

**INSTRUCTIONS FOR NEW USERS TO OBTAIN ACCESS TO SDIIS**

**SDIIS User Training via TRAIN SD**

As of August 1, 2024, anyone wishing to have new user access to the SDIIS must complete one or a series of training modules within the [TRAIN South Dakota](#) website, depending on the level of access requested.

The process to obtain a new user account in the SDIIS will include several steps:

1. Go to [TRAIN South Dakota](#) and Create Account if you do not already have an account. Login.
2. Search for and complete the necessary course(s)
3. Complete the Assessment for each course
4. Obtain certificate for each course
5. Complete **New User Account Request Form**
6. Receive email with SDIIS Username and temporary Password from SDIIS Help Desk
  - a. **State of SD employees:** go to [SDIIS](#) and login. Single sign-on will be automatic.
  - b. **Non-State users:** proceed to next step
7. Non-State users: receive email from Microsoft Invitations inviting you to setup multi-factor authentication (MFA) and single sign-on (SSO).
8. Complete MFA and SSO connection.
9. Go to [SDIIS](#) and login using SDIIS Username and temporary Password from SDIIS Help Desk

**Create account in the TRAIN South Dakota website**

START

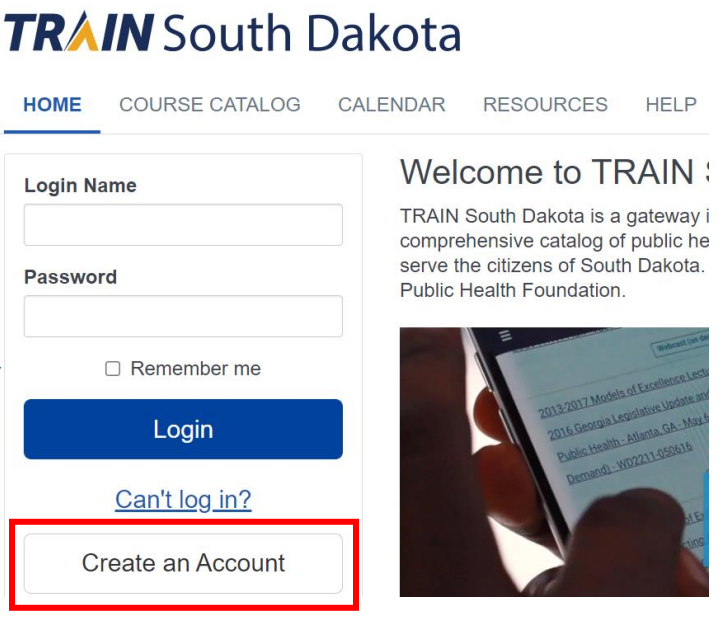
- Go to [TRAIN South Dakota](#)

Web Address:  
train.org/sd/home

- Choose "Create an Account"

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➔



**TRAIN South Dakota**

HOME   COURSE CATALOG   CALENDAR   RESOURCES   HELP

Login Name

Password

Remember me

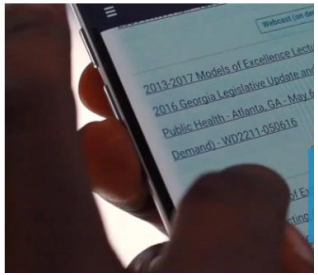
Login

[Can't log in?](#)

Create an Account

Welcome to TRAIN :

TRAIN South Dakota is a gateway to a comprehensive catalog of public health resources to serve the citizens of South Dakota. Public Health Foundation.



## CREATE ACCOUNT

- Use your **WORK** email address as your Login Name
- Set Time Zone and Zip Code for your **working** location
- Check “I agree to all **TRAIN policies**”
- Choose “**Next Step**”

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## TRAIN South Dakota

### Create Account

Create Login Name

Create a Password

Confirm Password

Your Email Address

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Last Name

Time Zone

Zip/Postal Code

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

I agree to all [TRAIN policies](#)

Next Step

## ENTER ACCOUNT INFORMATION

- Organization: enter Organization name, or your facility name if facility is not part of an organization
- Title: your role in the facility
- Department: **State** workers may enter their department (e.g., Health or DOH). **Non-state** workers may enter their facility name.
- Please use **work** address and phone number
- Choose “**Next**”

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## TRAIN South Dakota

### Account information

Organization Name

Title

Department

Street Address

Street Address Cont.

City

State / Territory

Zip / Postal Code

Country

Phone Number

Work, Home, or Mobile

Next

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## SELECT COUNTY

- Select the county in which you **work**
- Click green '**Confirm these selections**'

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## TRAIN South Dakota

### South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

Location / South Dakota  
(Click any level to return to it)

Select: County

Group search

[Aurora](#)

[Beadle](#)

## SELECT DOH EMPLOYEE STATUS

- Choose "[Department of Health Employee](#)" if you work for SD DOH
- Choose "[Non-Department of Health Employee](#)" if you do not work for SD DOH

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## TRAIN South Dakota

### South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

National/South Dakota  
↓ Custer

Because you are affiliated with South Dakota, you will need to answer a few additional questions.

Location / South Dakota  
(Click any level to return to it)

Select: Department

[Department of Health Employee](#)

[Non Department of Health employee](#)

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## SELECT DOH PARTNER TYPE

- Non-State users: Select option that best describes your facility.
  - Business and Industry
  - Healthcare System
  - Not a Member of one of these...
  - Nursing Homes & LTC
  - Other
  - Schools & Universities

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## TRAIN South Dakota

### South Dakota Required Group Selection

South Dakota TRAIN requires more detailed group selection. Please refine your selections below

National/South Dakota  
↓ Custer

Because you are affiliated with South Dakota, you will need to answer a few additional questions.

Location / South Dakota  
/ [Non Department of Health employee](#)  
(Click any level to return to it)

Select: Division

Group search

[Business and Industry](#)

[Child and Adult Care Food Program](#)

[Firefighter](#)

[Healthcare System](#)

[Law Enforcement](#)

## SELECT OFFICE

### Healthcare System

This step may vary for users, depending on the affiliation selected.

- Select the specific group you work for
- Some Healthcare Systems will have an office location to select on the next screen
- Select green **“Confirm these selections”** button
- Select blue **“Continue”** button

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## South Dakota Required Group Selection

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National/South Dakota  
 ↓ Custer

Because you are affiliated with South Dakota, you will need to answer a few additional questions.

Location / South Dakota  
 / [Non Department of Health employee](#)  
 / [Healthcare System](#)

(Click any level to return to it)

Select: Healthcare System

[Avera](#)

[Brookings Health System](#)

[Monument Health](#)

[OTHER HEALTHCARE SYSTEM](#)

[Sanford](#)

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## SELECT PROFESSIONAL JOB ROLES

- Choose up to **THREE** roles which best fit your job functions
- Click one **circle** on the right next to the best description of your primary role
- Click the blue **“Continue”** button that appears at the bottom of the

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## Professional Role (Fields marked below are required)

Please take a minute to review all roles before making your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.

If the “Other” option is selected, please enter specialization.

	Primary
<input type="checkbox"/> Allied Health Professional --Select--	<input type="radio"/>
<input type="checkbox"/> Administrator / Director / Manager	<input type="radio"/>
<input type="checkbox"/> Administrative Support Staff	<input type="radio"/>
<input type="checkbox"/> Animal Control Specialist / Veterinarian	<input type="radio"/>
<input type="checkbox"/> Biostatistician	<input type="radio"/>
<input type="checkbox"/> Childcare Provider	<input type="radio"/>
<input type="checkbox"/> Communicable Disease / Infection Control Staff	<input type="radio"/>
<input type="checkbox"/> Community Health Worker (CHW)	<input type="radio"/>
<input type="checkbox"/> Computer / Information Systems Specialist	<input type="radio"/>
<input type="checkbox"/> Dental Professional --Select--	<input type="radio"/>

## SELECT WORK SETTING

- Choose up to **THREE** settings which best fit your job functions
- Click the **circle** on the right of your primary setting for work
- Click the blue **“Finish Creating Account”** button that appears

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### Work Settings (Fields marked below are required)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

	Primary
<input type="checkbox"/> Academic / Educational Institution --Select--	<input type="radio"/>
<input type="checkbox"/> Official Public Health Agencies --Select--	<input type="radio"/>
<input type="checkbox"/> Military	<input type="radio"/>
<input type="checkbox"/> Other Government Agencies (except Military)	<input type="radio"/>
<input type="checkbox"/> Healthcare Services --Select--	<input type="radio"/>
<input type="checkbox"/> Indian Health Service	<input type="radio"/>
<input type="checkbox"/> Tribal Health Sites	<input type="radio"/>
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	<input type="radio"/>
<input type="checkbox"/> Private Industry (except Healthcare)	<input type="radio"/>
<input type="checkbox"/> Other (specify) _____	<input type="radio"/>

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You will receive this “Welcome” notification. Verify your email address as instructed.

## TRAIN South Dakota

### Welcome to South Dakota TRAIN!

Your account was successfully created.

Your login name: [REDACTED]

Your email address: [REDACTED]

You can always change your name, email, and other information in your Profile.

#### Verification instructions

1. You will get an email from TRAIN with a verification link.
2. Click on the verification link to verify your email address.
3. If you don't receive this email after 20 minutes, please check your junk mail folder or [request another verification email](#).

If you don't want to verify your email address, [contact support](#) or [log out](#).

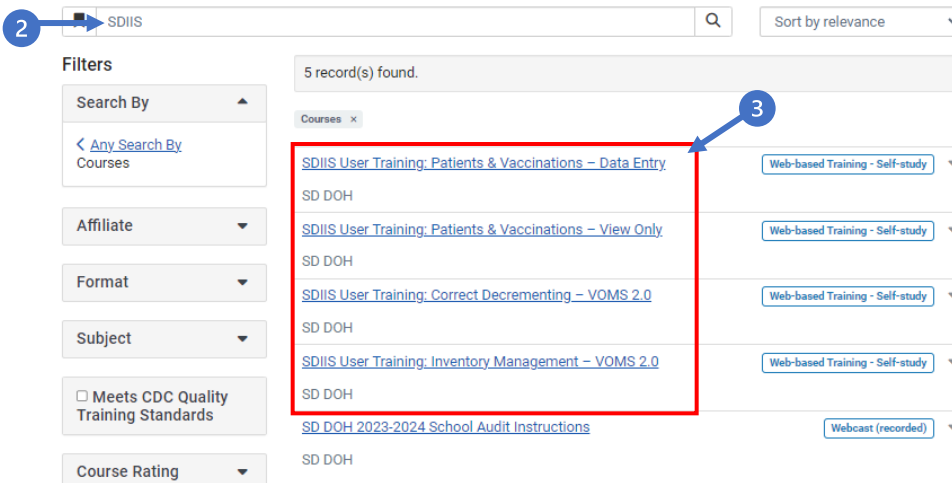
## Search for and complete the necessary course(s)

Go to [TRAIN South Dakota](#) website and login.

1. From your user TRAIN Homepage, click on “**COURSE CATALOG**” in the menu bar.



2. Enter “SDIIS” in the search bar, and all associated courses will be listed.
3. Click on the title of the course you wish to take. There are four total SDIIS trainings, but other trainings may also be listed from the search criteria. **You will not need to take all the courses!**



This chart will help you decide which course(s) you need to take regarding your role.

<b>Course 1</b>	<b>SDIIS User Training: Patients &amp; Vaccinations – View Only</b>
<b>Description</b>	This training course is for SDIIS users who need only to view and print patient immunization records. Users with “View Only” access cannot add/edit/update information.
<b>Prerequisite</b>	<b>None. VIEW ONLY users do not need to complete the other three trainings.</b>
<b>Course 2</b>	<b>SDIIS User Training: Patients &amp; Vaccinations – Data Entry</b>
<b>Description</b>	This training course is for SDIIS users who need access to add/edit/update patient and vaccination information. Users may also run facility specific reports.
<b>Prerequisite</b>	<b>None. DATA ENTRY users do not need to take the VIEW ONLY course, as the VIEW ONLY slides are included in the DATA ENTRY course. However, they may need to complete the inventory trainings based on facility need and job role.</b>
<b>Course 3</b>	<b>SDIIS User Training: Inventory Management – VOMS 2.0</b>
<b>Description</b>	This training course is for SDIIS users who help maintain vaccine inventory in the <b>Vaccine Ordering &amp; Management System (VOMS)</b> . Inventory tasks may include creating and receiving vaccine orders and transfers, reporting wastage, reconciliation, and management of cold storage units and temperature reporting.
<b>Prerequisite</b>	<b>SDIIS User Training: Patients &amp; Vaccinations – Data Entry</b>
<b>Course 4</b>	<b>SDIIS User Training: Correct Decrementing – VOMS 2.0</b>
<b>Description</b>	This training course is for SDIIS users who help maintain vaccine inventory in the <b>Vaccine Ordering &amp; Management System (VOMS)</b> and, more specifically, in those facilities that have an established bi-directional HL7 interface between their electronic medical record (EMR) system and the SDIIS. The training will explain how vaccine inventory counts will properly decrement when vaccinations are given, as well as troubleshooting root causes if inventory counts do not decrement properly.
<b>Prerequisite</b>	<b>SDIIS User Training: Patients &amp; Vaccinations – Data Entry SDIIS User Training: Inventory Management – VOMS 2.0</b>

- Click the green **Launch** button. Read through the presentation. Click **Close** when done. You may launch the training anytime to review course content.

## SDIIS User Training: Patients & Vaccinations – Data Entry

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Web-based Training - Self-study

ID 1122087

Skill level: Introductory

1.5h

 Publish date Jul 29, 2024 11:00 PM CDT

 Expiration Date Aug 1, 2026 10:59 PM CDT

This training course is for SDIIS users who need access to add/edit/update patient and vaccination information. Users may also run facility specific reports.

[> Launch](#)

[Save For Later](#)

[About](#)

[Contacts](#)

[Reviews](#)


[Discussion](#)

[Certificates](#)

- After course completion, click the green **Post-Assessment** button. Then click **Start**. Complete the assessment. You must achieve a score of 90% to pass the assessment.

## SDIIS User Training: Patients & Vaccinations – View Only

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Post-Assessment
More Actions

Post-Assessment Pending
Web-based Training - Self-study
ID 1121991
Skill level: Introductory
0.5h

Publish date Jul 28, 2024 11:00 PM CDT
Expiration Date Aug 1, 2026 10:59 PM CDT

This training course is for SDIIS users who need only to view and print patient immunization records. Users with "View Only" access cannot add/edit/update information.

- After completing the assessment, click Review if you wish to review your responses. Click **Close** to return to the Course Description page.
- Complete all required courses and assessments prior to requesting a **New User Account Request Form**. You can monitor and review your progress by clicking the **"YOUR LEARNING"** tab at the top of the screen.

### Complete New User Account Request Form

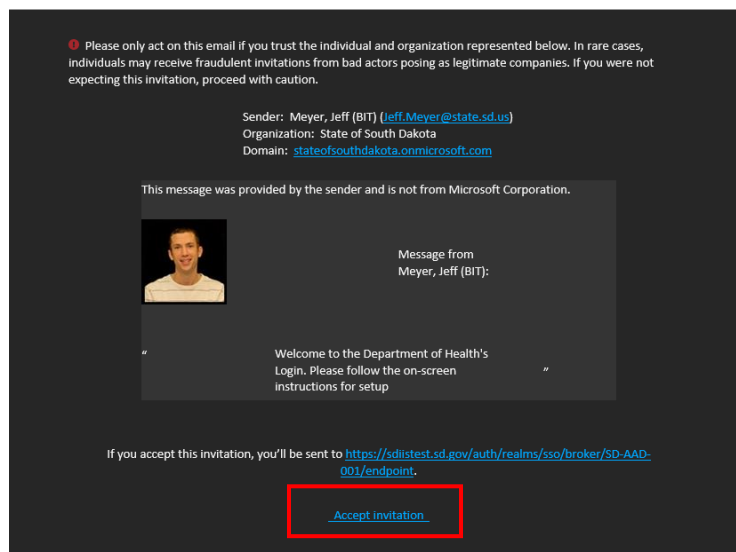
- Once you have completed your required training(s), go to [SDIIS New User Enrollment Form](#) to request an SDIIS user access account. SDIIS Help Desk staff will create your user account with the permissions associated with your job role. SDIIS Help Desk will send user credentials via email within 2-3 business days after the access is requested.
- State workers:** you may now go to [SDIIS Homepage](#) and click **LOGIN**. You will be asked to authenticate your sign-in with your email address and login password that are used to login to your computer.
- PLEASE NOTE: Non-State workers are NOT ready to log into SDIIS at this point. Next, you must complete Microsoft multi-factor authentication setup.**



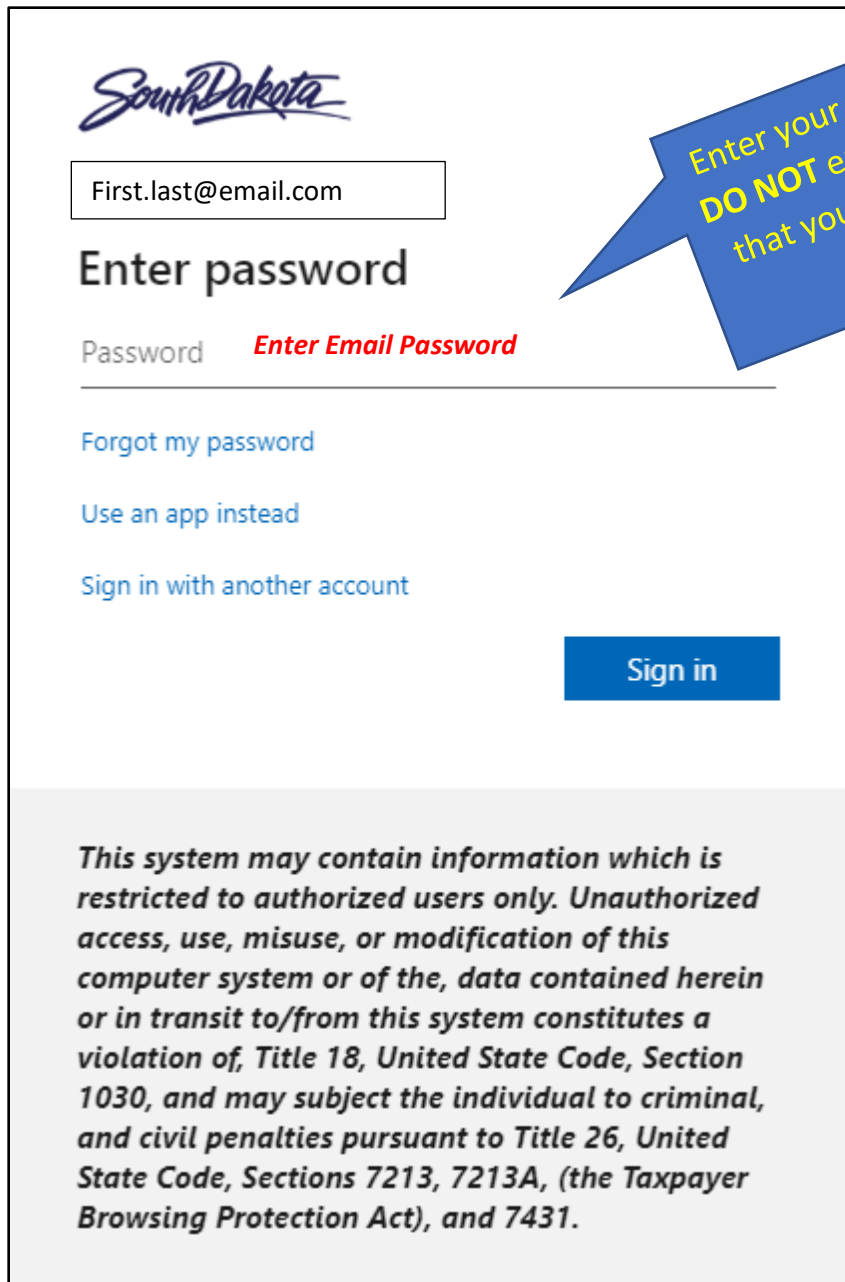
## Microsoft Multi-Factor Authentication Setup

The following process may vary slightly depending on your organization's security settings and other factors. SDIIS users must now link to the State of South Dakota's single sign-on tool through Microsoft authentication.

- **All users must have their own unique email address. No shared email addresses.**
  - **Users who work at multiple facilities within the same organization will only need one login email address. However, users who require multiple accounts to multiple organizations will require separate login email addresses for each organization (e.g., nurse who works two or more jobs for different organizations).**
  - **STATE OF SD Employees: Users who are on the State email network ([first.last@state.sd.us](mailto:first.last@state.sd.us)) will not need to complete this process. They will only authenticate with their email and login password that are used to login to your computer.**
1. Non-State Users will receive an email from Microsoft on behalf of a sender, whether from SD DOH or SD BIT. This email will be sent 1-2 days after the email message from the SDIIS Help Desk with username and temporary password. This email invites the user to setup Microsoft two-factor authentication and single sign-on. Click [Accept Invitation](#).



2. By accepting this invitation, you will be "gusted in" and able to start the multi-factor authentication setup and single sign-on linkage. You will be directed to a screen similar to the following screenshot. If you are not redirected to this screen, go to [SDIIS Homepage](#) and click LOGIN.



*South Dakota*

First.last@email.com

Enter password

Password **Enter Email Password**

[Forgot my password](#)

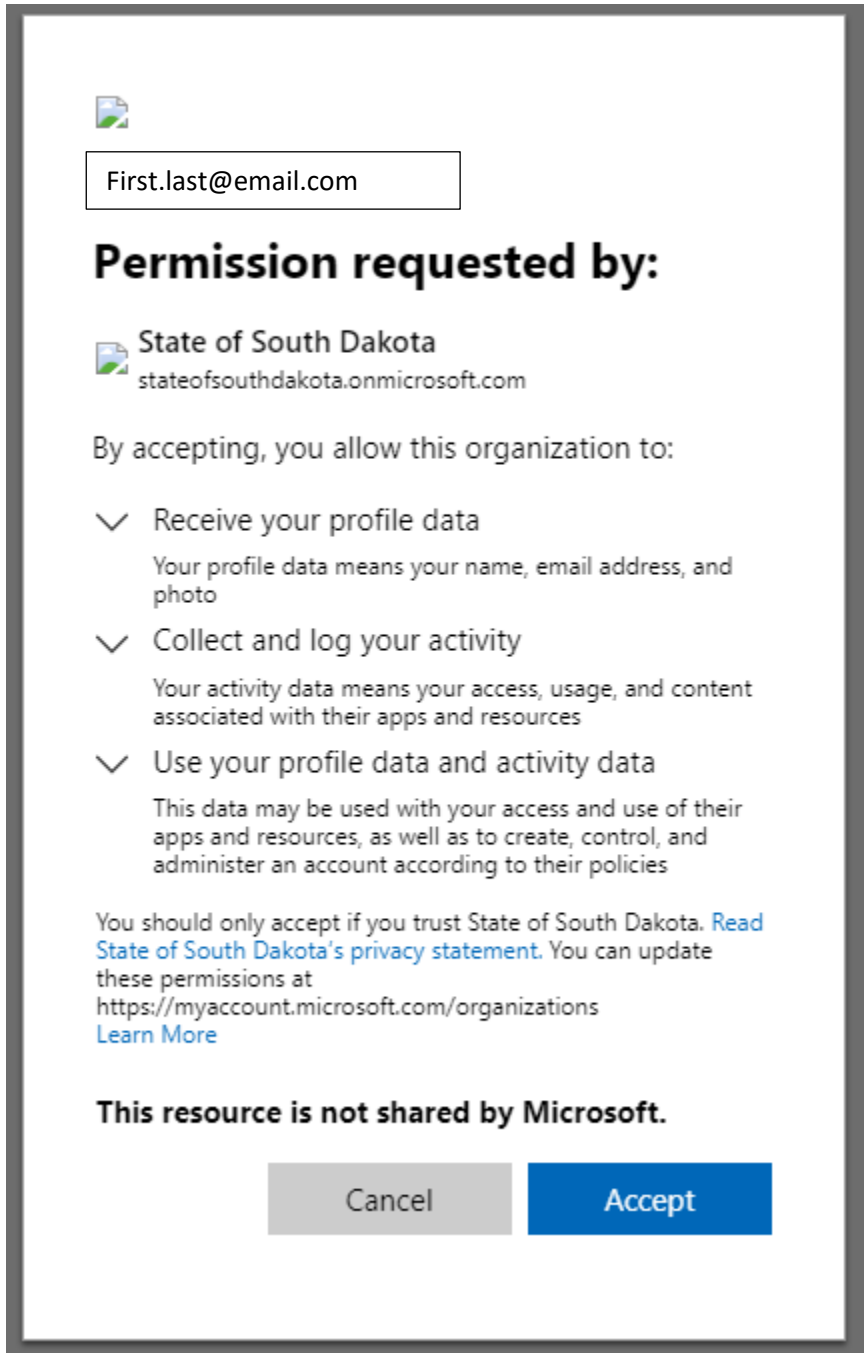
[Use an app instead](#)

[Sign in with another account](#)

Sign in

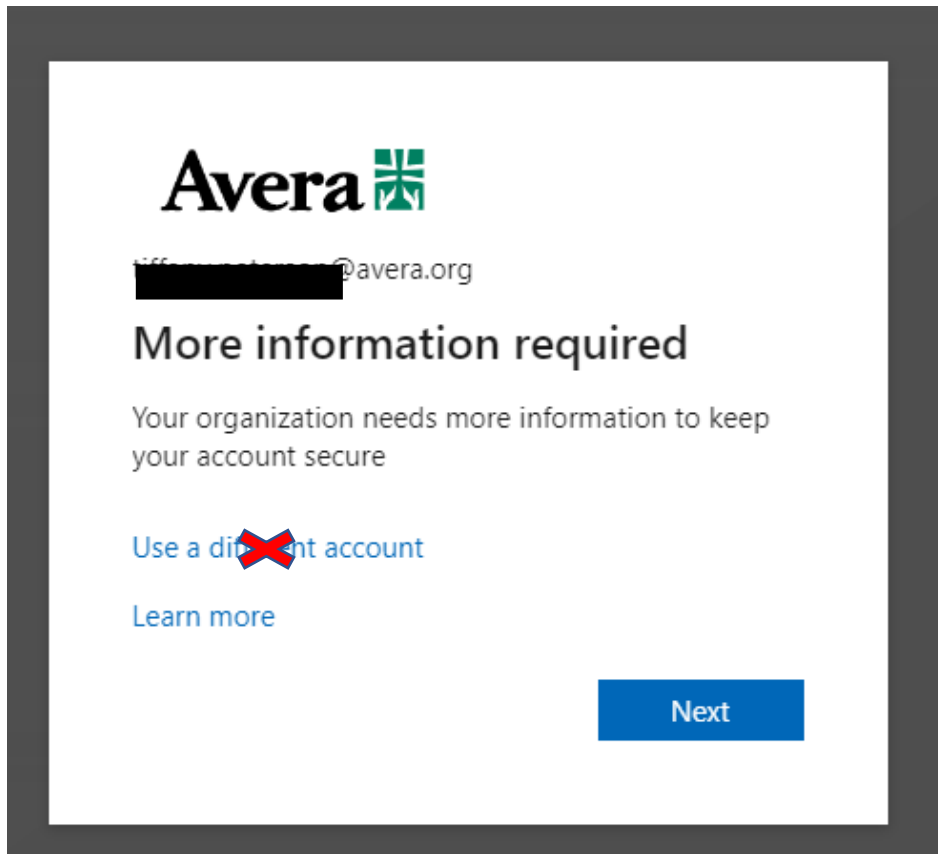
*This system may contain information which is restricted to authorized users only. Unauthorized access, use, misuse, or modification of this computer system or of the, data contained herein or in transit to/from this system constitutes a violation of, Title 18, United State Code, Section 1030, and may subject the individual to criminal, and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A, (the Taxpayer Browsing Protection Act), and 7431.*

3. Enter your password for your email. **DO NOT** enter the temporary password sent to you by the SDIIS Help Desk here. Click [Sign in](#).

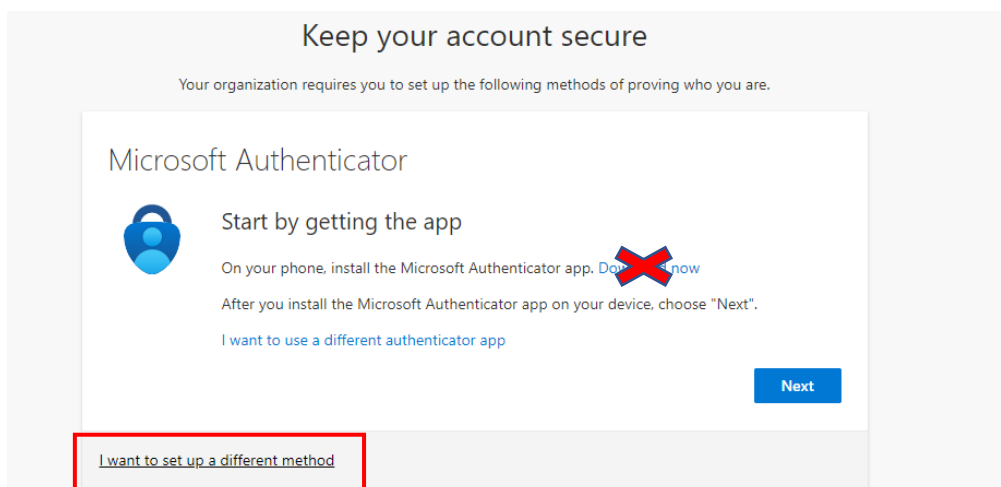


The screenshot shows a Microsoft permission request dialog box. At the top left is a small icon of a document with a green checkmark. Below it is a text input field containing the email address "First.last@email.com". The main heading is "Permission requested by:" in bold. Below this is another document icon followed by the text "State of South Dakota" and "stateofsouthdakota.onmicrosoft.com". The text "By accepting, you allow this organization to:" is followed by three checked items, each with a checkmark icon and a description: "Receive your profile data" (Your profile data means your name, email address, and photo), "Collect and log your activity" (Your activity data means your access, usage, and content associated with their apps and resources), and "Use your profile data and activity data" (This data may be used with your access and use of their apps and resources, as well as to create, control, and administer an account according to their policies). Below these items is a paragraph: "You should only accept if you trust State of South Dakota. [Read State of South Dakota's privacy statement.](#) You can update these permissions at <https://myaccount.microsoft.com/organizations> [Learn More](#)". At the bottom, there is a bold statement: "This resource is not shared by Microsoft." and two buttons: a grey "Cancel" button and a blue "Accept" button.

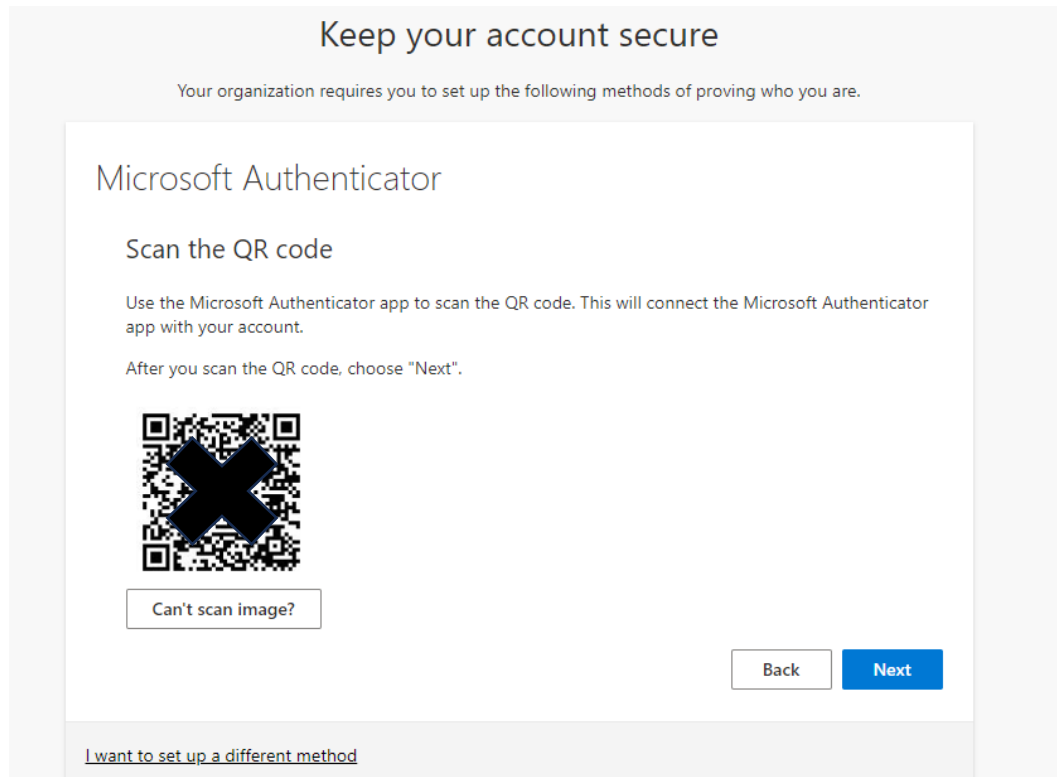
4. Click **Accept**.
5. Next you may see a message similar to the one below, depending on your organization.



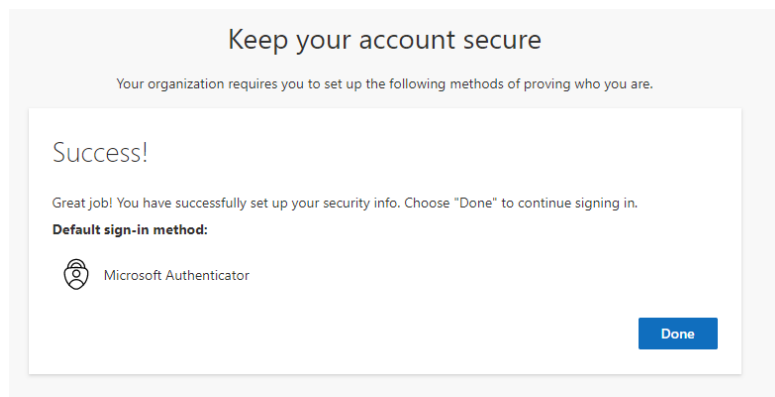
6. Click **Next**.
7. When you see the next view, go to your Smartphone app store and download the **Microsoft Authenticator** app if you do not already have it. If you do not wish to download the app, you may click **I want to set up a different method**.



- Once you have the Microsoft Authenticator app open on your phone, click **Next**.
- On your smartphone Microsoft Authenticator app, click the + sign in the upper right corner of the screen. Select "Work or School Account." Select "Scan QR Code" and scan the QR code displayed on your screen. Your camera is not needed to scan the QR code.



- After you scan the code, a **State of SD** account will be setup in your app. Click **Next**.




- Click **Done**.


12. When logging into SDIIS, you will be occasionally asked to authenticate using the Microsoft Authenticator app. The app will provide a two-digit code to use for two-factor authentication.

**NOTE:** If you chose “I want to set up a different method”, such as receiving your authentication method by text, you will enter the code that was texted to you for authentication.

13. Upon first login to SDIIS, enter your Username and temporary Password provided by the SDIIS Help Desk team. You will be asked to create a permanent password.

Please use your SDIIS credentials to link your account to mySD account

 USERNAME

 PASSWORD

LOG IN

[Forgot Password?](#)

If there is a problem linking your account, please reach out to the helpdesk: 1-844-551-9901

Do not use the [Forgot Password](#) link. It is inactive.

14. **WELCOME TO SDIIS!!**

We appreciate all you do every day. If you have questions at any time, please do not hesitate to contact us by email. **Please share this communication with everyone in your facility using the SDIIS and ensure each user knows the facility name and PIN.**

Thank you.

**BRETT OAKLAND**

Immunization Registry Coordinator

*Office of Disease Prevention and Health Promotion*

SOUTH DAKOTA DEPARTMENT OF HEALTH

[Brett.oakland@state.sd.us](mailto:Brett.oakland@state.sd.us)