

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 the LOA(s) will also 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.



NOTE: You can click on the bell icon to hide/show the notification and on Help Text icon find additional information.

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' Users: 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  : 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 Administrator.					
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
USER	TEST	TESTUSER	Active	2024-01-16 15:34:33	
VERNOT	JANAYA	VERNOTJ	Expired	2022-04-25 18:30:37	NOTVALID@FLSHOTS.COM
WILKERSON	ASHLEY	WILKERSONA	Expired	2022-04-25 18:26:29	NOTVALID@FLSHOTS.COM

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Total Records found: 4

- **User Last Name, Suffix**
- **First/Middle Name**
- **System User ID**
- **User Account Status**
- **User Last Login**
- **User Email Address** – if missing, can enter by clicking on the 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).

Click navigation buttons at the bottom of each section to display any additional rows beyond the ten that appear.

TO CONFIRM THE USER:

Locate the user on the User Confirmation page and click on the **“Confirm User”** button.

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 

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

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	Unconfirm User 

A user can be unconfirmed by clicking on the **“Unconfirm User”** button.

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
- Requesting Florida SHOTS materials