

**Florida SHOTS™**

# **QUICK TIPS**

## **FOR VIEW-ONLY ACCOUNTS**

### **Contact Information**

**[www.flshots.com](http://www.flshots.com)**

**Free help desk:**

877-888-SHOT (7468)

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



## Quick Content Finder

LOGGING IN	1
FORGOTTEN PASSWORD	2
UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)	4
ADDING AND INACTIVATING PERSONNEL (ADMINISTRATIVE USERS ONLY)	5
FUNCTIONS AVAILABLE ON THE MAIN MENU	9
D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION)	10



# 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.
- Below your login information, you will see the Florida SHOTS “**Current Announcements.**” It is important that you read these in order to stay current with all Florida SHOTS updates and system releases.

## 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). The OLI is not case sensitive.
- **User Name:** The user name is a unique identifier that informs the system of the user’s identity within their organization. DOH assigns the Local Org Administrator’s user name, and then that administrator may add additional users. (Florida SHOTS will automatically create these user names, or the Local Org Administrator can create one.) The user name is not case sensitive.
- **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 are case-sensitive, at least seven characters long, and must be kept confidential. They should be changed once every 90 days.
- If you are unable to log in after entering your password twice, use the “**Need Password Assistance?**” 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 is unavailable, or is the user that 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 'Security Question Edit' form. On the left is a sidebar menu with the following items: **Submit** (button), **User: KEENAN FARRAR**, [Task List](#), [Patients](#), [Reminder Recall](#), [System Transactions](#), [Vaccine Inventory](#), [Assess Imm Levels](#), [Reports](#), **Administration** (highlighted), [Change Password](#), [Security Question Edit](#) (highlighted), [Organization Edit](#), [Personnel List](#), [Service Site List](#), **Customer Support**, [VFC Re-enroll](#), [Meaningful Use](#), and [Sign out](#). The main form area has a title bar with **Submit** and **Security Question Edit**. The form content includes: Username: FARRARKX, Current Password: \* (text box), Security question #1: \* (dropdown menu with options: What is your city of birth?, What is your favorite pet's name?, What is your mother's maiden name?, What was the last high school you attended?, What was the make of your first car?), Answer: \* (text box with 5 dots), Show answer checkbox, Security question #2: \* (dropdown menu with the same options), Answer: \* (text box with 4 dots), Show answer checkbox, and a note: \* Asterisk indicates a required field. At the bottom are Submit and Cancel buttons.

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

The screenshot shows the 'Florida SHOTS Login' screen. It has a title bar with **Florida SHOTS Login**. Below the title bar are three input fields: Organization Login ID \* (text box), User Name \* (text box), and Password \* (text box). To the right of the Password field is a blue **Login** button. Below the input fields are two links: [Browser Requirements](#) and [Need Password Assistance?](#) (circled in red).

## 2. FORGOTTEN PASSWORD (cont.)

---

### Security Prompts

You will be prompted to enter your Organization Login ID, User Name, and 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 Org Administrator or the Florida SHOTS help desk will need to unlock the account.



**Florida Shots**  
keeping shots in check

**Forgot Your Password?**

To reset your password enter your organization's login id 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: \*

Copyright ©2003 State of Florida

### 3. UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)

Occasionally, a user may be locked out or their password may expire. Accounts can become locked after invalid login information is entered three times, or if the user hasn't changed their password in over 90 days. Local Org 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 on the **"Personnel List"** screen, found in the Administration submenu. If a user is locked out, the **"Account Locked"** box will be checked and must be unchecked prior to any changes.

System User ID: \*FARRARKX  
System User Start Date: 04/29/2014  
System Password: \*  
Authorization: \*Full Access

Only for Staff who sign in to Florida SHOTS  
Password Expiration: \*10/15/2017  
System User End Date: (Login disabled as of this date)  
Confirm Password: \*  
Roles: \*  
Selected Roles: Local Org Staff

Create Certified: Yes Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS  
Form 680: \*  
User must change password at next logon  
Florida SHOTS training acknowledged on 04/29/2014

\* Asterisk indicates a required field  
Submit Return to Personnel Listing Service Site Responsibilities

A user's password can be reset at any time by entering, and then confirming, a new password. Changing a password will automatically renew its expiration date for 90 more days. After any changes are made, the Local Org Administrator must click the **"Submit"** button to save the new information. The administrator can then verify that the changes have been made by checking the **"Personnel List"** page again.

If a password has been expired for more than 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 **"Display."** Click on the personnel record, delete the end date for the user you are reactivating, and assign a new password. Select the box at the bottom left of the screen, which states **"User must change password at next logon"**, so that the user will be able to select their own password when they next log in to Florida SHOTS.

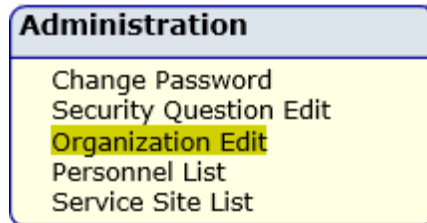
If you do not know who your Local Organization Administrator is, please click on **"Customer Support"** in the menu and find the **"Contacts"** link. This provides users with the Local Organization Administrator, as well as contact information for the Florida SHOTS Team.

## 4. ADDING AND INACTIVATING PERSONNEL (ADMINISTRATIVE USERS ONLY)

---

### Edit Contact Information

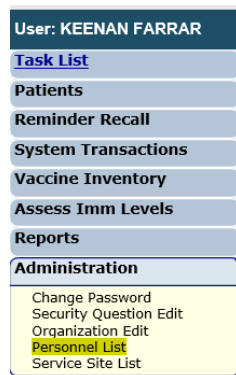
Local Org Administrators can edit contact information on the **“Enrolled Organization Maintenance”** page by choosing **“Organization Edit”** under **“Administration”** in the sidebar menu. If any other information is incorrect, please send an email to the Florida SHOTS help desk ([flshots@flhealth.gov](mailto:flshots@flhealth.gov)).



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 INACTIVATING PERSONNEL (cont.)

### Adding New Users

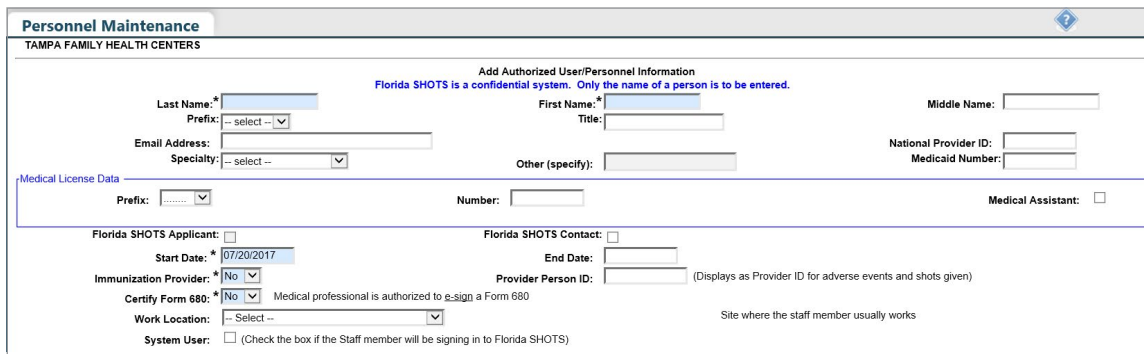


User: KEENAN FARRAR

- Task List
- Patients
- Reminder Recall
- System Transactions
- Vaccine Inventory
- Assess Imm Levels
- Reports
- Administration
  - Change Password
  - Security Question Edit
  - Organization Edit
  - Personnel List
  - Service Site List

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 they are adding. The Local Org Administrator must have the user’s start date prior to creating their profile in 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.



**Personnel Maintenance**

TAMPA FAMILY HEALTH CENTERS

Add Authorized User/Personnel Information

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

Last Name: \* [Text Field] First Name: \* [Text Field] Middle Name: [Text Field]  
Prefix: [Select] Title: [Text Field]  
Email Address: [Text Field] National Provider ID: [Text Field]  
Specialty: [Select] Other (specify): [Text Field] Medicaid Number: [Text Field]

Medical License Data

Prefix: [Select] Number: [Text Field] Medical Assistant: ☐

Florida SHOTS Applicant: ☐ Florida SHOTS Contact: ☐  
Start Date: \* [Text Field] End Date: [Text Field]  
Immunization Provider: \* [Select] Provider Person ID: [Text Field] (Displays as Provider ID for adverse events and shots given)  
Certify Form 680: \* [Select] Medical professional is authorized to e-sign a Form 680  
Work Location: [Select] Site where the staff member usually works  
System User: ☐ (Check the box if the Staff member will be signing in to Florida SHOTS)



## 4. ADDING AND INACTIVATING 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 is, by Florida statutes, allowed to sign and certify the DH Form 680 should have a **“Yes”** in the **Certify Form 680** box and complete the Medical License Data. Users who cannot sign Form 680s should have a **“No”** in that box. To determine who can certify the DH Form 680, please see the “DH680 Form” in the Training Guide section under “Provider Training” on flshotsusers.com. 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 users who 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.

Personnel Maintenance  
TAMPA FAMILY HEALTH CENTERS

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

Last Name: \* [text box] Prefix: [dropdown] First Name: \* [text box] Middle Name: [text box] Title: [text box]  
Email Address: [text box] Specialty: [dropdown] Other (specify): [text box] National Provider ID: [text box] Medicaid Number: [text box]  
Medical License Data  
Prefix: [dropdown] Number: [text box] Medical Assistant: ☐  
Florida SHOTS Applicant: ☐ Florida SHOTS Contact: ☐  
Start Date: \* 07/20/2017 End Date: [text box]  
Immunization Provider: [No] Provider Person ID: [text box] (Displays as Provider ID for adverse events and shots given)  
Certify Form 680: \* [No] Medical professional is authorized to e-sign a Form 680  
Work Location: [dropdown] Site where the staff member usually works  
System User: ☐ (Check the box if the Staff member will be signing in to Florida SHOTS)

Users requiring access to Florida SHOTS must have certain information included in their user account. **System User ID** is generated by the system, but can be changed by the administrator. **Password Expiration** is also generated by the system each time a new password is created. **System Password** must initially be set by the administrator or the Florida SHOTS help desk, and 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. **Roles** will be determined by the Local Org Administrator, but the majority of users are set as **“Local Org Staff.”** Users who are authorized to create (Note: This is different from “Certify.”) a certified Form 680 must have **“Yes”** selected in the box for **Create Certified Form 680**. If user is not authorized to “create” the DH Form 680, leave this box set to **“No”**.

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 and resources page within Florida SHOTS and check the box to acknowledge training. Administrators may also check the box next to Florida SHOTS training acknowledged within the personnel record.

System User ID: \* SMITHSX  
System User Start Date: 07/20/2017  
System Password: \* [password] Authorization: [Full Access]  
Password Expiration: \* 10/18/2017  
System User End Date: [text box] (Login disabled as of this date)  
Confirm Password: \* [password] Account Locked: ☐  
Roles: \* [Local Org Inventory Only, Local Org Staff, Org View Only, Schedule Override]  
Selected Roles: 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 ☐ Florida SHOTS training acknowledged ☐  
\* Asterisk indicates a required field  
Submit Return to Personnel Listing

## 5. FUNCTIONS AVAILABLE ON THE MAIN MENU

---

Use the menu on the left side of the screen to perform various functions including accessing patient records, reminder recall, data transactions, inventory, running multiple reports, administration of your account, and customer support.

### 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, and view organization details. For those users with administrative rights, you can add users within your facility, unlock passwords, manage user accounts, and update certain information about your organization.
- **Customer Support:** Find links to announcements, contacts, provide feedback, view the user guide, and access multiple training options.

**NOTE:** Every screen has a “Help Text” icon. Click on it to show or to hide helpful information about that page.

## 6. D.H. FORM 680 (FLORIDA CERTIFICATION OF IMMUNIZATION)

### Printing 680s

Click on **“Form 680”** option located in the left menu to view and print the D.H. Form 680 (blue forms). Once this link is clicked, select to search all of Florida SHOTS by selecting **“By Patient”** or just search Form 680 records certified by your organization by selecting **“By my organization only”**. You will then need to complete either **“Patient 680 Search Criteria”** or **“My Organization 680 Search Criteria”** and click on **“Retrieve Certified Form 680s meeting the above criteria”** button. 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. For more information regarding the DH Form 680, please see the “DH680 FAQs” in the Training Guides section under “Provider Training” on [flshotsusers.com](http://flshotsusers.com).

**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**

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  
☐ STARK, ANDREA  
☐ STEIN, JASON  
☐ STOUT, STACEY  
☐ THOME, BECKY  
Imm Service Site: ☒ All  
☐ BEACH E  
☐ BEACH PEDS  
☐ LANTANA  
☐ ROYAL PALM

Retrieve Certified Form 680s meeting the above criteria