

Login & Log Out of CT WiZ

1. Type/enter the CT WiZ web address in your web browser's url to go to the login screen: <https://ctwiz.dph.ct.gov/ctwiz/Login.aspx>
2. Enter your **Username**, **Password** and click the **Login** button. Password is case sensitive. When logging in for the first time, please set up your security questions.
3. To log out, click on the **Logout** option located in your Username dropdown at the top right corner of the application.

Forgot Password?

You can reset your own password if you forget it.

1. On the CT WiZ Login page, click the **Forgot Password?** link.
2. Enter your Username and click **Next**.
3. Answer the three security questions (these were set up the first time you logged in).
4. Enter your new password. Your password must have at least 8 characters including one capital letter, one lowercase letter, one number, and one symbol.
5. Re-enter your new password.
6. Click on **Next**.

You are redirected to the Login page to enter your **Username** and new **Password**.

Change your Password












1. Login and then click on your name in the top right corner for the menu.
2. Click on **Change Password**.
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, retype your new password.
6. Click the **Update** button.

News Announcements

On the CT WiZ home page there is a **News** section below the Provider/Clinic section. Information in the News section is an important way for CT DPH to communicate about CT WiZ and CVP information you need to know.


CT WiZ Icons

Common icons seen throughout CT WiZ help you when working in a patient's record.

Icon	Icon Name
	Adverse Reaction
	Audit Information
	Deceased
	Dose Not Administered
	Exemption
	Historical Vaccination
	Immunization Reconciled
	Invalid Dose (Manual)
	Invalid Dose (Recommender)
	Opted Out
	Precautions / Contraindications

Access Help in CT WiZ

There are numerous documents and videos in CT WiZ to help you when you need assistance.

1. On each screen, click on  icon to learn more about the screen.
2. On certain screens, click on [Learn More](#) which brings you to training documents and videos.
3. In the **Reports** module, **CT Forms and Resources** section there are links to training websites and videos.

Search for a Patient

1. Click on **Patients**.
2. Click on **Search**.
3. For better search results, enter at least the first 2 letters of the last name in the **Last Name** field, first 2 letters of the first name in the **First Name** field and the date of birth (**DOB**).
4. Click on **Search**.

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

- The matches are listed in the "**Search Results**" section at the bottom of the screen.
- Confirm the patient's full name and date birth.
- Select the correct patient by double clicking on their record.
- If the search returns no results for the patient, try additional search criteria such as gender and patient's mother's last name.

Print Official Immunization Record

On Patient Demographics screen

1. On the **Patient Demographics** screen, click on **Links** at the top of the page.
2. Click on **Official Immunization Record**. The record will open in a new window. You can print it from here.

In Reports Module

1. Click on **Reports** in the left menu.
2. In the **Patient** category, click on **Official Immunization Record**.
3. The patient name should appear. If not, click on the magnifying glass to enter the patient's name and click on **Search**.
4. Click on **Run Report**.

The record will open in a new window. You can print it from here.

On Immunizations Home screen

1. On the patient's **Immunization Home** screen, click on **Links** at the top of the page.
2. Click on **Official Immunization Record**. The record will open in a new window. You can print it from here.

View a Patient's Record

You must always perform a search for a patient to view their record.

1. Click on **Patient Search**.
2. Enter the patient's information. For better search results, enter at least the first 2 letters of the last name in the **Last Name** field, first 2 letters of the first name in the **First Name** field and the date of birth (**DOB**).
3. Click on **Search**.
4. Click on the **Action** dropdown for the correct patient and go to the appropriate screen.

Add a New Patient

New patients should only be added to CT WiZ after a thorough search returns no results. One reason why a patient may not be found is they were not born in Connecticut.

1. On the Search screen, enter at least the first 2 letters of the last name in the **Last Name** field, first 2 letters of the first name in the **First Name** field and the date of birth (**DOB**)
2. Click on **Search**.
3. If the search returns no results for that patient, try additional search criteria such as gender and patient's mother's last name.
4. Only after performing a thorough search with no results found, click on **New Patient**.
5. On the **Patients New** screen, enter the patient's complete name, date of birth (**DOB**) and Gender. Each required field is marked with a red *. You can enter additional information if known.
6. Click on **Create**.
7. On the **Patient Demographics** screen, enter additional information about the patient. Each required field is marked with a red *. You can enter additional information if known.
8. When finished, click on Update.

If you have questions:

- Visit our training webpage:
<https://portal.ct.gov/DPH/Immunizations/CT-WiZ-Training>
- Submit a request to our Helpdesk:
<https://portal.ct.gov/DPH/Immunizations/Contact-Us>

Connecticut Immunization Program
CT Department of Public Health
<https://portal.ct.gov/DPH/Immunizations/CONNECTICUT-IMMUNIZATION--PROGRAM>



CT WiZ Quick Reference Guide Standard User

This Reference Guide gives you quick step by step instructions to help navigate in CT WiZ.

