

Logging Into MIIC

INFORMATION ON HOW TO LOG INTO MIIC

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New Users

Once your account has been set up in MIIC, you will be given an **organization code**, **username**, and **temporary password**. This might come from your organization’s MIIC administrator or from the MIIC help desk.

1. Go to [MIIC \(https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler\)](https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler).
 - a. Internet Explorer version 9 is the preferred web browser for MIIC. MIIC may not work correctly with other web browsers or newer versions of Internet Explorer.
 - b. If you are using another version of Internet Explorer and experience compatibility issues upon login, please refer to the [User Guidance: Compatibility View Mode \(PDF\) \(https://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf\)](https://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf).
2. Login to MIIC.
 - a. All of the login credentials are case-sensitive and must be entered exactly as they were given to you.
 - b. Hit “Enter” on your keyboard or click the “Login” button.

Welcome to the Minnesota Immunization Information Connection.
 Please enter your Organization Code, Username and Password, and then click the Login button to continue. Login credentials are case-sensitive.

Organization Code:

Username:

Password: [forgot password](#)

*If you need assistance with logging in, contact the MIIC administrator within your organization or the MIIC Help Desk at health.miichelp@state.mn.us.
 Note: for best results, use Internet Explorer version 9 or earlier.*

Minnesota Immunization Information Connection
 Communities Caring for Children (CCC) | North East Minnesota Immunization Connection (NEMIC)
 MIIC Help Desk (MDH) | Southwest Minnesota Immunization Information Connection (SW-MIIC) | Central Minnesota Immunization Connection (CMIC)
 ImmuLink | Southeast Minnesota Immunization Connection (SEMIC)
 Immitrack

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- Review the terms of the user agreement using the scroll bar on the right side of the screen to view the entire agreement.

m DEPARTMENT OF HEALTH
MINNESOTA IMMUNIZATION INFORMATION CONNECTION

User Agreement for Participating in the Minnesota Immunization Information Connection

Definitions

For the purposes of this Agreement:

- “MDH” means the Minnesota Department of Health and its employees, agents, and designees.
- “MIIC” means the Minnesota Immunization Information Connection, a secure, web-based immunization information system operated by the Minnesota Department of Health.
- “MIIC user” or “user” means any person authorized to use MIIC.
- “MIIC representative” means a MDH staff person or contractual regional representative of MIIC who provides outreach and training on use of MIIC.

The data in MIIC contain private information about individuals that must be treated in a manner that preserves their privacy. The user is responsible for adhering to the following

- Click “Accept” once you are finished reviewing.
- On the next screen, verify if the displayed email address is correct. The email provided should be the email you use for work purposes.

Email Address

This is the work email address we have for you on file:

User Test User
Username testuser1
Email Address test@email.com

Is this accurate?

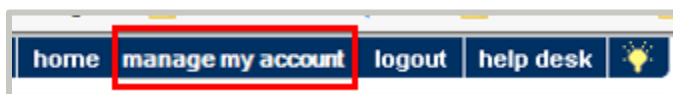
- After verifying your email address, the “Manage Security Questions” screen will appear where you can set-up your security questions.

- Choose **three questions** from the dropdown menus provided. Each answer to your questions must be **unique**. Answers must be at least five characters and should not contain your MIIC username or MIIC organization code.
- Click “Submit” when you are done.

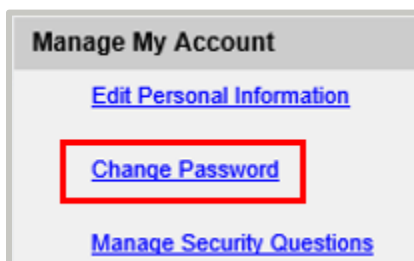
Changing Your MIIC Password

Follow the steps below to change your password once you are logged into MIIC.

- Click the “manage my account” button in the top right bar of your screen.



- Click the “Change Password” button.



3. Type your new password in the “New Password” and “Confirm New Password” fields.

- a. Passwords should be a **minimum of eight (8) characters** in length and contain **at least three of the four character types** (upper case letters, lower case letters, numbers, and symbols).
4. Click the “Save” button. The “password updated” message will appear indicating that the password change was successfully saved.

Returning Users

Follow the steps below to login to your MIIC user account.

1. Go to [MIIC \(https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler\)](https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler).
 - a. Internet Explorer version 9 is the preferred web browser for MIIC. MIIC may not work correctly with other web browsers.
 - b. If you are using another version of Internet Explorer and experience compatibility issues upon login, please refer to the [User Guidance: Compatibility View Mode \(PDF\) \(https://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf\)](https://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf).
2. Login to MIIC.
 - a. All of the login credentials are case-sensitive.
 - b. Hit “Enter” on your keyboard or click the “Login” button.
 - c. **Note:** Once a year you will be prompted to review and re-accept the user agreement, as well as reconfirm your work email address.

Inactive MIIC Account

MIIC user accounts are automatically inactivated after 60 days of non-use. Ten days before the inactivation date, you will receive an email from health.miichelp@state.mn.us reminding you to log into MIIC. Click the link in the email and log into MIIC using your credentials to keep your account active.

If you do not log in and your account becomes inactivated, contact your organization’s MIIC administrator or the MIIC help desk at health.miichelp@state.mn.us to reactivate your account.

Forgot Password

If you have previously logged into MIIC, but now are unable to because you have forgotten your password, follow the steps below to reset your password.

You cannot reset your password if it has been more than 60 days since you last logged in. You must first contact your organization’s MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us to reactivate your account.

1. From [MIIC \(https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler\)](https://miic.health.state.mn.us/miic/psp?cmd=SplashHandler), click the “forgot password” link.

Welcome to the Minnesota Immunization Information Connection.
Please enter your Organization Code, Username and Password, and then click the Login button to continue. Login credentials are case-sensitive.

Organization Code

Username

Password
[forgot password](#)

Login Clear

*If you need assistance with logging in, contact the MIIC administrator within your organization or the MIIC Help Desk at health.miichelp@state.mn.us.
Note: for best results, use Internet Explorer version 9 or earlier.*

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2. On the “User Information” screen, type in your user information.

User Information

Please enter your Organization Code, Username, and Email Address associated with your MIIC account and click 'Submit'.

Organization Code

Username

Email Address

- a. Your organization code and username are case-sensitive. You must provide the email address that is associated with your account. This should be a work email address.
3. Click “Submit” when you are done.
 4. If you have provided the correct organization code, username, and email address, you will receive an in-screen message confirming that a reset link has been sent to your email.
 5. Open your email browser to find the password reset email. The email will come from donotreply@health.state.mn.us and can take up to five minutes to appear in your inbox. If it has been more than five minutes, check your spam or junk folder.
 6. In the email message, click on the “Reset My Password” link.


MIIC TEST,

A request has been submitted to change your MIIC password. Please follow the link below to reset your password. The link will be available for 24 hours.

[Reset My Password](#)

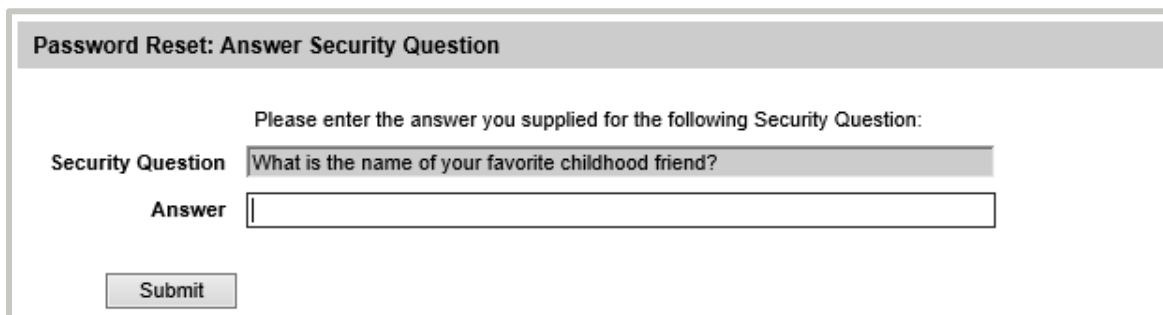
This message was generated from an unmonitored mailbox. Please do not respond directly. If you did not make this request, please contact the MIIC Help Desk at:

MIIC Help Desk
Phone: 651-201-5207
Health.miichelp@state.mn.us
www.health.state.mn.us/immunize

 **DEPARTMENT OF HEALTH**

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7. A “Password Reset: Answer Security Question” screen will appear. Enter in your answer for the corresponding security question and click the “Submit” button.



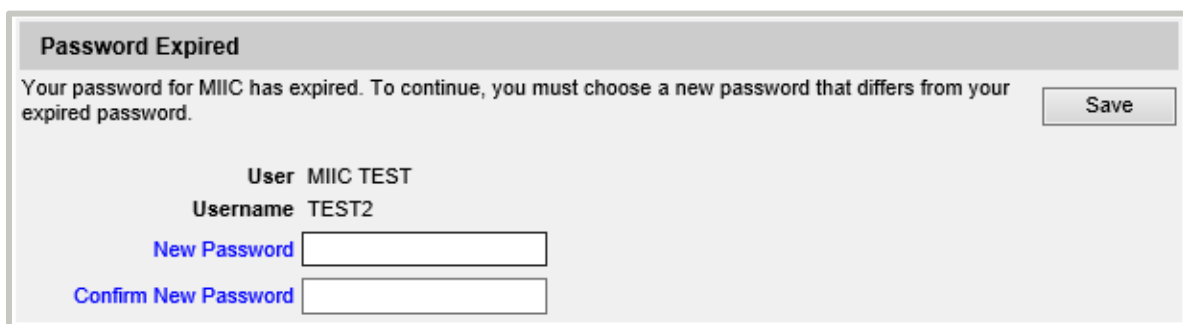
Password Reset: Answer Security Question

Please enter the answer you supplied for the following Security Question:

Security Question

Answer

- a. **Note:** Answers are not case-sensitive. If you do not provide the matching answer within three tries, your account will be locked. If that happens, please contact your organization’s MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us.
8. In the “Password Expired” screen, enter in a new password and click “Save”.



Password Expired

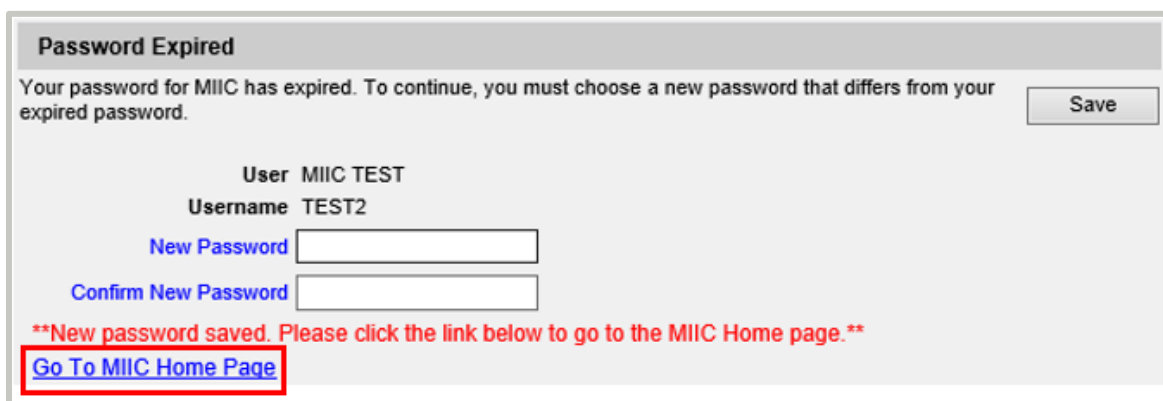
Your password for MIIC has expired. To continue, you must choose a new password that differs from your expired password.

User MIIC TEST
Username TEST2

New Password

Confirm New Password

- a. **Note:** Passwords should be a **minimum of eight (8) characters** in length and contain **at least three of the four character types** (upper case letters, lower case letters, numbers, and symbols).
9. After saving, click on the “Go To MIIC Home Page” link to return to the login screen.



Password Expired

Your password for MIIC has expired. To continue, you must choose a new password that differs from your expired password.

User MIIC TEST
Username TEST2

New Password

Confirm New Password

****New password saved. Please click the link below to go to the MIIC Home page.****

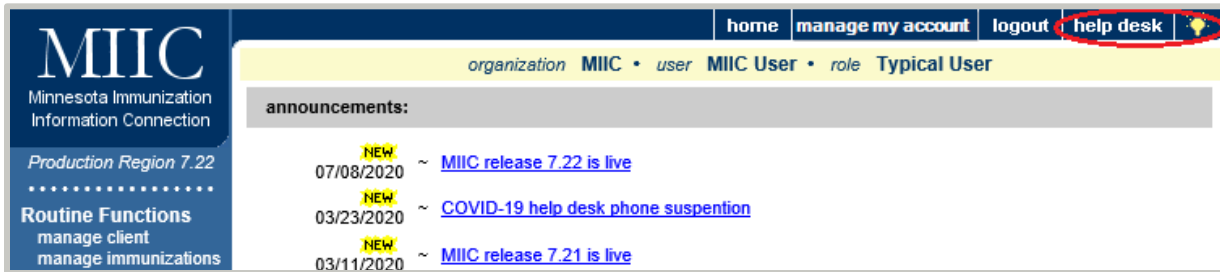
[Go To MIIC Home Page](#)

10. You can now use your new password to log into MIIC.

MIIC Help

For additional assistance with logging into MIIC, contact the MIIC help desk by email at health.miichelp@state.mn.us or by clicking on the “help desk” button on MIIC.

You can also access additional MIIC User guidance resources by using the lightbulb icon, or by visiting [MIIC User Guidance and Training Resources](https://www.health.state.mn.us/people/immunize/miic/train/index.html) (<https://www.health.state.mn.us/people/immunize/miic/train/index.html>).



The screenshot shows the MIIC user interface. On the left is a dark blue sidebar with the MIIC logo and text: "Minnesota Immunization Information Connection", "Production Region 7.22", and "Routine Functions" with sub-links "manage client" and "manage immunizations". The top navigation bar is dark blue with links for "home", "manage my account", "logout", "help desk" (circled in red), and a lightbulb icon. Below the navigation bar is a yellow header area with "organization MIIC • user MIIC User • role Typical User". The main content area has a grey header for "announcements:" followed by three entries, each with a yellow "NEW" tag, a date, and a link: "07/08/2020 ~ MIIC release 7.22 is live", "03/23/2020 ~ COVID-19 help desk phone suspension", and "03/11/2020 ~ MIIC release 7.21 is live".

Minnesota Department of Health
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651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/people/immunize/miic

11/16/20

To obtain this information in a different format, call: 651-201-5207.