<tr>
<th>Type</th>
<th>Shipped</th>
<th>Awaiting Return/Retain</th>
<th>Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order(s)</td>
<td></td>
<td>No Order Notification</td>
<td></td>
</tr>
<tr>
<td>Transfer(s)</td>
<td></td>
<td>No Transfer Notification</td>
<td></td>
</tr>
</tbody>
</table>

Active Inventory that is Going to Expire

- No vaccines are currently set to expire.

Inventory that is Running Low by Vaccine Group

- No vaccine groups have a low inventory.

Inventory that is Running Low by Trade Name

- No trade names have a low inventory.
The system user manual contains in-depth user information.

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

Link takes you to the Immunization Branch website, which contains NCIR user training resources.
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
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.servicenowservices.com/csm_vaccine