



What is ALERT IIS?

ALERT Immunization Information System (ALERT IIS) is a statewide immunization registry that allows you to look up records for children at your school or child care. For more information, go to www.alertiis.org or call the help desk at 1-800-980-9431.

What are the benefits of ALERT IIS?

ALERT IIS allows you to:

- Print children's immunization records on CIS (Certificate of Immunization Status) forms.
- Run reports of students to obtain immunization histories.
- Choose a tracking schedule that shows the vaccines required for a student's grade.
- Assess student records based on the selected schedule.
- Identify children that are not up-to-date on immunizations for their grade or age.

How can I get access to ALERT IIS?

Signing up for ALERT IIS is a three step process:

1. Your administrator must fill out a site agreement. If your administrator already completed a site agreement for your school or child care, they don't need to fill out a new one.
2. Individual users must fill out an individual user agreement.
3. Individual users must complete training. Training can be done online.

When you complete these three steps, send in the forms via fax, mail or email. Then you will receive an email with login information. Write down your Org Code and Username so you don't forget them. Make sure you log in within 24 hours to setup your account or your temporary login may expire.

For more information about trainings and links to the forms, go to www.alertiis.org and see the back of this page.

Where do I find the ALERT IIS Site Agreement for my administrator to complete?

1. Go to www.alertiis.org
2. Click the “Forms” tab
3. Click “Schools/Childcare Facilities”

Where do I find the ALERT IIS Individual User Agreement for the person signing up for access to complete?

1. Go to www.alertiis.org
2. Click the “Forms” tab
3. Click “Individual User Agreement”
4. Note—schools and child care facilities do not have “Super Users” so you do not need the Super User signature.

Where do I find the ALERT IIS training video for schools and child care facilities?

1. Go to www.alertiis.org
2. Click the “Training” tab
3. Click “ALERT IIS Self Guided Training Videos”
4. Click “School Users”
5. Watch the video and print out the certificate at the end
6. Send in a copy of the certificate with your registration forms

Tips for ALERT IIS users

Are you having problems logging in?

- Check the capitalization in your three part login. Your Org Code, Username and Password are all case-sensitive.
- If you don’t remember your password, click the “Forgot Password” button.

Did your email or address change?

- Click the “Manage Access/Account” tab
- Click “Edit My User Account”
- Update your information and click “Save”