

# ALERT IIS User Roles & Training

## Standard

Standard Users can look up patients, access immunization forecasts, enter data and create reports in ALERT IIS.

Requires a single webinar or six on-demand videos found at

[Standard User Training](#)

Complete and submit the [Individual User Agreement](#) to your site's Super User. If your site has no Super User- Fax, e-mail or mail it to the ALERT IIS Help Desk.

### For videos:

If your site has a Super User, give your certificates to them upon completion of all 6 videos.

If your site has no Super User- Fax, e-mail or mail certificates to the ALERT IIS Help Desk.

## Super

Super Users manage ALERT IIS access for your clinic. All organizations would benefit from having a Super User. The Super User manages standard and query-only users, resets passwords and performs other administrative tasks.

Requires completion of [Standard User](#) training and completion of [Super User Webinar](#)

## Query-Only

This role is for users who only need access to patient immunization history, or for organizations that use an electronic system that sends us data and choose to have query-only access.

**Immunizing pharmacies are required to submit data to ALERT IIS.**

Requires reading through the [Query Only PDF](#) and completion of the quiz. Submit quiz answers and the [Individual User Agreement](#) to your site's Super User.

If your site has no Super User, submit to the ALERT IIS Help Desk.

## Questions?

To find out more about ALERT IIS, contact the ALERT IIS Help Desk Monday through Friday from 8 a.m. to 5 p.m.

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