

# North Carolina Immunization Registry (NCIR)

Registering with NCID for  
the NCIR

User Guide

Last Updated: October 2022



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**



NCDHHS COVID-19 Response

# Overview

# Overview

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## 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

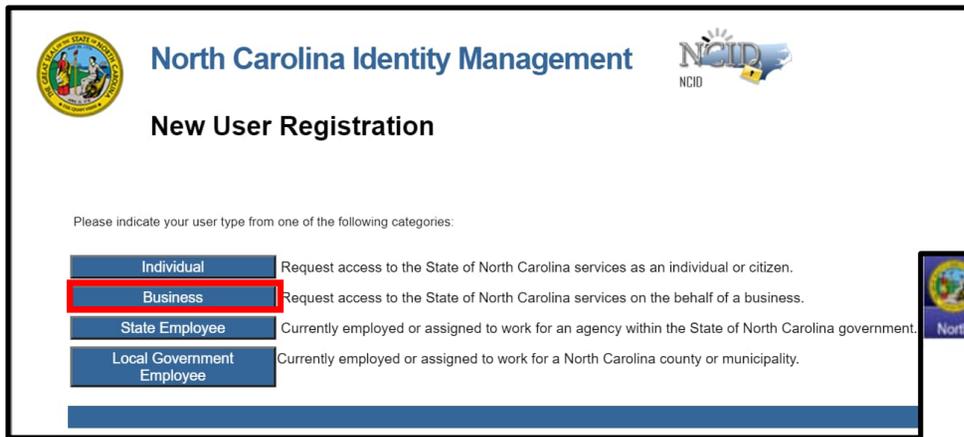
Administrator

### 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

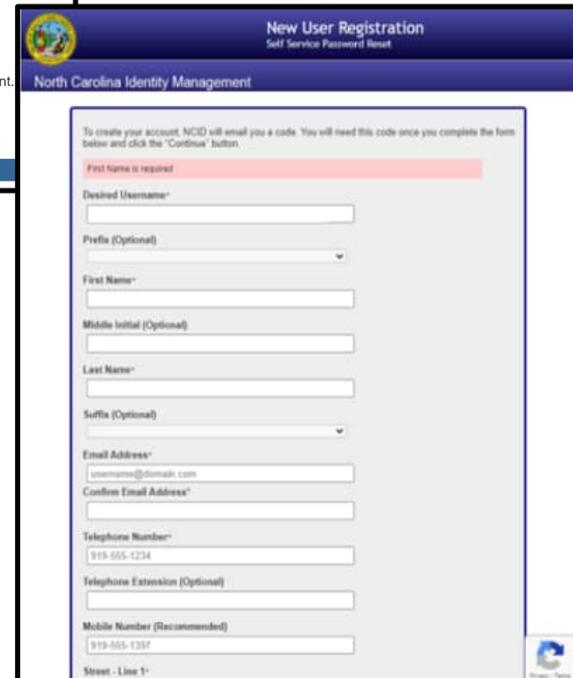
NCID

### 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.
<b>Business</b>	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

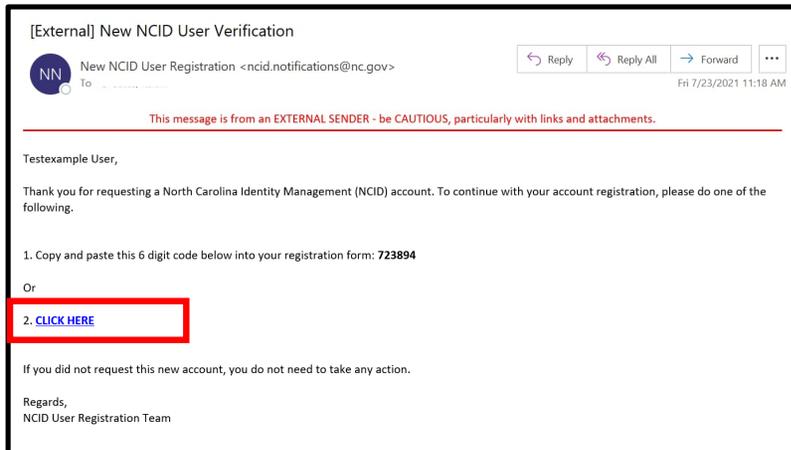
Typical User

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 are navigation links: home, change password, logout, help desk, and a lightbulb icon. Below this, a yellow banner displays the user's organization (Test), user name (Athena Roberts), and role (Reports Only). A callout box explains: "Your organization name, your name and your user role shown here".

The main content area is divided into several sections:

- announcements:** A list of recent announcements with dates and links. A callout box highlights: "Important NCIR announcements (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](#)
  - [more announcements](#)
- release notes:** A section for software updates. A callout box explains: "Release notes (details about recent NCIR version updates)".
  - NEW** 10/01/2015 ~ [Release Version 9.5.0](#) NCIR Release Notes Version 9.5.0
  - [more release notes](#)
- resources on the web:** A list of external links. A callout box explains: "Links to resources on the web – including Vaccine Information Statements (VIS) and the Vaccine Adverse Event Reporting System (VAERS)".
  - [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:** A section for future events. A callout box explains: "Links to info about upcoming events".
  - [2015 NC Immunization Conference: Presentations](#): Presentations from the 2015 State Immunization Conference available online! Click the above link to review.

## Audience

- Reports Only
- Typical User
- Inventory Control
- Administrator



# The NCIR Home Page

organization Scott Organization • user Athena Roberts • role Inventory Control

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

Reports Only

Typical User

Inventory Control

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 sections: 'announcements', 'release notes', 'resources on the web', and 'upcoming events'. The 'announcements' section lists several items with dates and links, including 'NCIR Meaningful Use Registration Portal', '2016 Immunization Schedules', 'Pentacel® Vaccine Delay Guidance', 'Pentacel Update', and 'Holiday Shipping'. The 'release notes' section includes a link for 'Release Version 9.5.0'. The 'resources on the web' section features a link to 'Immunize North Carolina' with the subtext 'N.C. Immunization Branch Home Page'. The 'upcoming events' section lists the '2015 NC Immunization Conference: Presentations'. A sidebar on the left contains a menu with options like 'Query Only', 'General system user manual', and 'Organizations'. A light bulb icon is located 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.

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

## Audience

- Reports Only
- Typical User
- Inventory Control
- Administrator

# 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

**mciR**

UAT Region (T4) 9.6.0

**General**

- system user manual

**Maintenance**

- manage users
- manage sites
- manage clinicians
- manage physicians
- manage schedules
- manage schools
- mass vax definition

**Inventory**

- manage inventory
- manage orders
- manage transfers
- shipping documents
- request transaction sum
- request vaccine usage
- request wasted/expired
- inventory report
- vaccine accountability
- inventory count

**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 report
- ad hoc count report

announc

NEW 02

NEW 02

NEW 12

NEW 12

NEW 11

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release n

NEW 10

mo

Vaccine

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

For help desk hours or to submit a ticket, please click the link below:

[https://ncgov.servicenowservices.com/csm\\_vaccine](https://ncgov.servicenowservices.com/csm_vaccine)