



Colorado Immunization Information System (CIIS) Instructions for Child Care Centers (Read-Only Users)

The CIIS School Application web address is: <https://ciis.state.co.us/school>

CIIS Read-Only Users: Can view patient immunization records and print immunization certificates.

How to log-in to CIIS:

1. Enter the CIIS website address in your browser.
2. Enter your current CIIS User Name and Password. **Note:** User Name is NOT case sensitive; however, the system will auto-convert it to all caps. The password IS case sensitive.
3. Click the "Log In" button or hit the Enter key on your keyboard. **Note:** When you first log-in to CIIS, the system will prompt you to change your password to meet password criteria and to answer password security questions.

Note: If you forget your password in CIIS, you can click the "Forgot your password?" link located on the CIIS Log In screen to reset your own password. You **must** have answered your password security questions in order to utilize this feature.



The Help icon, located on most screens within CIIS, gives you more information about the topics on the screen.

How to search for a patient:

1. Click the "Patients" link located in the left-hand menu. Doing so will navigate you to the Search screen.
2. Enter your search criteria and click the "Search" button. **Tip:** To search by patient name, you must enter at least two letters of the first and last name. Date format is dd/mm/yyyy. The system will add the slashes for you.
3. Once you locate your patient in the search results, click the corresponding radio button to select your patient.

Important! When you first select your patient in search results (by clicking the radio button), you **must** click one of the gray buttons beneath the search results to navigate to the corresponding module/screen (e.g., Immunizations, Demographics), **before** you can use the menu on the left-hand side of your screen to navigate between modules for your patient. Once you have "activated" the patient using one of the gray buttons on the Search Results screen, you can then use the links in the left-hand menu.

How to view patient demographics:

Click the "Demographics" link or button to open the Demographics screen for your patient.

How to view a patient's record:

Click the "Immunizations" link or button once you have selected your patient. You can view/print the patient's record on the Immunizations Home screen, as well as view recommended vaccines and immunization details for the patient.

How to print a patient's record:

There are several places in CIIS from which you can print a patient's record. Links to immunization records and certificates are located on the following screens:

- Search Results screen (located at the top and bottom of the screen).
- Demographics screen (located at the top and bottom of the screen).
- Immunizations Home screen (located at the top of the screen).
- Reports/Forms screen (located at the top of the screen).

To print a patient record, do the following: At the top of the screen, you will see a list of immunization certificates that can be printed (e.g. Immunization Record (Yellow Card), College Certificate of Immunization, School Certificate of Immunization). Click on the immunization certificate you want to print, and CIIS will generate the document in a PDF format, which can either be printed or saved to your computer and e-mailed to the patient.