

Using the Switch Organizations Function in MIIC

MIIC USER GUIDANCE TRAINING RESOURCES

This guide describes how to identify your MIIC user role and how to switch between locations within your organization if you have the appropriate user role.

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MIIC user role

Your user role in MIIC is determined by the type of organization you work at and your role within the organization. Your user role impacts which functions you have access to in MIIC. The most common user roles in MIIC are: Typical User, Read Only, Administrator, and Health System User.

Once you are logged in, you can identify your MIIC user role by referencing the top banner or using the "manage my account" function.

1. Referencing the top banner.

- The top banner is visible on every screen or page in MIIC and is located at the top of every page. The top banner lists three things:
 1. **Organization:** The organization or location you are operating under in MIIC.
 2. **User:** The name of the user whose account you are logged into.
 3. **Role:** The MIIC user role for the account.



Note: MIIC does not support shared user accounts. If the name of the user is not your own, contact your organization's MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us or call 651-201-5207.

2. Using the "manage my account" function.

- Select "manage my account" from the left-hand navigation bar at the very top of any MIIC page.
- Select "Edit Personal Information".

- Near the bottom of the “Edit Personal Information” screen is the non-editable field called “Role,” which displays your account user role.

User roles can only be changed by using the “manage users” function if you have the “Administrator,” “Health System User,” or “Read Only Admin” user role. Please refer to the [Managing Users \(www.health.state.mn.us/people/immunize/miic/train/admin.pdf\)](http://www.health.state.mn.us/people/immunize/miic/train/admin.pdf) user guide for more information on managing your users.

If you do not have this option in the left-hand navigation menu, please contact your organization’s MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us or call 651-201-5207.

Switch organizations

The “switch organizations” function is only available to those with the user roles “Health System User” or “Read Only Admin.” This function allows the user to utilize MIIC functions on behalf of multiple locations within their organization without needing multiple login credentials. The location you log in under is associated with your MIIC Organization Code. This will be the default location for your account whenever you log in, regardless of which location you have previously switched to before logging out of MIIC.

Please note that the “switch organizations” function only works if you are logging in to MIIC under your organization’s parent account. Parent accounts are typically called “admin orgs” and are designated by including the word “Admin” somewhere in the organization’s name.

It is important that you are working on behalf of the correct location before searching, entering, editing, or uploading vaccine administration data so that the immunizations are associated with the correct location.

1. To switch to a different location in MIIC, select “Switch Organizations” from the left-hand navigation menu.



2. At the top of the “Switch Organizations” screen you will see the “Current Organization” you are currently working under. This will also match what is displayed in the top banner.

USING THE SWITCH ORGANIZATIONS FUNCTION IN MIIC

organization		Organization Test - Admin		•	user	Test User		•	role	Health System User	
Parent/Child Switch Organizations											
Current Organization: Organization Test - Admin											
Switch to Organization											
Parent	Name	Code	ID	Type							
	Organization Test 2	OrgTest2	24776	Primary Care Clinic							
	Organization Test 3	OrgTest3	24795	Nursing Home/ Long Term Care							
	Organization Test site 1	OrgTest1	24775	Primary Care Clinic							

3. Scroll through the list of locations associated with your organization in MIIC. Select the hyperlinked name of the location you want to work under or switch to.

organization		Organization Test - Admin		•	user	Test User		•	role	Health System User	
Parent/Child Switch Organizations											
Current Organization: Organization Test - Admin											
Switch to Organization											
Parent	Name	Code	ID	Type							
	Organization Test 2	OrgTest2	24776	Primary Care Clinic							
	Organization Test 3	OrgTest3	24795	Nursing Home/ Long Term Care							
	Organization Test site 1	OrgTest1	24775	Primary Care Clinic							

4. Your “Current Organization” at the top of the screen and the organization in the top banner should now be changed to the location you selected. This means that everything you do in MIIC will now be associated with that location. You can now navigate MIIC as you usually would to manage clients, immunizations, users, and utilize any other MIIC functions.

organization		Organization Test 3		•	user	Test User		•	role	Health System User	
Parent/Child Switch Organizations											
Current Organization: Organization Test 3											
Switch to Organization											
Parent	Name	Code	ID	Type							
Y	Organization Test - Admin	OrgTest1	17868	Admin Org							
	Organization Test 2	OrgTest2	24776	Primary Care Clinic							
	Organization Test site 1	OrgTest1	24775	Primary Care Clinic							

5. If you have verified that your user role is “Health System User” or “Read Only Admin” and the “switch organizations” function is not displaying a list of other locations within your organization, your login credentials may not be set up under the correct MIIC Organization Code. Contact your organization’s MIIC Administrator or the MIIC Help Desk at health.miichelp@state.mn.us or call 651-201-5207.

organization		Organization Test 3		•	user	Test User		•	role	Health System User	
Parent/Child Switch Organizations											
Current Organization: Organization Test 3											
Switch to Organization											
Parent	Name	Code	ID	Type							

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