

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



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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

Welcome to Florida SHOTS
The statewide immunization registry.

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

Current Announcements:

04/05/2013
Notice concerning use of Internet Explorer 10/11:

For users attempting to access Florida SHOTS with Internet Explorer 10 or 11, please [Click Here](#) for instructions on enabling "Compatibility Mode" to allow access.

If users have any questions or comments, please contact the FLSHOTS Helpdesk at 1-877-888-7468.

- FLSHOTS

Log into Florida SHOTS

*Organization LoginID

*User Name

*Password

[Forgot your password?](#)

How to Log In

- **Organization Login ID (OLI):** The OLI 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 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 90 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 Florida SHOTS interface. At the top, there is a blue header with the Florida SHOTS logo and the text "State Health Online Tracking System". Below the header, there is a navigation menu on the left 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 contains a form for editing security questions. The form includes fields for Username (SMITHCL), Current Password, and two Security Questions. Each Security Question has a list of options and an Answer field. A red arrow points to the "Security Question Edit" link in the navigation menu. At the bottom of the form, there is a "Submit" button and a "Cancel" button. A note at the bottom of the form states: "* Asterisk indicates a required field".

Forgotten Password Link

Once questions and answers are on file, if you forget your password or if your password doesn't seem to be working, click the **“Forgot your password?”** link on the login screen.

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

2. FORGOTTEN PASSWORD (cont.)

Security Prompts

You will be prompted to enter your organization login 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 a woman. 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. UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)

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 90 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.

Only for Staff who sign in to Florida SHOTS

System User ID:* SMITHSX Password Expiration:* 04/27/2013

System User Start Date: 03/28/2013 System User End Date: (Login disabled as of this date)

System Password:* Confirm Password:* **Account Locked:**

Authorization:* Full Access Role:* Local Org Staff

Create Certified Form 680: Yes Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS

User must change password at next logon

* Asterisk indicates a required field

Submit Return to Personnel Listing

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.

If a password has not been reset for 90 days (expired for 60 days), the system automatically changes the user's status to inactive. To reactivate the user, go to **"Personnel List"** and place a check mark in the **"Inactive"** box and click on **"Display."** Click on the personnel record and 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.)

If you do not know who your local organization administrator is, please click on "Customer Support" in the menu and find the "Contacts" link. This provides users with the local organization administrator, as well as contact information for the Florida SHOTS Team.

ORGANIZATION PERSONNEL LIST Show Help Text

Authorized User/Personnel List
ABC SCHOOL

Show Personnel: Active, Locked & Expired: **Inactive:** Only VFC: Display

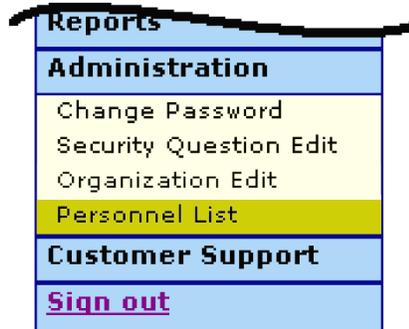
System User IDA	Name	Title	Auth Level	Applicant	Contact	IMM Provider	VFC	Start Date	End Date	Password Exp.	Locked	Role	Status
	SECRETARY,SARA	SECRETARY		N	Y	N	N	12/17/2011		N	N		Active
	PRINCIPAL,MISS			Y	N	N	N	12/17/2011		N	N		Active
FARRARK	FARRAR,KEENAN		Full Access	N	N	N	N	03/27/2013		04/26/2013	N	Local Org Administrator	Active

Add New Person

4. ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)

Edit Contact Information

Local organization administrators 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 (FLSHOTS@FLHealth.gov). 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.

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users

ORGANIZATION PERSONNEL LIST													
Authorized User/Personnel List													
COX HEALTH													
Show Personnel: Active, Locked & Expired: <input checked="" type="checkbox"/> Inactive: <input type="checkbox"/> Only VFC: <input type="checkbox"/> Display													
System User IDA	Name	Title	Auth Level	Applicant	Contact	IMM Provider	VFC	Start Date	End Date	Password Exp.	Locked	Role	Status
FARRARK	COX,BETH FARRAR,KEENAN		Full Access	N Y	Y Y	N N	Y Y	10/02/2012 10/02/2012		04/10/2013	N N	Local Org Administrator	Active Active
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.

Add Authorized User/Personnel Information

Florida SHOTS is a confidential system. Only the name of a person is to be entered.

Last Name:* SMITH First Name:* SUE Middle Name:

Prefix: Title:

Email Address: National Provider ID:

Specialty: --select-- Other (specify): Medicaid Number:

Medical License Data

Prefix: Number:

Florida SHOTS Applicant: Florida SHOTS Contact:

Start Date:* 03/28/2013 End Date:

Immunization Provider:* Yes Provider Person ID:* SMITHS (Displays as Provider ID for adverse events and shots given)

Certify Form 680:* No Medical professional is authorized to e-sign a Form 680

System User: (Check the box if the Staff member will be signing in to Florida SHOTS)

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users cont.

Users who physically inject patients with vaccine should have a “Yes” in the **Immunization Provider** box. Users who do not provide immunizations should have a “No.” Any user who can legally sign their own name on the DH Form 680 should have a “Yes” in the **Certify Form 680** box. Users who cannot sign Form 680s should have a “No” in that box. The **Provider Person ID** is generated by the system for immunization providers only. This is a unique ID that cannot be changed once submitted. The **System User** box should only be checked for all users who will require access to Florida SHOTS. If the box is left unchecked, the user will not be able to log into Florida SHOTS, but will appear on your organization’s list of immunization providers.

Add Authorized User/Personnel Information
Florida SHOTS is a confidential system. Only the name of a person is to be entered.

Last Name:* <input type="text" value="SMITH"/>	First Name:* <input type="text" value="SUE"/>	Middle Name: <input type="text"/>
Prefix: <input type="text"/>	Title: <input type="text"/>	
Email Address: <input type="text"/>		National Provider ID: <input type="text"/>
Specialty: <input type="text" value="-- select --"/>	Other (specify): <input type="text"/>	Medicaid Number: <input type="text"/>

Medical License Data

Prefix: <input type="text"/>	Number: <input type="text"/>
Florida SHOTS Applicant: <input type="checkbox"/>	Florida SHOTS Contact: <input type="checkbox"/>
Start Date:* <input type="text" value="03/28/2013"/>	End Date: <input type="text"/>
Immunization Provider:* <input type="text" value="Yes"/>	Provider Person ID:* <input type="text" value="SMITHS"/> (Displays as Provider ID for adverse events and shots given)
Certify Form 680:* <input type="text" value="No"/> Medical professional is authorized to e-sign a Form 680	
System User: <input checked="" type="checkbox"/> (Check the box if the Staff member will be signing in to Florida SHOTS)	

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users cont.

Users that will require access to Florida SHOTS must have the following information included in their user account: **System User ID** is generated by the system, but can be changed by the administrator. **Expiration Date** is also generated by the system each time a new password is created. **System Password** must initially be set by the administrator. The password will need to be entered again in the **Confirm Password** box. **Authorization** must be set to "Full Access" for the user to have access to Florida SHOTS. The **Role** should be "Org View Only" since this is for View Only Accounts. **Create Certified Form 680** should be set to "Yes" for any user who will need to create and print Certified Form 680s. If the user is not authorized to sign 680s with their name, they will be able to choose from the list of your organization's physicians and authorized signatures. To save the changes the administrator must click the **Submit** button.

The screenshot shows a web form for adding a new user. At the top, there is a checkbox labeled "System User:" which is checked, with a note "(Check the box if the Staff member will be signing in to Florida SHOTS)". Below this, a blue header reads "Only for Staff who sign in to Florida SHOTS". The form contains several fields: "System User ID:" with the value "ALVAREZL"; "Password Expiration:" with the date "06/01/2014"; "System User Start Date:" with "07/13/2012"; "System User End Date:" which is empty, with a note "(Login disabled as of this date)"; "System Password:" and "Confirm Password:" both empty; "Authorization:" set to "Full Access"; "Role:" set to "Org View Only"; "Create Certified Form 680:" set to "No", with a note "Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS"; and "Form 680:" which is empty. There is also an "Account Locked:" checkbox which is unchecked and a "User must change password at next logon" checkbox which is also unchecked. A note at the bottom left states "* Asterisk indicates a required field". At the bottom of the form are four buttons: "Submit", "Return to Personnel Listing", "Service Site Responsibilities", and "Cancel".

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 for patients and view 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)

Printing 680s

Use the **“Search Form 680”** link located in the left menu to view and print the D.H. Form 680 (blue forms). 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. NOTE: You may now print Form 680 on plain white paper. It no longer has to be printed on blue paper.

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

Search for certified Form 680: * By patient (certified by any organization)
 By my organization only

Patient 680 Search Criteria

Last Name : First Name :
Date of Birth : Sex :

My Organization 680 Search Criteria

Certification Identifier:
Certification Date From: * Thru: *
Certifier: * All
 ANDREE, DEBRA
AOUN, RITA
BAKSH, NAZEEKA
BAXLEY, JANICE
Imm Service Site: * All
 CHC APOPKA FAMILY
CHC APOPKA PEDIATRIC
CHC BITHLO FAMILY
CHC EATONVILLE