

# Logging 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 \(https://miic.health.state.mn.us/\)](https://miic.health.state.mn.us/).
  - 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 \(www.health.state.mn.us/people/immunize/miic/train/compatview.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf).

If your organization no longer supports Internet Explorer, some functions within MIIC will not work as expected. If you reach a blank page there is likely a compatibility issue with the web browser you are using; we recommend trying a different browser. If the problem persists, contact your organization’s IT department. They may be able to assist with browser compatibility issues. If that still doesn’t work, you can contact the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) to inquire if there is a different workaround.

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.

## LOGGING INTO MIIC

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.

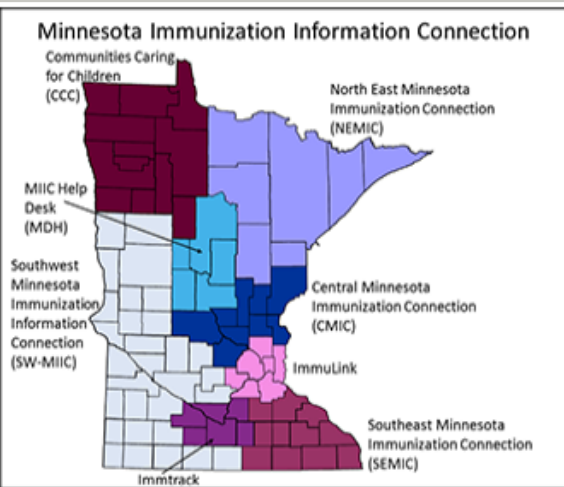
Organization Code

Username

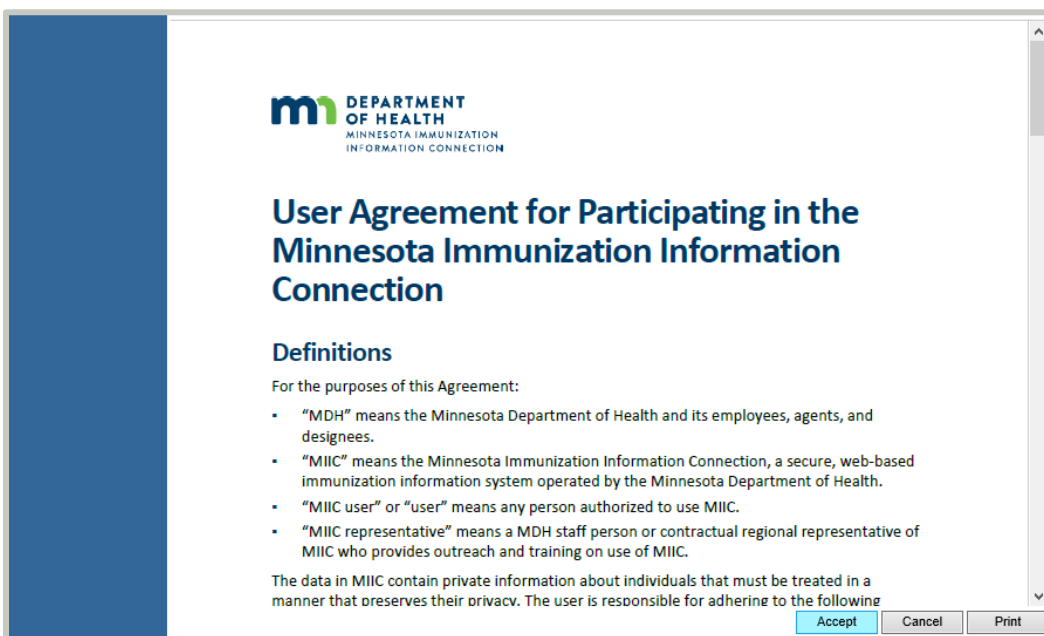
Password  [forgot password](#)

*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](mailto:health.miichelp@state.mn.us).*

*Note: for best results, use Internet Explorer version 9 or earlier.*



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



**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?

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

**Manage Security Questions**

Please choose and answer three security questions. Answers must be at least 5 characters and should not contain your MIIC username or MIIC organization code.

Question 1: What was your childhood nickname? ▾  
Answer 1: ●●●●●●  
Confirm Answer 1: ●●●●●●

Question 2: What was your favorite place to visit as a child? ▾  
Answer 2: ●●●●●  
Confirm Answer 2: ●●●●●

Question 3: What street did you live on in elementary school? ▾  
Answer 3: ●●●●●●●●●  
Confirm Answer 3: ●●●●●●●●●

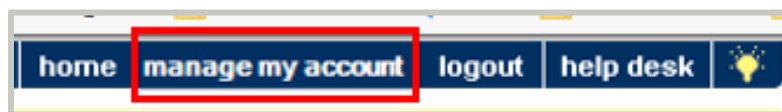
Submit

- 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.

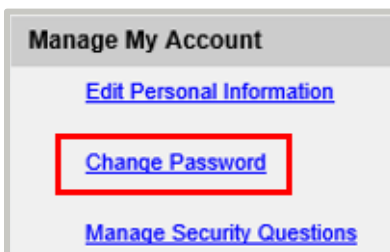
## Changing Your MIIC Password

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.



## LOGGING INTO MIIC

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

**Change Password**

User test test

Username testtest

New Password

Confirm New Password

**Password Requirements:**

- Must be 12-30 characters long.
- Must contain at least one uppercase letter (A - Z)
- Must contain at least one lowercase letter (a - z)
- Must contain at least one number (0-9)
- Must contain at least one special character (~!@#\$%^&\*()-\_+={}[]/?)

- a. Password requirements:
  - Must be 12 – 13 characters long
  - Must contain at least one uppercase letter (A – Z).
  - Must contain at least one lowercase letter (a – z).
  - Must contain at least one number (0-9).
  - Must contain at least one special character (~!@#\$%^&\*()-\_+={}[]/?).
4. Click the “Save” button. The “password updated” message will appear indicating that the password change was successfully saved.

**Change Password**

User Test User

Username testuser1

New Password

Confirm New Password

**\*\*Password Updated\*\***

## Returning Users

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

1. Go to [MIIC \(https://miic.health.state.mn.us/\)](https://miic.health.state.mn.us/).
  - 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 \(www.health.state.mn.us/people/immunize/miic/train/compatview.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/compatview.pdf).
2. Login to MIIC.
  - a. All of the login credentials are case-sensitive.

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- 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.

### Expired Password

Passwords associated with a MIIC user account expire every 60 days. Ten days before the password expires, you will receive an email from [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) prompting you to login to MIIC and change your password. View the [MIIC Manage My Account User Guidance \(www.health.state.mn.us/people/immunize/miic/train/manageacc.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/manageacc.pdf) for help changing your MIIC Password.

If you do not change your password before it expires, the next time you login to MIIC you will be prompted to create a new password. You must set a new password before you can access any other functions within MIIC.

### Inactive MIIC Account

MIIC user accounts are automatically inactivated after 90 days of non-use. Ten days before the inactivation date, you will receive an email from [health.miichelp@state.mn.us](mailto: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 to reactivate your account. If you do not know your organization’s MIIC Administrator, you may reach out to the MIIC Help Desk at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for guidance.

### 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 90 days since you last logged in. You must first contact your organization’s MIIC Administrator to reactivate your account. If you do not know your organization’s MIIC Administrator, please reach out to the MIIC Help Desk with your organization code at [health.miichelp@state.mn.us](mailto:health.miichelp@state.mn.us) for guidance.

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

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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.

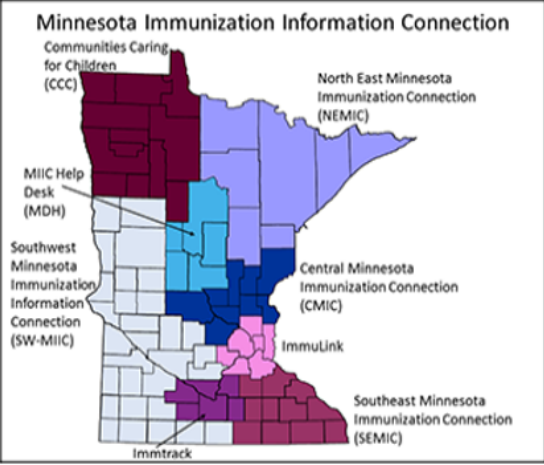
Organization Code

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](mailto:health.miichelp@state.mn.us).  
Note: for best results, use Internet Explorer version 9 or earlier.*



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](mailto: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.

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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](mailto:Health.miichelp@state.mn.us)  
[www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)



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](mailto:health.miichelp@state.mn.us).

A security question will only display if you have previously set-up your security questions and answers. If you have not previously logged into MIIC and set-up these questions, the ‘forgot password’ function will not work for you. In this case, you must contact your organization’s MIIC Administrator for a manual password reset. Contact the MIIC Help Desk with your organization code if you do not know who your organization’s MIIC Administrator is.

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. Password requirements:
    - Must be 12 – 13 characters long
    - Must contain at least one uppercase letter (A – Z).

## LOGGING INTO MIIC

- Must contain at least one lowercase letter (a – z).
- Must contain at least one number (0-9).
- Must contain at least one special character (~@#\$\$%^\*()-\_+={}[ ]/?).

9. After saving, click on the “Go to MIIC Home Page” link to return to the login screen.

The screenshot shows a dialog box titled "Password Expired". The text inside reads: "Your password for MIIC has expired. To continue, you must choose a new password that differs from your expired password." There is a "Save" button in the top right corner. Below the text, it displays "User MIIC TEST" and "Username TEST2". There are two input fields: "New Password" and "Confirm New Password". Below the input fields, there is a red message: "\*\*New password saved. Please click the link below to go to the MIIC Home page.\*\*" and a blue link "Go To MIIC Home Page" which is highlighted with a red box.

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](mailto: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 \(www.health.state.mn.us/people/immunize/miic/train/index.html\)](http://www.health.state.mn.us/people/immunize/miic/train/index.html).

The screenshot shows the MIIC user interface. The top navigation bar includes links for "home", "manage my account", "logout", and "help desk" (which is circled in red). Below the navigation bar, the user's current session is displayed: "organization MIIC • user MIIC User • role Typical User". The main content area is titled "announcements:" and lists three recent updates, each with a "NEW" tag and a tilde symbol: "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". On the left side, there is a sidebar with the MIIC logo and navigation options: "Production Region 7.22" and "Routine Functions" (manage client, manage immunizations).

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7/6/2022

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