**CT WiZ Quick Reference Card**

**Standard User**



 **Logging In & Logging Out**

1. Type/enter the CT WiZ web address to go to the login screen:  <https://ctwiz.dph.ct.gov/ctwiz/Login.aspx>

2. Login information is NOT case sensitive. Enter your **username**, **password** and click the **Login** button. If you do not have a user name, you can apply for one on the CT WiZ log in screen. When logging in for the first time, please set up your security questions first time you log in.

3. If you forget your password, click the **Forgot Password?** link in order to reset your password

4. Enter your Username and click **Next.**

5. You will now be required to answer a minimum of three security questions.

6. Now, you may reset your password and proceed to the login page

7. To log out, click on the **Logout** option located at the top right hand of the home screen under your user name dropdown menu.

**Changing your Password**

1. Login and then click on the **Change Password** option located at the top right hand of the screen under your user name dropdown menu.

2. You will arrive at the **Change Password Edit** screen

3. In the **Existing Password** field, type your existing password.

4. In the **New Password** field, type your new password. Your password must have at least 8 characters including one capital letter, one lowercase letter, one number, and one symbol.

5. In the **Confirm New Password** field, re-type your new password.

6. Click the **Update** button.

 **Searching for a Client**

1. In the left side bar menu, click on the **Patients** module to expand the module and select **Search.**

2. You will arrive at the Patient Search Criteria screen

3. You may search by a specific patient identifier type (e.g. legacy ID, insurance ID, Medicaid ID, etc.) or;

4. Enter the first 3 letters of the last name in the **last name** field and first 3 letters of the first name in the **first name** field.

5. Click the **Search** button.

6. You may also use the **Previous Criteria** button, which will allow you to search for your last known search criteria.

• If one or more than one match is located, they will all be listed in the “Search Results” section at the bottom of the screen. Select the desired client by double clicking on the desired record

• If no patients match your search, no names will appear in the “Search Results” and you may proceed with creating a new patient by clicking **“New Patient”**

**Adding a New Patient**

1. Once you have clicked on the “New Patient, you will arrive at the **Patients New** screen.

2. Under **“Add”** you will now proceed with entering in the patients Last/First Name, DOB, and Gender. Each required field is marked with a red \*; however, enter as much patient information known such as mother’s maiden name, contact information, race/ethnicity, etc. then select **Create.**



**Printing Patients Official Immunization Record**

1. Located in the **Patient Demographics,** you can “link” to the patient’s official immunization record by selecting the dropdown in the Links

2. Click on the Links dropdown and select

**Official Immunization Record.** The record will open in a new window and allow you to print**.**

3. Another option for quickly looking up an Official Immunization Record is by navigating to the **Reports Module**.

4. Located under **Reports**, navigate to the Patient category and select Official Immunization Record.

5. The Report Selection Criteria is displayed. Utilizing the magnifying glass enter your desired patient search criteria select search and the desired patient will be populated into the Report Selection Criteria

6. Select the blue “Run Report”

The Official Immunization Record will open in a new window and allow you to print.

**If you have questions, please visit** [https://portal.ct.gov/DPH/ Immunizations/All-About-CT-WiZ](https://portal.ct.gov/DPH/Immunizations/All-About-CT-WiZ)

**Or view the training videos associated with that page in CT WiZ.**