mn DEPARTMENT OF HEALTH

Manage My Account User Guidance

MIIC USER GUIDANCE TRAINING RESOURCE

Information on how to edit your personal information, change your password, and manage your security questions.

Contents

Editing your personal information

Once you are logged in to MIIC follow the steps below to change your username, email address, phone number, or name. If you are unable to login, contact your organization's MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us.

If you need to edit your information due to a change in employment, please contact the MIIC Help Desk. Your login information is unique to each organization within MIIC.

1. Click manage my account in the top bar of your screen.

2. Select Edit Personal Information.

3. Update the information in the appropriate field and click Save.

    ▪ **Note**: Your username cannot be the same as the username of anyone else in your organization. If you try to change your username to one that is already in use, you will receive an error message and be asked to choose a different username.

    ▪ You must provide information for all the fields labeled in blue text.

Changing your MIIC password

Once you are logged into MIIC follow the steps below to change your password. If you are unable to login because you have forgotten your password, contact your organization's MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us.

1. Click manage my account in the top bar of your screen.

2. Select Change Password.

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

- 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 **Save** to see "Password Updated" in red text below the Confirm New Password field.

Managing your security questions

Once you are logged in to MIIC follow the steps below to change your security questions, or the answers to your security questions once you are logged into MIIC. If you are unable to login, contact your organization's MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us.

1. Click manage my account in the top bar of your screen.

2. Select Manage Security Questions.

Manage My Account

Edit Personal Information

Change Password

Manage Security Questions

3. Change your questions and provide your answers.
    ▪ Your answers must be at least 5 characters.

4. Click Submit.

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 is your favorite Minnesota State Fair food?
Answer 2: ●●●●●●●●
Confirm Answer 2: ●●●●●●●●

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

Submit

MIIC help

For assistance with the managing your account in MIIC, contact the MIIC Help Desk at health.miichelp@state.mn.us.

Minnesota Department of Health
Minnesota Immunization Information Connection
PO Box 64975, St. Paul, MN 55164-0975
651-201-5207 | health.miichelp@state.mn.us
www.health.state.mn.us/miic

01/10/2025

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