



What happens when I log in for the first time?

CT WiZ

Overview

- Logging onto the system
- Changing Password
- Answering password questions
- How to reset your own password



Logging In For the First Time

Things You Should Know

CT WiZ is accessed on the web.

These web browsers are recommended when using CT WiZ:

- Chrome - Download at <https://www.google.com/chrome>
- Firefox - Download at <https://www.mozilla.org/en-US/firefox/new>



CT WiZ may not work as expected when using Internet Explorer or Edge.

The "All About CT WiZ" webpage is the main informational place for all things concerning CT WiZ on the ct.gov website. It can be reached on any search engine (e.g. Google, Bing) with the phrase "All About CT WiZ".

We suggest you bookmark both the webpage link and Healthcare Provider Login link in your internet browser.

All About CT WiZ



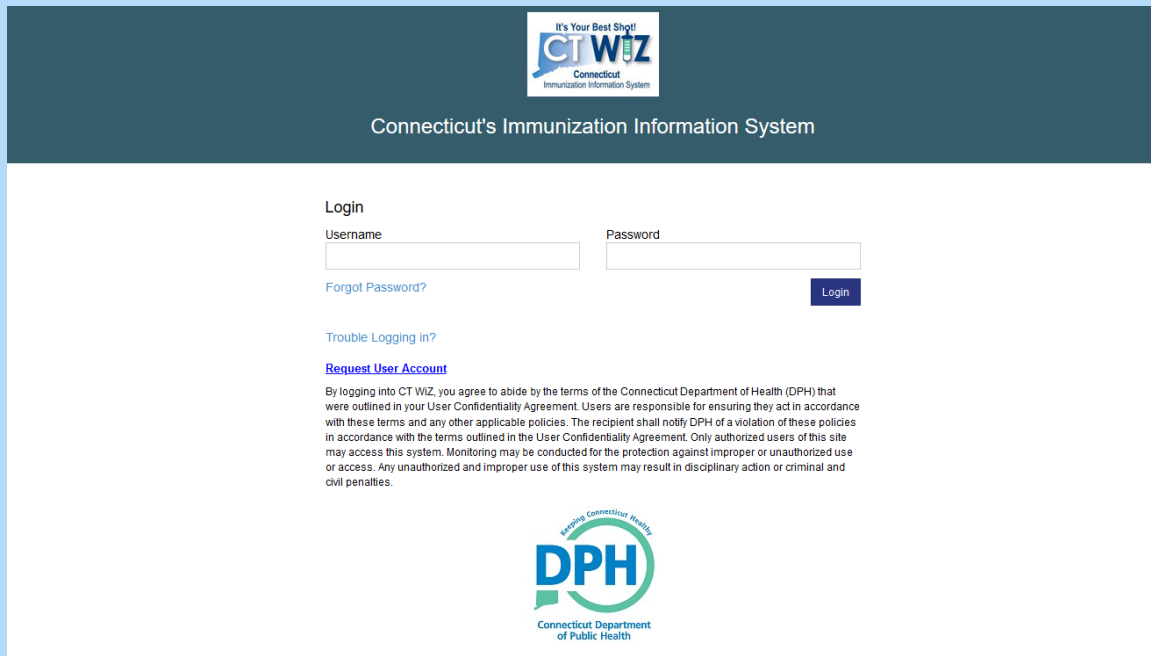
The official Immunization Information System for Connecticut.

Quick Links [Healthcare Provider Login](#) [Training Materials](#) [Technical Support](#) [EHR Data Exchange](#)

As of September 17, 2018, the Connecticut Department of Public Health (DPH) Immunization Program replaced the Connecticut Immunization Registry and Tracking System (CIRTS), the Vaccine Tracking System (VTrckS) and AFIX with one new system called "CT WiZ".

General Questions on CT WiZ

Once you click on the "Healthcare Provider Login" link, you will be directed to the main CT WiZ page.



The screenshot shows the login interface for the Connecticut Immunization Information System. At the top, there is a dark header with the CT WiZ logo and the text "Connecticut's Immunization Information System". Below the header, the word "Login" is displayed. There are two input fields: "Username" and "Password". To the left of the Password field is a link for "Forgot Password?". To the right of the Password field is a blue "Login" button. Below the input fields, there are two more links: "Trouble Logging in?" and "Request User Account". A paragraph of legal disclaimer text follows, stating that users agree to abide by the terms of the Connecticut Department of Health (DPH) and their User Confidentiality Agreement. At the bottom of the page, the DPH logo is displayed.

It's Your Best Shot!
CT WiZ
Connecticut
Immunization Information System

Connecticut's Immunization Information System

Login

Username

Password

[Forgot Password?](#)

[Trouble Logging in?](#)

[Request User Account](#)

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Keeping Connecticut Healthy
DPH
Connecticut Department
of Public Health

Initial Log In



Connecticut's Immunization Information System

Login

Username

Password

[Forgot Password?](#)

Login

Enter your
username

Enter the temporary
password that was
assigned to you

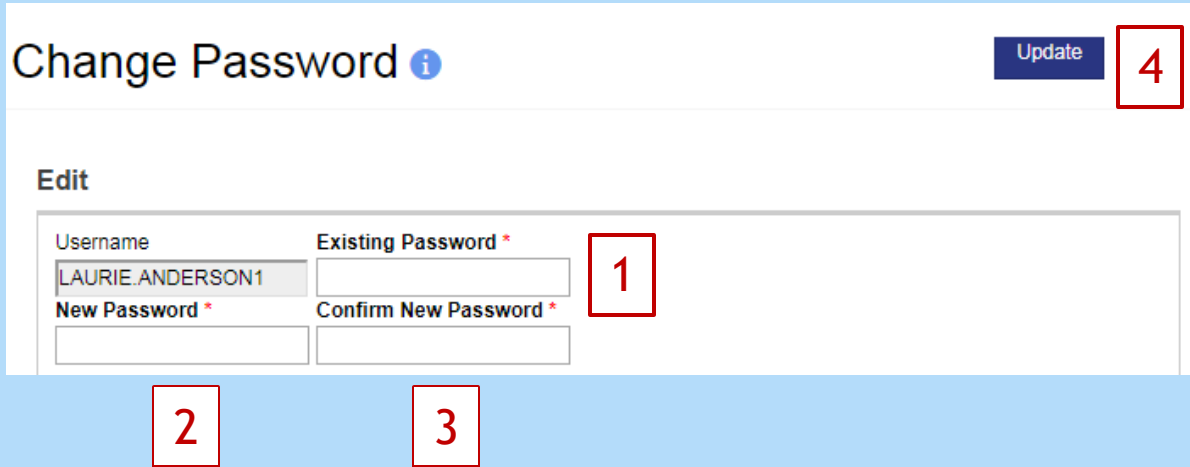
access. Any unauthorized and improper use of this system may result in disciplinary action or criminal and civil penalties.



Setting Your Password & Password Questions

Creating Your Own Password

When you first log in, you will be asked to change your temporary password to one of your own.



The screenshot shows a 'Change Password' form. At the top right is an 'Update' button, labeled with a red box containing the number 4. Below the title is an 'Edit' section. The form contains four input fields: 'Username' (pre-filled with 'LAURIE.ANDERSON1'), 'Existing Password *', 'New Password *', and 'Confirm New Password *'. The 'Existing Password *' field is labeled with a red box containing the number 1. Below the 'New Password *' and 'Confirm New Password *' fields are two red boxes containing the numbers 2 and 3, respectively.

1. Enter the temporary password assigned to you.
2. Enter a new password into the “New Password” box.
3. Re-enter the same new password in the “Confirm New Password” box.
4. Click on Update to create your new password.

Your password must contain: A minimum of nine (9) characters including:

- A combination of upper and lower case letters.
- At least one (1) number. (0-9)
- At least one special character. (Ex. #, %, *, !, \$, etc.)
- Passwords must be changed a minimum of 6 times before re-use.

Set Your Password Questions (aka security questions)

Password Questions i

Update

2

Edit

You must answer at least 9 questions.

Question

Answer

What was your first pet's name?

What is your mother's maiden name?

What was your high school's name?

What was your first car?

Where were you born?

What was your first email address?

Where is your favorite place to vacation?

What was your favorite place to visit as a child?

What was the name of your favorite school teacher?

1

To set your password questions:

1. Answer all the password questions
2. Click on Update to save.

Things You Should Know

It is very important that you answer each of the password question.

These questions can be used to verify your identity.

When you answer these questions, you will be able to reset your password without contacting DPH.

You may wish to make note of your answers to these questions.



After you first log in



Each time you log in remember to check for News

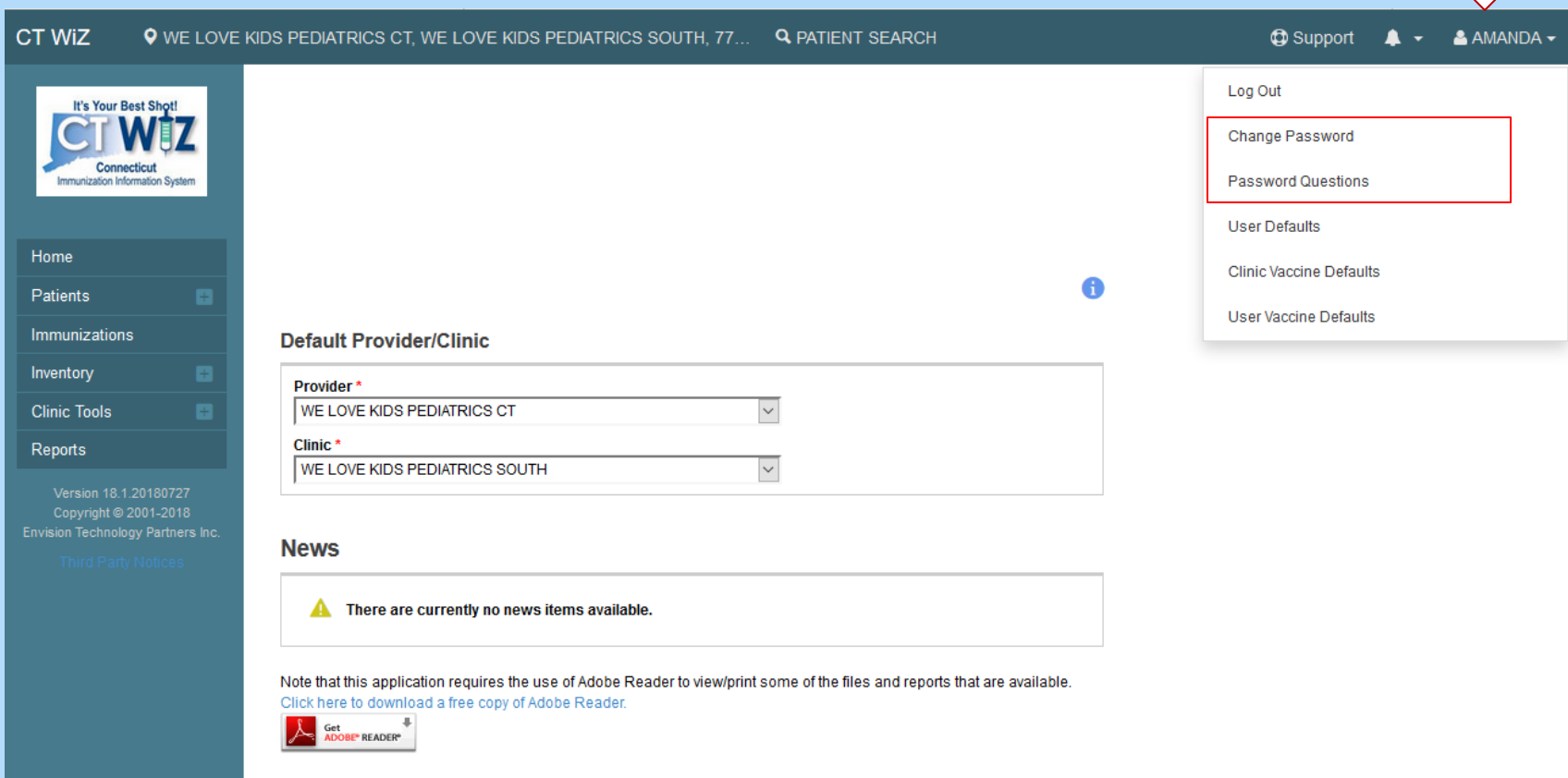


News is one important way that CT DPH will communicate CT WiZ and CVP information you need to know.

The screenshot shows the CT WiZ application interface. At the top, there is a dark navigation bar with 'CT WiZ' on the left, a location indicator 'DPH TRAINING CLINIC, DPH TRAINING CLINIC 1, 7777', a search icon and 'PATIENT SEARCH', and 'Support', a notification bell, and a user profile 'LAURIE'. Below the navigation bar is a sidebar with a 'CT WiZ' logo and a menu with items: Home, Patients (+), Immunizations, Inventory (+), Clinic Tools (+), and Reports. The main content area has a 'DPH' logo in the top right. Below the logo is the 'Default Provider/Clinic' section with two dropdown menus: 'Provider *' set to 'DPH TRAINING CLINIC' and 'Clinic *' set to 'DPH TRAINING CLINIC 1'. Below that is the 'News' section with a large empty box containing the text 'Important news about CT WiZ and CVP will be posted here.' To the right of this box is a red-bordered callout box with the text 'Watch this space for news' and two red arrows pointing left towards the news box. At the bottom of the main content area, there is a note: 'Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. Click here to download a free copy of Adobe Reader.' Below the note is a 'Get ADOBE READER' button with a red arrow icon.

Changing your Password & Password Questions

Click here to change your password & password questions any time



The screenshot shows the CT WIZ user interface. At the top, the header includes the CT WIZ logo, the user's location (WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 77...), a patient search bar, and user information (Support, AMANDA). A dropdown menu is open, showing options: Log Out, Change Password, Password Questions, User Defaults, Clinic Vaccine Defaults, and User Vaccine Defaults. The 'Change Password' and 'Password Questions' options are highlighted with a red box. Below the menu, the 'Default Provider/Clinic' section shows two dropdown menus: 'Provider *' set to 'WE LOVE KIDS PEDIATRICS CT' and 'Clinic *' set to 'WE LOVE KIDS PEDIATRICS SOUTH'. A 'News' section below shows a warning icon and the text 'There are currently no news items available.' At the bottom, a note states that the application requires Adobe Reader, with a link to download a free copy and an Adobe Reader logo.

Tips for Navigating in CT WiZ



Modules Menu

The screenshot shows a dark teal sidebar menu with the following items: Home, Patients (with a minus sign), Search, Demographics, Local IDs, Programs, Notes, Precautions/Contraindications, Events, Duplicates, Immunizations, Inventory (with a plus sign), Clinic Tools (with a plus sign), and Reports. A white callout box with a red border and a downward-pointing arrow highlights the 'Modules Menu' text.

- Use the *Modules* menu to navigate
 - Find it on the left side menu in CT WiZ
- Click a *Module* with a + sign to expand the menu.
- Click a *Module* with a - sign to collapse the menu.
- **Avoid** using the browser back and forward buttons.

More Tips and Shortcuts

- Fields with a **bold** label followed by a ***** are required.
- Dates
 - Enter numbers only, slashes are automatically added.
 - Years must be entered as a 4-digit number
 - Double-click on a date field to enter today's date.
- Keyboard shortcuts
 - **Tab** - Go to the next data entry field
 - **Shift + Tab** - Go to the previous field
 - **Ctrl + C** - Copy text
 - **Ctrl + V** - Paste text
 - **Ctrl + X** - Cut text



If you forget your password

If you have forgotten your password



Connecticut's Immunization Information System

Login

Username

Password

[Forgot Password?](#)

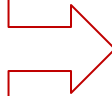
Login

[Trouble Logging in?](#)

[Request User Account](#)

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Click
here



Re-Setting Your Own Password



Connecticut's Immunization Information System

Reset Password

Enter your username. Click "Next" to proceed to the Password Reset screen (assuming your answers are correct) or "Cancel" to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance.

Enter Username - Step 1 of 3

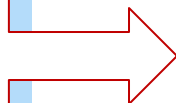
Username

Cancel

Next



Enter your
username



Answering Your Security Questions



Connecticut's Immunization Information System

Reset Password

Select a unique question and enter the correct answer for each of the row(s) displayed. Click "Next" to proceed to the Password Reset screen (assuming your answers are correct) or "Cancel" to return to the Login screen. You only have a limited number of attempts to answer the questions correctly. Otherwise, your account will be locked and you will need to contact the Helpdesk for assistance.

Reset Password - Step 2 of 3

Question	Answer
Where were you born?	NEW YORK CITY
What is your mother's maiden name?	MAHER
What was your first car?	SUBARU IMPREZA

Cancel Next

1. Answer each of the questions.
2. Click on Update to save.



Connecticut's Immunization Information System

Reset Password

Enter a new password (following the guidelines displayed). Click "Next" to save your new password or "Cancel" to return to the Login screen.

Reset Password - Step 3 of 3

New Password

.....

Confirm New Password

.....

Cancel

Next

- Passwords must be a minimum of 9 characters long.
- Passwords must include a combination of upper and lower case letters.
- Passwords must include at least one number. (0-9)
- Passwords must include at least one special character. (Ex: #, %, *, !, \$, etc.)

Don't forget when
creating a new password

1. Enter a new password into the "New Password" box.
2. Re-enter the same new password in the "Confirm New Password" box.
3. Click on Update to create your new password.