Quick Tips for Local Organization Admininstrators



APRIL 25, 2025

Quick Content Finder

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Enrolled organizations have one or more staff members designated as a Local Organization Administrator (LOA) to maintain their Florida SHOTS account. This includes access to the organization's Personnel List where other staff members can be added or terminated from the account. The Personnel List should be reviewed routinely to ensure only those authorized users have access to Florida SHOTS. This guide provides instructions for completing several important responsibilities for LOAs.

PERSONNEL LIST MAINTENANCE

Add New User:

LOAs can add new users to the organization account by selecting **"Personnel List"** under the **"Administration"** menu option.

Task List						
Patients						
Reminder Recall						
System Transactions						
Assess Imm Levels						
Reports						
Administration						
User Profile						
User Profile Change Password						
User Profile Change Password Security Question Edit						
User Profile Change Password Security Question Edit Organization Edit						
User Profile Change Password Security Question Edit Organization Edit Personnel List						
User Profile Change Password Security Question Edit Organization Edit Personnel List Service Site List						
User Profile Change Password Security Question Edit Organization Edit Personnel List Service Site List Login/Logout Report						

Select the "Add New Personnel Record" button from the "Organization Personnel List" page.

Submit	Organi	zation Perso	nnel List								•	Training Environ	ment
User: FATIMA AVILES					Authorize	d Use	er/Perso	onnel List for: BE	ACH PEDIA	TRICS			
Task List	Show P	ersonnel											
Patients	Active Lo	cked Expired	Inactive:	only VEC:	Include Terminate	d. 🗆	R	ofresh Personn	el List				
Reminder Recall													
System Transactions	Downlo	ad Pareonnal Liet	Add No	w Dereonnel	Record		- 16						
Assess Imm Levels	Downic	ad r ersonner Elsi		wir ersonner									
Reports	Sustem	Name Last	Name First		IMM	Gian	Cartif	Ctart	Terminatio				Password
Administration	User ID A	Suffix	Middle	Title	Provider	680	680	VFC Date	Date	Role		Status	Exp.
User Profile Change Password Security Question Edit		BROWN	MARYANN, JAYNE	ARNP	Y	Y	N	Y 12/20/2010				Active	
Personnel List		LAMB	BELLA	MD	Y	Y	N	Y 03/31/2020				Active	
Service Site List		LILIAN	CASSANDRA	MD	Y	Y	N	Y 07/29/2019				Active	

Once on this page, administrators can enter the details about the new user. The information for medical providers should be entered in Florida SHOTS exactly how it appears on their medical license.

ersonner maintenance				V	Training Environmen
EACH PEDIATRICS				Org Login Mode: Legacy	Login
		Add Authorized Use	/Personnel Information		
		Florida SHOTS is a confidential system.	Only the name of a pers	on is to be entered.	
Last Name:*	MOSS	First Name:	KATHY	Middle Name:	
Prefix	select 🗸	Title	MA	Suffix:	
Fundi Addama *	KMOSS@INVALID.COM			National Brovider ID:	
Specialty:	- select N			Medicaid Number:	
opecially.		Other (specify):		inculcula Humber.	
ledical License Data					
Prefix: V		Number:			Medical Assistant:
Florida SHOTS Applicant:		Elorida SHOTS Contact	•		
Start Data: *	01/17/2024	Termination Date:			
start Date.	Yes 🗸	lemination bate.	MOSSIK (Di	colours as Provider ID for adverse events and	shots divon)
Immunization Provider: ^ L	163 7	Provider Person ID:	MUSSK (Di	splays as Provider ID for adverse events and	shots given)
Certify Form 680: *	No V Medical profes	sional is authorized to e-sign a Form 680			
Work Location:	REACH PEDS	7			
			Site where the staff mem	iber usually works	
System User:	Check the box if the S	aff member will be signing in to Florida SHOT	Site where the staff mem	iber usually works	
System User:	Check the box if the S Immunization Provider Vaccine Inventory/Mana Data Entry/Clerical Record Roview Assessments/Reports	gement	Site where the staff mem	Der usually works	
System User: Reason for Access: * Selected Reasons	Check the box if the S Immunization Provider Vaccine Inventory/Mana Data Entry/Clerical Record Roview Assessments/Reports Data Entry/Clerical	gement	Site where the staff mem	Der usually works	
System User: Reason for Access: * Selected Reasons for Access: Sustem Line: ID: *	Check the box if the S Immunization Provider Vaccine Inventory/Mana Data Entry/Clerical MossRox	gement	Site where the staff mem S)	Der usually works	
System User: 5 Reason for Access: * Selected Reasons for Access: System User ID: *	Check the box if the S Check the box if the S Immunization Provider Vaccine Inventory/Mana Data Entry/Cierical Record Review Assessments/Reports Data Entry/Cierical MOSSKXX Duta Zname MOSSKX	gement	Site where the staff mem S) 04/10/2024 (Logi	in disabled as of this date)	
System User: C Reason for Access: * Selected Reasons for Access: System User ID: * System User ID: * Last Login:	Check the box if the S Check the box if the S Immunization Provider Vaccine Inventory/Mana Data Entry/Cierical Mosskxx Ot/17/2024	gement	Old/10/2024 Old/10/2024 Old/10/2024	in disabled as of this date)	
System User: C Reason for Access: * Selected Reasons for Access: System User ID: * System User Start Date: Last Login: System Password: *	C(Check the box if the S (Check the box if the S Immunization Provider Vaccine inventory/Mana Data Entry/Clerical MoSSKXX 01/17/2024	gement	Site where the staff mem S) 04/10/2024 (Logi	in disabled as of this date)	5
System User: Reason for Access: * Selected Reasons for Acces: System User Dirt System User Start Date: Last Login: System Passwort: * 29	C(Check the box if the S Construction of the S Constructi	gement Password Expiration: System User End Date: Last Logout: Confirm Password:	Site where the staff mem S) 04/16/2024 C.ogi	in disabled as of this date) Account Locked:	2
System User: Reason for Access: * Selected Reasons for Access: System User Dirt System User Start Date: Last Login: System Password: * Quedant Comment Authorization: *	C(Cleck the box if the S C(Cleck the box if t	gement	04/10/2024 04/10/2024 (Logi *	In disabled as of this date) Account Locked:	5
System User: * Reason for Access: * Selected Reasons for Access: System User Di: System User Start Date: Last Login: System Password: * Q Authorization: *	C(Cleck the box if the S C(Cleck the box if the S C(Cleck the box if the S Construction of the S Construction	gement	04/10/2024 04/10/2024 (Logi 	in disabled as of this date) Account Locked:	2
System User: * Reason for Access: * Selected Reasons for Access: System User D: * System User Start Date: Last Login: System Password: * System Password: *	Check the box if the S (Check the box if the S (Check the box if the S (The Second Review) (The Second Review) (Record Review) (Review) (Record Review) (Review)	gement gement V Password Expiration: System User End Date: Last Logout: Confirm Password: Roles:	Site where the staff mem S) O4/10/2024 O4/10/204	in disabled as of this date) Account Locked:	
System User: Reason for Access: * Selected Reason for Access: System User D: * System User Start Data: Last Login: System Password: * Authorization: *	C(Cleck the box if the S C(Cleck the box if the S Constraint of the Constraint of t	gement gement Password Expiration: System User End Date: Last Logout: Confirm Password: Roles:	Site where the staff mem S) 04/10/2024 (Logi Local Org Inventory On Local Org Staff Org User Org View Org View Transaction Stats View Transaction Stats	In disabled as of this date) Account Locked:	
System User: Reason for Access: * Selected Reasons for Access: System User Dirt System User Start Date: Last Login: System Passwort: Authorization: *	C(Check the box if the S C(Check the box if the S Immunization Provider Vaccine inventory/Mana Data Entry/Clerical MoSSKXX 01/17/2024 Password Requirements Full Access V	gement	04/10/2024 04/10/2024 (Logi * • <	In disabled as of this date) Account Locked:	2
System User: Reason for Access: * Selected Reasons for Access: System User Dirt System User Start Date: Last Login: System Password: * Authorization: *	C(Cleck the box if the S C(Cleck the box if t	gement	Site where the staff mem S) 04/10/2024 (Logi * Local Org Inventory On Local Org Staff Crg Use Orgenetic View Transaction Stats	In disabled as of this date) Account Locked:	5
System User: * Reason for Access: * Selected Reasons for Access: System User Di* System User Start Date: Last Login: System Password: * Authorization: *	C(Check the box if the S Data Entry/Clorical MOSSKXX O1/17/2024 Password Requirements Full Access v	gement	Site where the staff mem S O4/10/2024 (Logi Local Org Inventory On Local Org Staff Org View Transaction Stats Local Org Staff Grag Ski075	in disabled as of this date) Account Locked:	2
System User C Reason for Access: * Selected Reasons for Access: System User D: * System User D: * Last Login: System Password: * Authorization: *	C(Cleck the box if the S C(Cleck the box if the S Construction Provider Vaccine Inventory/Mana Data Entry/Clorical Record Review Reseasments/Reports Data Entry/Clorical MOSSKXX 01/17/2024 Password Requirements Full Access Is authorized Is authorized	gement	Site where the staff mem S) O4/10/2024 O4/10/2024 O4/10/2024 O(Logi O) O(Logi O) O(D) O(D) O(D) O(D) O(D) O(D) O(D) O	in disabled as of this date) Account Locked:	
System User: Reason for Access: * Selected Reasons for Access: System User ID: * System User Start Date: Last Login: System Password: * Authorization: *	C(Check the box if the S C(Check the box if the S Construction Provider Construction Provider Construction C	gement aff member will be signing in to Florida SHOT gement Password Expiration: System User End Date: Last Logout: Confirm Password: Roles: Selected Role to create a Certified (e signed) Form 680 in Flor assword at next logon	Site where the staff mem S O4/10/2024 O4/10/2024 CLocal Org Inventory On Cocal Org Staff CSchedule Overnde View Transaction Stats Local Org Staff rida SHOTS Florida SHOTS train	In disabled as of this date) Account Locked:	

- Email Address: Provide user's email address for future communications (such as unlocking account, password resets, user authentication etc.,).
- **Start Date:** Defaults to the date the new user is being added, but this date can be changed. *Example: If you have an immunization provider who participated in an outreach clinic prior to entering the administrations, you may need to change the start date here.*
- **Termination Date:** Corresponds to the date when the person is no longer associated with the organization. If this field is grayed out, Service Site Responsibilities must be removed before an End Date can be entered.
- Immunization Provider: Select "Yes" if this user will administer vaccines to patients.
- **Provider Person ID:** The system will automatically generate an ID when **"Yes"** is selected for Immunization Provider. This will allow for the user to be identified as the person administering the vaccine within a patient record.
- Certify Form 680: Select "Yes" for any user who is authorized by Chapter 64D-3.046, Florida Administrative Code to sign and certify the DH Form 680. Click on Help Text Icon 🔮 to review conditions.
- Work Location: For organizations with multiple service sites, please designate the site(s) where the user works.

- **System User:** This should only be checked for users who require login 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.
- Reason for Access: Provide reason to indicate why this person needs access to Florida SHOTS.
- System User ID: This is automatically generated but can be changed.
- · Password Expiration: This is automatically generated each time a new password is created.
- System User End Date: Leave this blank as it corresponds to the date the user no longer needs log in to Florida SHOTS.
- System Password: A temporary password must be created by the administrator and will need to be entered again in the Confirm Password field. Click on Help Text Icon I to view password parameter requirements.
- Roles: This determines the permissions for the user. The available permissions are:
 - Local Org Inventory Only Allows user to see service site list and to have Vaccines for Children (VFC) Program service site responsibilities (such as inventory, vaccine ordering, temp logs).
 - Local Org Staff General purpose user role. Users may view own organization details, see service site list, transaction statistics, may both view, create, and update patient records, run the PPU Upload Log and Patient Status reports, and have Vaccines for Children (VFC) Program service site responsibilities.
 - Org View Only View-only user role. Users may view their organization details, see patient data, and run the Patient Status Report.
 - Schedule Override Allows user to change vaccination schedule for evaluation and forecasting. Requires patient update access to be effective.
 - View Transaction Stats Allows user to see transaction statistics and Upload Log Report available for organizations that are set up to upload vaccine data.
 - Local Organization Administrator The highest permission level. In addition to the Local Org Staff role, the user is responsible for granting and managing other user accounts within the organization, view and edit organization details. Local administrators may not assign this role to any other user and will need to contact the Florida SHOTS helpdesk to assign.
- Create Certified Form 680: Select "Yes" to authorize user to create a certified Form 680 with a provider's electronic signature.
- User must change password at next logon: Should be checked to prompt the user to create their own password during the initial login.
- Florida SHOTS training acknowledged: When a new user signs into Florida SHOTS, they will see a task in the "User Task List" to acknowledge training. From there, they can link to the training resources page within Florida SHOTS to acknowledge training. Administrators may also check the box next to Florida SHOTS training acknowledged within the personnel record for the user not to complete the acknowledgment.

Click on the "Submit" button to save the information.

The user will need to login within three days of the Start Date or the account will inactivate.

Add Service Site Responsibilities to User:

Users from organizations that participate in the Vaccines for Children (VFC) or Vaccines for Adult (VFA) program and have been designated as a VFC Enrollee, Primary, or Secondary Contact within the organization can assign selected staff record various responsibilities (inventory access, ordering vaccines, and temperature logs).

Select the user from the Organization Personnel List to access the Personnel Maintenance.

Submit	Organiz	zation Perso	nnel List									•	Training Enviror	ment
User: FATIMA AVILES	C Show Br	reeprod			Authorize	d Use	r/Perso	nnel	List for: BE	ACH PEDIA	TRICS			
Task List Patients		kad Expland:		w VEC:Includ	. Terminete	a. –	Re	froe	b Boreonn	alliet				
Reminder Recall System Transactions	Active, Loc	kea, Expirea: 🗹	inactive: O	ily VPC: 📋 includ	e lerminate	a: 🔾	Re	nes	an Personne	a List				
Assess Imm Levels	Downloa	ad Personnel List	Add New	Personnel Record	4									
Administration	System User ID ▲	Name Last, Suffix	Name First, Middle	Title	IMM Provider	Sign 680	Certify 680	VFC	Start Date	Terminatio Date	Role		Status	Password Exp.
User Profile Change Password Security Question Edit		BROWN	MARYANN, JAYNE	ARNP	Y	Y	N	Y	12/20/2010				Active	
Personnel List		LAMB	BELLA	MD	Y	Y	N	Y	03/31/2020				Active	
Login/Logout Report		LILIAN	CASSANDRA	MD	Y	Y	N	Y	07/29/2019				Active	
Customer Support		MITT	ANNE	APRN	Y	Y	N	Y	03/25/2021				Active	
Meaningful Use		PACE	NICOLE, D	ARNP	Y	Y	N	Y	01/01/2011				Active	
COVID-19		PIETRAS	NICOLE		Y	N	N	N	10/12/2021				Active	
Sign out		STARK	ANDREA, J	ARNP VFC	Y	Y	N	Y	12/20/2010				Active	
		STOUT	STACEY I	MD VEC	×	×	N	v	12/20/2010				Active	
		THOMPSON	OUTOL I, O	MD VI C					00/00/0000				Active	
		THOMPSON	3021	WD	1		IN .	14	00/22/2022				Active	
		WAYNE	CHERYL, E	MD	Ŷ	N	N	Y	12/20/2010				Active	(\ge)
	AVERYKX	AVERY	KATHY	MA	Y	N	N	N	01/17/2024		Local Org Staff		Active	04/10/2024

Click on the "Service Site Responsibilities" button.

Reason for Access:	Immunization Provider Vaccine Inventory/Management Data Entry/Clerical Record Review Assessments/Reports	r			^
Selected Reasons for Access	Data Entry/Clerical				
System User ID: *	AVERYKX	Password Expiration:	04/16/2024		
System User Start Date:	01/17/2024	System User End Date:	(Login disabled as of t	this date)	
Last Login:		Last Logout:			
System Password:		Confirm Password:		Account Locked:	
0	Password Requirements				
Authorization:	Eull Access 🗸	Roles:	Local Org Inventory Only Local Org Staff Corg View Only Schedule Override View Transaction Stats		
		Selected Roles	: Local Org Staff		
Create Certified Form 680:	No V Is authorized to create	a Certified (e-signed) Form 680 in Flor	rida SHOTS		
	User must change password	at next logon	Florida SHOTS training acknowledge	ged	
* Asterisk indicates a required field					
Submit	View User Profile	Return to Pe	ersonnel Listing S	ervice Site Responsibilities	Cancel

Select any responsibility to grant the user permissions for each associated service site if applicable. Click on the **"Submit"** button to save.

Service Site I	Responsib	ilities									•	Training Envir	ronment
BEACH PEDIATRICS	S Name:		. (Λ	ledical lic	ense not	valid for VF	C Enrollee)					
FLShots Service Site	Information		VF	C Provide	er Inform	ation	Primary	Secondary					Immunizatior
Site Name	Contact Can	Update Inventory	EID	Pin	Status	Enrollee	Contact	Contact	Can See Orders	Can Order Vaccines	Can See Temp Log	Can Update Temp Log	Provider
BEACH PEDS			1492	501042	Active				<u>v</u>				U
BEACH PEDS WEST			1493	501043	Active								
SUNSET PEDS			1494	501044	Active								
Submit		Retur	n to Pe	rsonnel M	aintenanc	e				Return to Personn	el Listing		Cance

Activate User Account:

Users who have not changed their password in over 90 days or have not logged in within a 30 day period will be set to Inactive. Upon login, inactive users will be instructed to contact their LOA for assistance.

From the Personnel List, check the **"Inactive"** box and click on **"Refresh Personnel List"** to find the user. Select the user from the List to access the Personnel Maintenance.

Submit	Organiz	ation Personn	el List									•	Training Er	viron	ment
User: FATIMA				Authorized	User/Perso	nnel Li	st for:	BEACH	H PEDIATR	ICS					
Task List	Show Per	sonnel			_				_						
Reminder Recall	Active, Lock	ed, Expired: 🗌 Inac	ctive: 🗹 🖉	Include Terminated:	Re	fresh I	Perso	nnel Li	ist						
System Transactions	Develop	Deserved the	Add Mary Dates	and Descent											
Vaccine Inventory	Download	a Personnei List	Add New Perso	nnel Record											
Assess Imm Levels	Our tarm					01			4	To see in a file.					Descent
Reports	System	Name Last Suffix	Name First Middle	Title	Provider	Sign 1	680	VEC D	tart	Date	Role			Statue	Exp
Administration			NICOLE	nac	N	N	M	N O	4/40/2020	Dute	Lesel Ore Steff			Innetiue	40/07/2020
User Profile	ANZALONEN	ANZALONE	NICOLE		IN	IN	IN	IN U	1/10/2020		Lucai org Stali			macuve	10/07/2020
Change Password Security Question Edit	ARCHERX	ARCHIE	RAY		Y	Ν	Ν	N 01	8/23/2011		Local Org Staff			Inactive	10/31/2013
Organization Edit	ARROYOV	ARROW	VANESSA		Ν	N	Ν	N 03	3/17/2020		Local Org Staff			Inactive	03/30/2020
Personnel List Service Site List	ATKINSL	ATKINS	MELISSA		N	N	Y	N 05	5/05/2020		Local Org Staff			Inactive	03/25/2021
Login/Logout Report	AVERYKX	AVERY	KATHY	MA	Y	N	N	N 0	1/17/2024		Local Org Staff			Inactive	01/17/2024
Customer Support	AVILESE	AVILES	EVELYN		N	N	Y	N 11	1/18/2015		Local Org Staff			Inactive	01/03/2018

Remove the date from the **System User End Date** field and leave it blank. A new password should be created for the user by entering in the **System Password** and **Confirm Password** fields.

TOF ACCESS:				
System User ID: * AVERYKX	Password Expiration:	01/17/2024		
System User Start Date: 01/17/2024	System User End Date:	Ende	ES, FATIMA	
Last Login:	Last Logout:			
System Password: *	Confirm Password: *	•••••	Account Locked:	
Password Requirements				
Authorization: * Full Access V	Roles: *	Local Org Inventory Only Local Org Staff Org View Only Schedule Override View Transaction Stats		
	Selected Roles:	Local Org Staff		
Create Certified Form 680: * No V Is authorized to	o create a Certified (e-signed) Form 680 in Florid	da SHOTS		
User must change pa	assword at next logon	Florida SHOTS training ack	nowledged	
* Asterisk indicate a required field				
Submit View User Pro	Return to Pers	sonnel Listing	Service Site Responsibilities	Cancel

Terminate User Access:

Users that have left the organization or no longer need to access to the system must be terminated in Florida SHOTS immediately.

Submit	Organiz	zation Perso	nnel List									•	Training Enviro	onment
User: FATIMA AVILES	Authorized User/Personnel List for: BEACH PEDIATRICS													
Task List	Show Pe	srsonnel												
Patients	Active Loc	ked Expired	Inactive: On	ly VEC: Include	Terminate	ed: 🗆	Re	fresh Pe	rsonnel	llist				
Reminder Recall	/10110, 200	nou, Expired.		, tro monada		.			10011110	T EIGT				
System Transactions	Downlos	ad Personnel List	Add Now	Personnel Record										
Vaccine Inventory	Downloa	id i ersonner Elst	Add Hew	r ersonner record										
Assess Imm Levels	Sustam	Name Lost	Name First		IMM	Qian (Contifu	Star	•	Termination	-			Basaward
Reports	User ID A	Suffix	Middle	Title	Provider	- 680	680	VFC Date		Date	Role		State	IS Exp.
Administration		BDOWN	MARYANN	ADND	v	v	N	V 12/2	0/2010				Activ	
User Profile Change Password		BROWN	JAYNE	ANN		· ·		1 12/2	0/2010				Activ	D
Security Question Edit		LAMB	BELLA	MD	Y	Y	Ν	Y 03/3	1/2020				Activ	e
Personnel List Service Site List		LILIAN	CASSANDRA	MD	Y	Y	Ν	Y 07/2	9/2019				Activ	e
Login/Logout Report		MITT	ANNE	APRN	Y	Υ	Ν	Y 03/2	5/2021				Activ	e
Customer Support		PACE	NICOLE, D	ARNP	Y	Y	N	Y 01/0	1/2011				Activ	е
Meaningful Use	AVERYKY	AVERY	KATHY	MA	~	N	N	X 01/1	7/2024		Local Orn Staff		Evoi	HIL 01/17/2024
COVID-19	AVENTRA	AVERI	Mailli	MA		IN	IN .	1 01/1	112024		Eucai Org Stall		CAPI	eu 01/11/2024
Outbreak Reports	AVILESF	AVILES	FATIMA	TRAINING - BG	N	N	N	Y 01/1	2/2024		Local Org Administrator, Schedule Override		Activ	e 04/16/2024

From the Organization Personnel List select the user to access the Personnel Maintenance.

For users that were associated with the organization but were not system users, enter the termination in the **"Termination Date."**

For users who did have system user access, enter the end date in the "System User End Date" field.

NOTE: The **"Termination Date"** may not be set if the staff has any VFC site responsibilities. The VFC Enrollee, Primary or Secondary contacts can remove these by clicking on **"Service Site Responsibilities"** button first. Uncheck the assigned responsibility and click on **"Submit"** to save. Then return to the Personnel Maintenance to terminate.

User: FATIMA	Florida SHOTS Applicant: Florida SHOTS Contact:
AVILES	Start Date: * 01/17/2024 Termination Date: 01/17/2024
Task List	MICISSK (Discuss as Provider ID for adverse events and shots given)
Patients	
Reminder Recall	Certify Form 680: * No > Medical professional is authorized to essign a Form 680
System Transactions	
Vaccine Inventory	Work Location: BEACH PEDS V Site Where the stall member usually works
Assess Imm Levels	System User: Check the box if the Staff member will be signing in to Florida SHOTS)
Reports	
Administration	
User Profile	Only for Staff who sign in to Florida SHOTS
Change Password	Reason for Access:
Security Question Edit	Data Entry Clarical
Organization Edit	Record Review
Service Site List	Assessments/Reports 🔻
Login/Logout Report	Selected Reasons_
Customer Support	Data Entry/Clencal
Meaningful Use	System Liser In: * AVERYKX Password Evolution: 01/11/2024
COVID-19	
Outbreak Reports	System User Start Date: 01/17/2024 System User End Date: * 01/17/2024 (Login disabled as of this date)
VFC Re-enroll	Last Login: Last Logout:
Sign_out	System Password: Confirm Password: Account Locked:
	Password Requirements
	Authorization: * Full Access V Roles: * Local Org Inventory Only

Click on the "Submit" button to save.

Exp.

Status

Active

Active

Active

Active

Active

UNLOCK USER ACCOUNT

Assess Imm Levels

Iministration

User Profile Change Password Security Question Organization Edit Personnel List Service Site List

stomer Support

Reports

Users have three opportunities to successfully login to Florida SHOTS. After a third failed attempt, their account will be locked. They will receive a message alerting them that their account is disabled and to either use the **"Need Password Assistance"** feature to reset the password or contact the Administrator.

 Submit
 Organization Personnel List
 Training Environment

 User: FATIMA AVLES
 20
 Authorized User/Personnel List for: BEACH PEDIATRICS

 Training Environment
 Show Personnel
 Authorized User/Personnel List for: BEACH PEDIATRICS

 Training Environment
 Show Personnel
 Authorized User/Personnel List

 System Transactions
 Inactive:
 Only VFC:
 Include Terminated:
 Refresh Personnel List

 System Transactions
 Add New Personnel Record
 Add New Personnel Record
 Download Personnel List
 Add New Personnel Record

> IMM Sign Certify Start Provider 680 680 VFC Date

Y Y N Y 07/29/2019

Y 12/20/2010

Y 03/31/2020

Y 03/25/2021

Y N

Y N

Y Y N Y 01/01/2011

Y Y N

Date Role

From the Organization Personnel List select the user to access the Personnel Maintenance.

Name First, Middle

MARYANN, JAYNE

CASSANDRA MD

NICOLE, D ARNP

BELLA

ANNE

Title

ARNP

MD

APRN

Name Last,

Suffix

LAMB

LILIAN

MITT

PACE

BROWN

User ID A

AVERYKX	AVERY	KATHY	MA	Ŷ	N	N	N	01/17/2024	Local Org Staff	LOCKED	04/16/2024
AVILESF	AVILES	FATIMA	TRAINING BG	N	Ν	Ν	Y	01/12/2024	Local Org Administrator, Schedule Override	Active	04/16/2024
_											
	AVERYKX AVILESF	AVERYKX AVERY AVILESF AVILES	AVERYKX AVERY KATHY AVILESF AVILES FATIMA	AVERYKX AVERY KATHY MA AVILESF AVILES FATIMA TRAINING BG	AVERYKX AVERY KATHY MA Y AVILESF AVILES FATIMA TRAINING BG N	AVERYKX AVERY KATHY MA Y N AVILESF AVILES FATIMA TRAINING BG N N	AVERYKX AVERY KATHY MA Y N N AVILESF AVILES FATIMA TRAINING BG N N N	AVERYIKX AVERY KATHY MA Y N N N AVILESF AVILES FATIMA TRAINING BG N N N Y	AVERYIKX AVERY KATHY MA Y N N N 01/17/2024 AVILESF AVILES FATIMA TRAINING BG N N N Y 01/12/2024	AVERYKX AVERY KATHY MA Y N N 01/17/2024 Local Org Staff AVILESF AVILES FATIMA TRAINING BG N N Y 01/12/2024 Local Org Administrator, Schedule Override	AVERYKX AVERY KATHY MA Y N N 01/17/2024 Local Org Staff Locked AVILESF AVILES FATIMA TRAINING BG N N N 01/12/2024 Local Org Administrator, Schedule Override Active

Remove the check mark from the **"Account Locked**" box. A new password may be created for the user by entering it in the **System Password** and **Confirm Password** fields. Click on the **"Submit"** button to save.

Reason for Access:	Immunization Provider Vaccine Inventory/Management Data Entry/Clerical Record Review Assessments/Reports				
Selected Reason for Access	Data Entry/Clerical				
System User ID: ³	* AVERYKX	Password Expiration:	04/16/2024		
System User Start Date:	01/17/2024 Sy	ystem User End Date:	(Login disabled as	of this date)	4
Last Login:		Last Logout:			
System Password:		Confirm Password:		Account Locked: 🗹 🗸	
Q Authorization:	א Password Requirements א <mark>Full Access ♥</mark>	Roles: *	Local Org Inventory Only Local Org Staff Org View Only Schedule Override View Transaction Stats		
County Contrast Forms (200)	No V Is authorized to create a Certified (e-s	signed) Form 680 in Flori	da SHOTS		
Create Certified Form 680: "Letter and the second descent desc					
* Asterisk indicates a required field	Cost must change password at next logon		- Honda ono i o training acknow		
Submit	View User Profile	Return to Per	rsonnel Listing	Service Site Responsibilities	Cancel

Edit Contact Information:

Local Organization Administrators can edit contact information on the **"Enrolled Organization Maintenance"** page by choosing **"Organization Edit"** under the **"Administration"** menu option. If any other information is incorrect, please send an email to the Florida SHOTS help desk (flshots@flhealth.gov) for assistance.

Submit	Enrolled Organization Maintenance	Training Environment
User: FATIMA	Organization Information	
AVILES 🔍	Enrollment ID: 4953	
Task List	Organization Name: * BEACH PEDIATRICS	Min System Requirements Met:
Patients		Signature Received:
Reminder Recall	Doing Business As (DBA):	COVID-19 Effort Participation:
System Transactions	Account Status: ACTIVE v (as of: 07/15/2008)	COND-13 ENOITY and pation.
Vaccine Inventory		
Assess Imm Levels	Account Sub Status: ACCOUNT IN GOOD STANDING	Form DH1479 Complete:
Reports	Our Catalogue * DOCTOR'S CLINIC	Organization Name Unique:
Administration	Org Category.	License Standing Accentable:
User Profile Change Password	Other (specify):	
Security Question Edit	Organization Phone: * (555)866-7777	
Organization Edit		
Personnel List Service Site List	Organization Fax: (555)666-7777	
Login/Logout Report	National Provider ID:	
Customer Support	Login Mode: * Legacy Login ~	
Meaningful Use	Client View Only Accese: Add/Delete Org.Patient Ids:	
COVID-19		
Outbreak Reports		
VFC Re-enroll		
Sign out	Account Information	
	Applicant Information	
	Contact Information	
	Address Information	

USER CONFIRMATION

In an effort to increase security and only allow authorized users to access Florida SHOTS, Local Organization Administrators (LOA) will need to confirm users within their organization who need access. Seven days prior to the user confirmation period starting, an alert will be displayed when the LOA logs in to Florida SHOTS and will receive an email notification the day before. LOA(s) will have a 90-day period to complete the confirmation within Florida SHOTS. Users that are not confirmed will no longer have access to Florida SHOTS.

Confirmation period alert with date of when it will start.

Patient Search 😵 📮	Training Environment
Organization	onfirm other users in the organization beginning $04/10/2024$. Click here for more details
icon above to show/hide these important messages.	
OTE: You can click on the bell icon to	bide/show the notification and on Help Text icon
OTE: You can click on the bell icon to	o hide/show the notification and on Help Text icon
OTE: You can click on the bell icon to find additional information.	o hide/show the notification and on Help Text icon

The User Confirmation page will appear under the Task List once the confirmation period begins or can be accessed under the **"Administration"** menu option.

The User Confirmation page header displays:



Confirmation Pd: Date of confirmation period in progress.

Next Conf Period: Next scheduled confirmation period.

My Sites' User: Unconfirmed users that match at least one of your Associated Service Sites.

Unclaimed Users: Unconfirmed users that have no Associated Service Sites or do not match with any LOA.

Other Users: Unconfirmed users that have Associated Service Sites, but you are not the LOA for the site(s).

Local Org Admin Users: Unconfirmed LOA users (Your account must be confirmed by another LOA or the Help Desk).

Confirmed Users: Users that have been confirmed during the current confirmation period.

A total of users under each section is provided.

Search Icon Search for user within the Confirmation page regardless of section or rows displayed.

Refresh Button C: Refreshes page to reorganize users into the appropriate section once they have been confirmed/unconfirmed.

PDF Icon : Opens user guide for further assistance.

Each section will display:

My Sites' Users							
The following users selected a	service site where you are a Local Org Administ	rator.					
Last Name, Suffix	First / Middle Name	System User Id	Status	Last Login 🔻	Email Address		
BRIAN	AMBER	BRIANAM	Active	2024-01-26 15:21:00	BRIANA@INVALID.COM	Confirm User	2. 🗷
USER	TEST	TESTUSER	Active	2024-01-16 15:34:33		Confirm User	20 🗷
VERNOT	JANAYA	VERNOTJ	Expired	2022-04-25 18:30:37	NOTVALID@FLSHOTS.COM	Confirm User	2, 📰
WILKERSON	ASHLEY	WILKERSONA	Expired	2022-04-25 18:26:29	NOTVALID@FLSHOTS.COM	Confirm User	20 🗷
<< <	Page 1 of 1 Total Records found: 4	> >>					

- User Last Name, Suffix
- First/Middle Name
- System User ID
- User Account Status
- User Last Login
- User Email Address can enter if missing by clicking on User Profile or Personnel Maintenance icon.
- Confirm/Unconfirm User button
- Personnel Maintenance access user's account to complete any updates.
- User Profile access the user's Profile page that they have to review and provide email address and select Associate Service Site(s).

Navigation buttons at the bottom of each section to display any additional rows beyond the 10 that appear.

TO CONFIRM THE USER:

Locate the user on the User Confirmation page and click on the "Confirm User" button.



The Confirm button will change to Unconfirm User and can be moved to Confirmed Users section by clicking on **"Refresh"** icon.

BRIAN AMBER BRIANAM Active 2024-01-26 BRIANA@INVALID.COM	
15:21:00 Unconfirm User	2. 💷

A user can be unconfirmed by clicking on the "Unconfirm User" button.

UNLOCKING PATIENT RECORDS

LOAs can unlock patient records that have been locked by a user within their organization. To do so, click on **"Maintain Patient Token"** under **"Patients"** in the sidebar menu.

Submit	Maintain Patient Token 🔷 📕	Training Environment
User: FATIMA AVILES	State ld: * Referee Patient Into	
Patients Patients Resplay fractions Resplay frac		

Enter the patient's Florida SHOTS record ID and click on "Retrieve Patient Info."

Maintain Patient Token 🚸 🛛 🗳			Training Environment
State Id: * 9901437471	Retrieve Patient Info		
Patient Information			
Last Name: SMITH		First Name: JUSTIN	
Date of Birth: 06/05/2007		Sex: MALE	
Address 1: 123 SW GARDENIA ST		City: WPB	
Zip Code: 33401		CIP: BEACH MEDICAL	

Click on "Force Token Release" to complete and clear the lock.

Patient Information	
Last Name: SMITH Date of Birth: 06/05/2007 Address 1: 123 SW GARDENIA ST Zip Code:	First Name: JUSTIN Sex: MALE Clfy: CIP:
33401	BEACH MEDICAL
Lock Holder	
Organization Name: BEACH MEDICAL	Person Name: AUSTIN, ANNE
Org Phone: (555):555-5555	Contact Phone: (555)555-5555
Token Set: 04/02/2025 11:48:52	Expires: 04/02/2025 12:48:52
	Force Token Release

Help Desk



FREE TECHNICAL SUPPORT:

877-888-7468 (SHOT) MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features