

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.

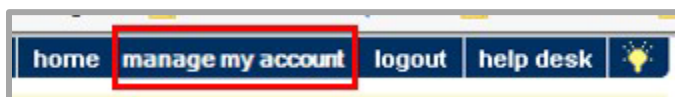
Manage My Account User Guidance	1
Editing Your Personal Information	1
Changing Your MIIC Password	2
Managing Your Security Questions	3
MIIC Help	4

Editing Your Personal Information

Follow the steps below to change your username, email address, phone number, or name 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.

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.
 - a. 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.
 - b. You must provide information for all the fields labeled in blue text.

MANAGE MY ACCOUNT

Edit Personal Information

* First Name:

* Last Name:

Middle Initial:

* Username:

* Area Code: * Phone Number: - Ext.

* Email Address:

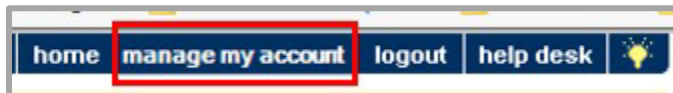
Role: Typical User

User DUA Date: 06/22/2020

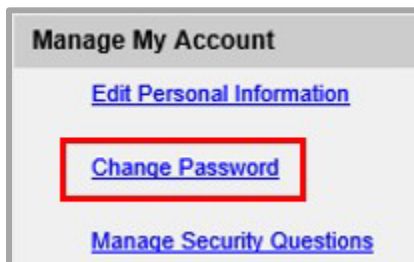
Changing Your MIIC Password

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

MANAGE MY ACCOUNT

Change Password

User test User

Username TestUser

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 (~!@#\$%^&*()-_+={}|[]/?)

Save

Cancel

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 (~!@#\$%^&*()-_+={}|[]/?).

Change Password

User Test User

Username testuser1

New Password

Confirm New Password

****Password Updated****

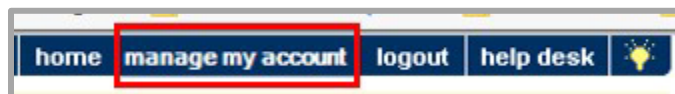
Save

Cancel

Managing Your Security Questions

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.



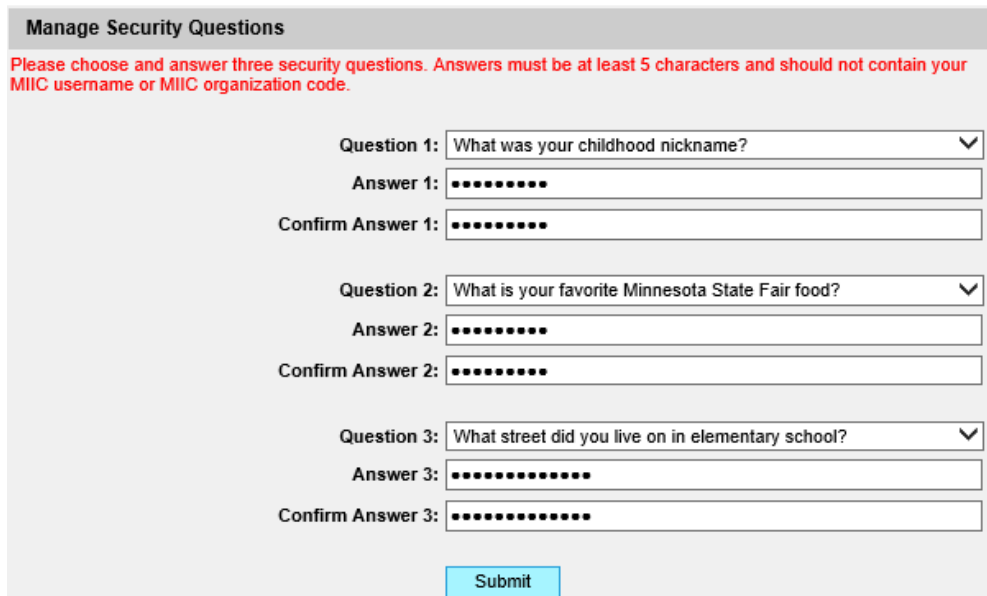
2. Select Manage Security Questions.

MANAGE MY ACCOUNT



The screenshot shows a 'Manage My Account' menu with three options: 'Edit Personal Information', 'Change Password', and 'Manage Security Questions'. The 'Manage Security Questions' option is highlighted with a red rectangular border.

3. Change your questions and provide your answers.
 - a. Your answers must be at least 5 characters.
4. Click Submit.



The screenshot shows the 'Manage Security Questions' form. At the top, there is a red warning message: "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." Below this, there are three question sets. Each set includes a question dropdown, an answer text box, and a confirm answer text box. The questions are: "What was your childhood nickname?", "What is your favorite Minnesota State Fair food?", and "What street did you live on in elementary school?". At the bottom of the form is a blue 'Submit' button.

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 (MIIC)
PO Box 64975
St. Paul, MN 55164
651-201-5207
health.miichelp@state.mn.us
www.health.state.mn.us/people/immunize/miic

2/23/2022

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