

Florida SHOTS™
QUICK TIPS
FOR VIEW-ONLY ACCOUNTS

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

A complete user guide and Web-based training can be located under “**Customer Support**” from the registry’s sidebar menu. You may want to print out a copy of the user guide for easy reference. Free web-based training is available 24 hours a day.



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1. LOGGING IN

Login Screen

- URL:
<https://www.flshots.com/flshots/signin.csp>
- For quick access, add this URL to your “Favorites” within Internet Explorer.
- Passwords must be entered *exactly* as they were created. We recommend that passwords be created in all caps and that you keep your computer in CAPS LOCK at login.

Florida SHOTS
keeping shots in check

Florida SHOTS
The statewide immunization registry.

To find out more about this program read the immunization [registry fact sheet](#).

FLORIDA DEPARTMENT OF HEALTH

Log into Florida SHOTS

*Organization LoginID

*User Name

*Password

Login

[Forgot your password?](#)

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How to Log In

- **Organization Login ID (OID):** The OID is a unique identifier assigned to your organization by the Florida Department of Health (DOH).
 - **User Name:** The user name is a unique alphanumeric identifier that informs the system of the user’s identity within the provider organization. DOH assigns the site administrator’s user name, and then the administrator may add or delete additional users. (Florida SHOTS will automatically create those IDs, or you can override the names with your own.)
 - **Password:** When your account is activated, DOH or your local administrator will provide you with a password to access the system.
- For security purposes, you will be required to change this password following initial access.
 - Passwords must be at least seven characters long, are case-sensitive, and must be kept confidential.
 - They should be changed once every 30 days.
 - If your password doesn’t work after you’ve tried to enter it twice, use the **“Forgot your password?”** function to reset it.
- After three failed login attempts, the account will be locked, and an administrator will need to unlock it. The local administrator will be able to unlock the individual accounts of staff members they have added to their organization’s account. However, if the local administrator on the account is locked out, that person will need to reset their password or call the Florida SHOTS help desk directly to have their account unlocked.

2. FORGOTTEN PASSWORD

Setting Security Questions

Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **“Security Question Edit”** link from the **“Administration”** menu.

The screenshot shows the 'State Health Online Tracking System' interface. On the left is a navigation menu with categories: Patients, Reminder Recall, Assess Imm Levels, Reports, Administration, Change Password, Security Question Edit (highlighted with a red arrow), Organization Edit, Personnel List, Emulate Organization, Customer Support, and Sign out. The main content area is titled 'SECURITY QUESTION EDIT' and shows a form for editing security questions. The form includes fields for Username (SMITHCL), Current Password, and two Security questions. Each question has a list of options and an Answer field. A red arrow points to the 'Security Question Edit' link in the menu. At the bottom, there is a 'Submit' button and a 'Cancel' button. A note at the bottom states: '* Asterisk indicates a required field'.

Forgotten Password Link

Once questions and answers are on file, if you forget your password, click the **“Forgot your password?”** link on the login screen.

The screenshot shows the 'Log into Florida SHOTS' login screen. It features three input fields: Organization LoginID, User Name, and Password, each with an asterisk indicating it is a required field. Below the fields is a 'Login' button. At the bottom, there is a blue underlined link 'Forgot your password?' which is circled in red.

2. FORGOTTEN PASSWORD (cont.)

Security Prompts

You will be prompted to enter your organization logon ID and username and then answer your security questions. If the questions are answered correctly, you will be allowed to reset your password. If the questions are not answered correctly after three attempts, your account will be locked and your local account administrator or the Florida SHOTS help desk will need to unlock the account.



The screenshot shows a web form for password recovery. At the top left is the Florida Shots logo with the tagline 'keeping shots in check' and a background image of a child and an adult. The main heading is 'Forgot Your Password?'. Below it are three lines of instructional text: 'To reset your password enter your organization's login id and and your user name.', 'When you click the Submit button your security questions will be displayed.', and 'If you provide the correct answers to the security questions you will be allowed to enter a new password.' There are two input fields: 'Organization LoginID *' and 'User Name: *'. At the bottom are 'Submit' and 'Back' buttons, and a copyright notice 'Copyright ©2003 State of Florida'.

Forgot Your Password?

To reset your password enter your organization's login id and and your user name.

When you click the Submit button your security questions will be displayed.

If you provide the correct answers to the security questions you will be allowed to enter a new password.

Organization LoginID *

User Name: *

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3. ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)

Administrative users can edit the contact information in the **“Organization Edit”** screen from the sidebar menu. If any information is incorrect, please send an email to Florida SHOTS staff (FLSHOTSusers@doh.state.fl.us). Once the **“Organization Edit”** link has been used, the **“Organization Maintenance”** screen will appear.



The local Florida SHOTS administrator is the individual(s) designated by the responsible authorized individual within the enrollment application as a participant in Florida SHOTS with authority to manage system access for other users within the organization. The administrator(s) displayed may or may not be the same as the responsible authorized individual. This person will be able to grant access to others within the facility as approved by the responsible authorized individual. Administrators can also click on any user to change their access information. From the **“Personnel List,”** administrators have the ability to add a new user or change the status and access of an existing user.

3. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users

[Show Help Text](#)

PERSONNEL LIST

Authorized User/Personnel List
TEST ORG

System User ID▲	Name	Title	Auth Level	IMM Provider	Start Date	End Date	Password Exp.	Locked	Role
CARRIGERJ	CARRIGER,JOY		Full Access	N	07/02/2007		12/07/2007	N	Local Org Administrator
JOHNNLX	JOHN,NURSE	DOCTOR	Full Access	Y	07/26/2007		08/25/2007	N	Local Org Staff
SDOCTOR	DOCTOR,SMITH		Full Access	Y	06/29/2007		08/31/2007	N	Local Org Staff
SHAHPNX	SHAH,PRAKRUTI		Full Access	Y	07/02/2007		11/17/2007	N	Local Org Administrator
SHOTSDV	SHOTS,DOCTOR		Full Access	Y	08/23/2007		09/22/2007	N	Local Org Staff
SMITHNK	SMITH,NURSE	LPN	Full Access	Y	08/31/2007		09/30/2007	N	Local Org Staff

Add New Person

The “Add New Person” button within the “Personnel List” screen takes administrators to the “Personnel Maintenance” screen for creating a new system user. There, administrators can enter several key pieces of information regarding the new user to be added. The system administrator must have the user’s start date prior to entry into the system. End dates are not required but should be added when a user leaves or no longer requires access to Florida SHOTS. The system will only accept an end date that is equal to or less than the password expiration date.

[Show Help Text](#)

PERSONNEL MAINTENANCE

Edit Authorized User/Personnel Information

First Name:*

Middle Name:

Last Name:*

Title:

Email Address:

National Provider Id:

Start Date:*

End Date:

Immunization Provider:*

Certify Form 680:*

Provider Person ID: (Displays as Provider ID for adverse events and shots given)

System User:

4. CHANGING THE PASSWORD EXPIRATION (ADMINISTRATIVE USERS ONLY)

Password Reset and Extension

Occasionally, users may be locked out or their account may expire. Accounts can become locked after invalid login information is entered three times, and an account can expire if the user hasn't changed their password in over 30 days from the last time it was set or changed. Administrators may unlock these accounts through the **"Personnel Maintenance"** screen of the affected user(s). To get to a particular user's maintenance screen, simply click on the row with the user's name in the **"Personnel List"** screen, accessed by clicking on **"Personnel List"** in the Administration submenu. If a user is locked out, the **"Account Locked"** checkbox will be checked and must be unchecked prior to any further maintenance.

The screenshot shows a form titled "System Users Only" with the following fields and options:

- System User ID:
- Expiration Date: (Login disabled as of this date)
- System Password:
- Confirm Password:
- Authorization:
- Account Locked: (Circled in red)
- Role:
- Is a trainer:
- Create Certified Form 680: Is authorized to create a Certified Form 680 in Florida SHOTS
- User must change password at next logon

* Asterisk indicates a required field

Buttons: Submit, Return to Personnel Listing, Cancel

A user's password can be reset at any time by entering a new password and confirming the password. Changing a password will automatically renew a user's expiration date. After any of these changes are made, the administrator must click the **"Submit"** button to save the changes. The administrator can then verify that the changes have been made by checking the personnel list.

After a password has been expired for 90 days, the system automatically changes the user's status to inactive. To reactivate the user, go to **"Personnel List"** and select the **"All"** radio button after **"Show Personnel."** Take out the end date for the user you are reactivating and assign a new password. (The user must change that password when they log in.)

The screenshot shows the "PERSONNEL LIST" screen with the following data:

System User ID	Name	Title	Auth Level	IMM Provider	Start Date	End Date	Password Exp.	Locked	Role
JCARRIGER	CARRIGER,JOY		Full Access	Y	08/01/2006		04/25/2009	N	Local Org Administrator
SMITHCL	SMITH,CHRIS		Full Access	N	08/31/2006		04/08/2009	N	Local Org Administrator
SMITHCL2	DOCTOR,BROWN		Full Access	Y	11/20/2006		03/09/2009	Y	Local Org Administrator

Buttons: Add New Person

5. FUNCTIONS AVAILABLE ON THE REGISTRY'S MAIN MENU

Use the menu on the left side of the screen to perform various functions regarding your patients' records, administration of your account, running reports, extracts, and reminder recall, getting help with using Florida SHOTS, and providing feedback.

Menu Options

- **Patients:** Search, complete, or update patient information (e.g., demographics, immunization, etc.), generate forms, reports, and release the patient record.
- **Administration:** Manually update your password or security questions/answers, view organization details and, for users with administrative rights, add users within your facility, unlock passwords, manage user accounts, and update limited information about your organization.
- **Customer Support:** Access links to announcements, contacts, provider feedback, user guide, and Web-based training.

Note: Every screen has a help text toggle link. Click on it to show or to hide helpful information about how to complete that page.

6. D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION; "BLUE FORM")

Printing 680s

Use the **"Search Form 680"** link located in the left menu to view and print blue cards. Once this link is clicked, the Florida Certification of Immunization selection criteria screen appears. You have the option to print the form in several different formats, according to the intended use of the form and status of the patient.

SEARCH FOR FORM 680 [Show Help Text](#)

Patient 680 Search Criteria

Last Name : * First Name : *

Date of Birth : * Sex : *

Retrieve Certified Form 680s
meeting the above criteria