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

It's Your Best Shot!

CT WIZ

Connecticut
Immunization Information System

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:

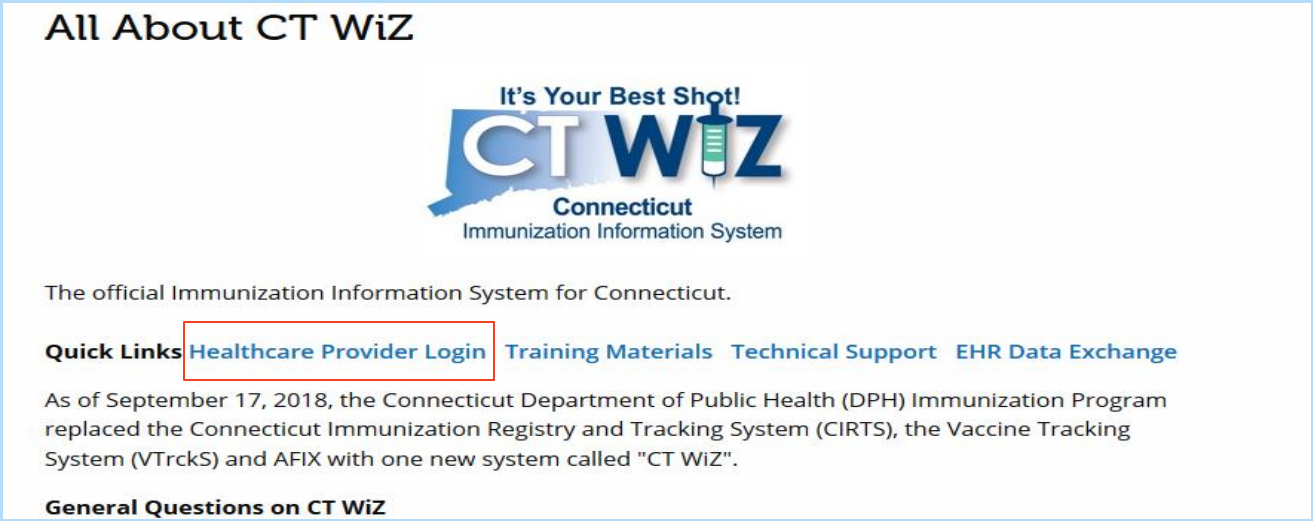
- Chrome – Download at https://www.google.com/chrome
- Firefox – Download at https://www.mozilla.org/en-US/firefox/new

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

Navigate to CT WiZ

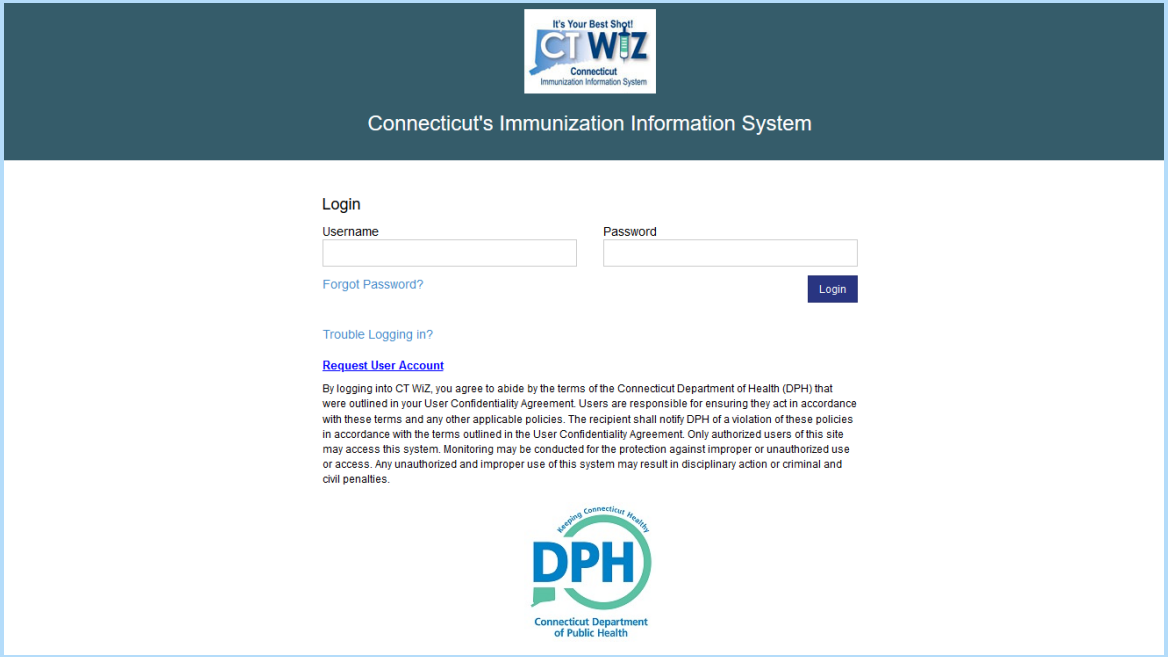
The "All About CT WiZ" webpage is the main informational place for all things concerning CT WiZ on the ct.gov website. It can be reached on any search engine (e.g. Google, Bing) with the phrase "All About CT WiZ".

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

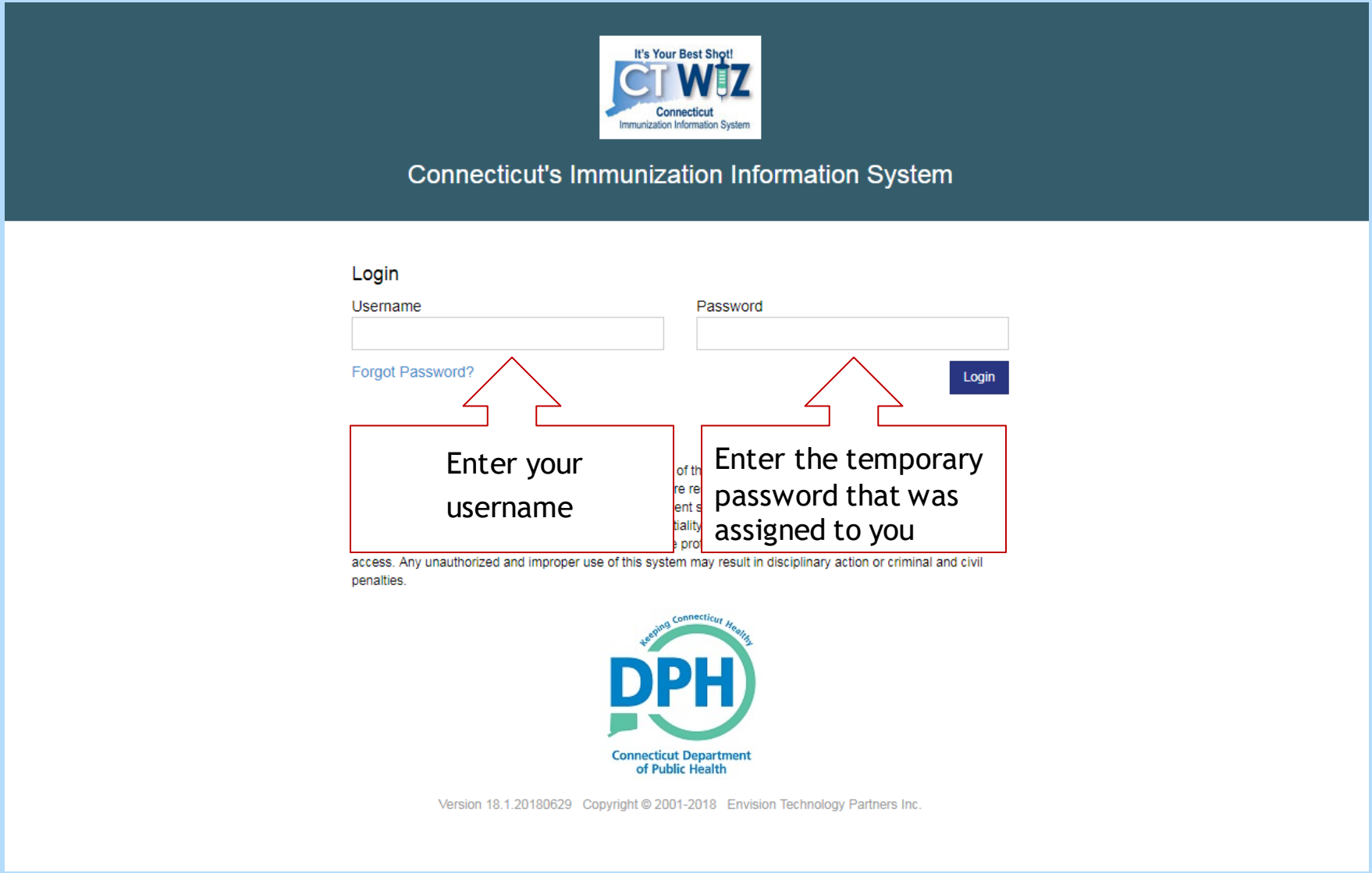


CT WiZ Login

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



Initial Log In



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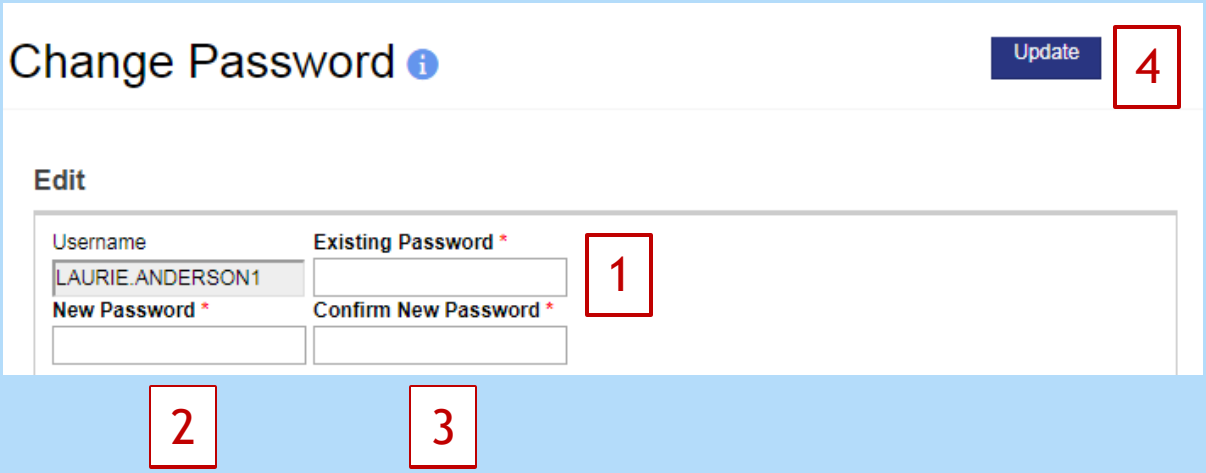
Setting Your Password & Password Questions

Creating Your Own Password

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

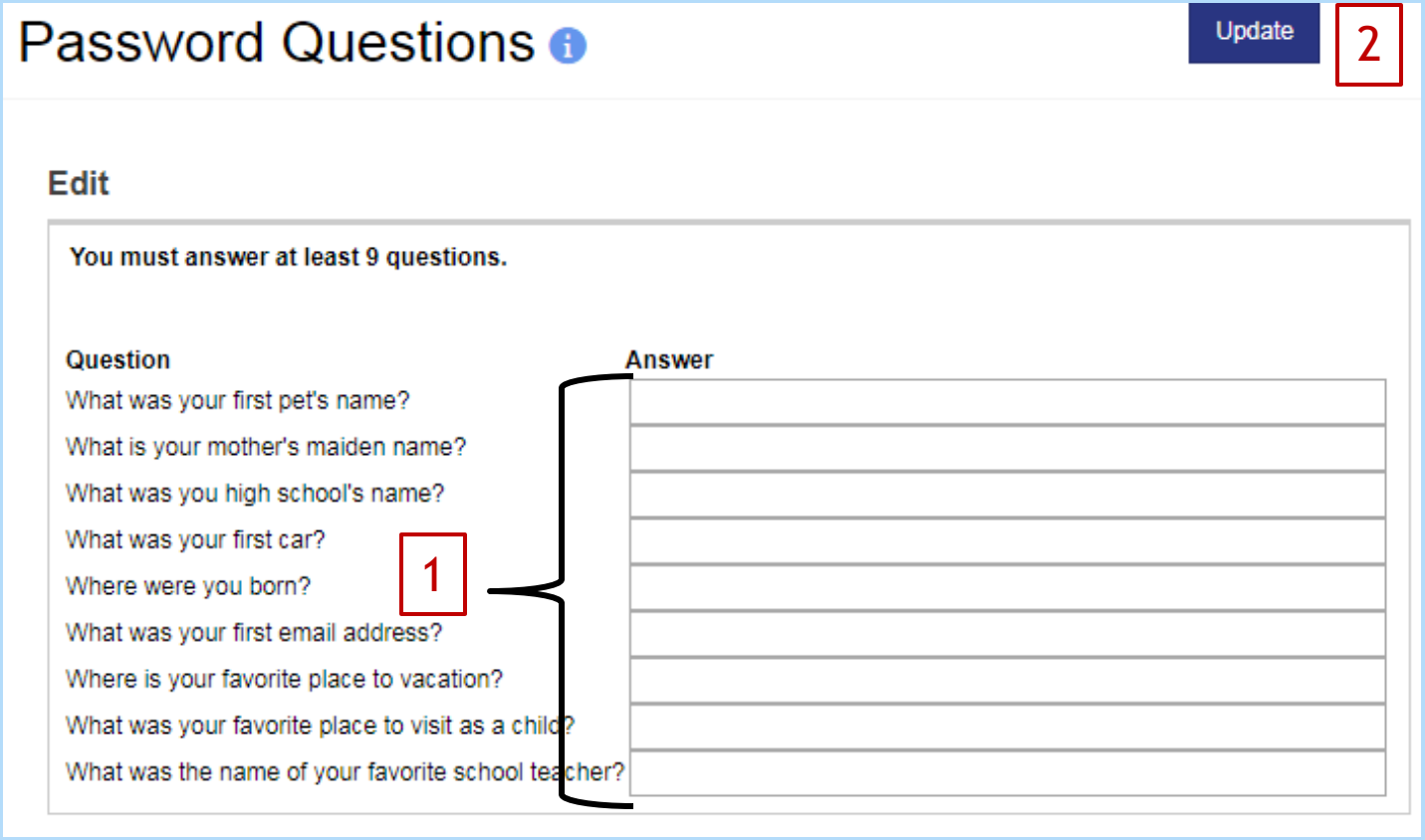


1. Enter the temporary password assigned to you.
2. Enter a new password into the "New Password" box.
3. Re-enter the same new password in the "Confirm New Password" box.
4. Click on Update to create your new password.

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)



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.

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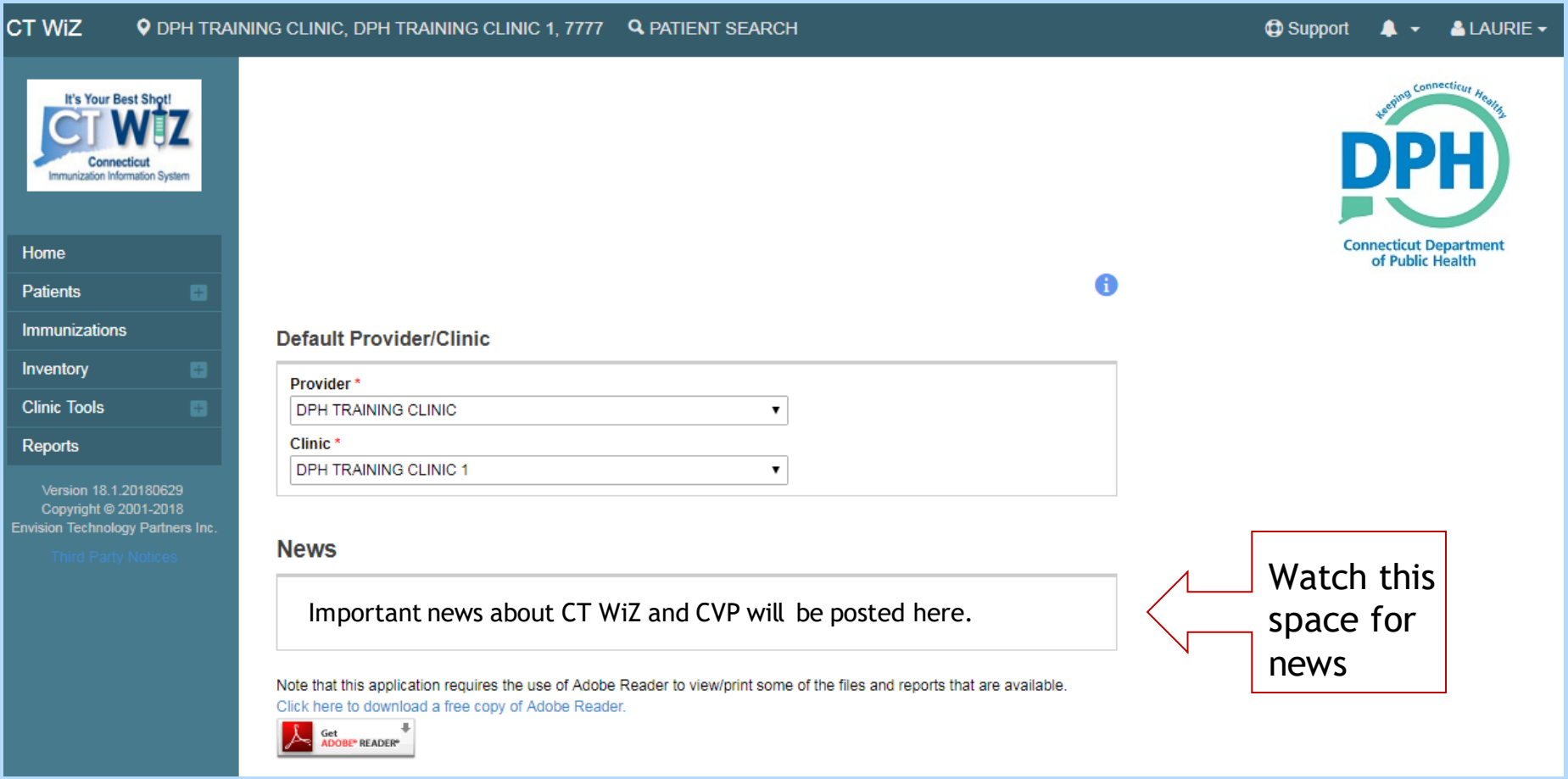
After you first log in

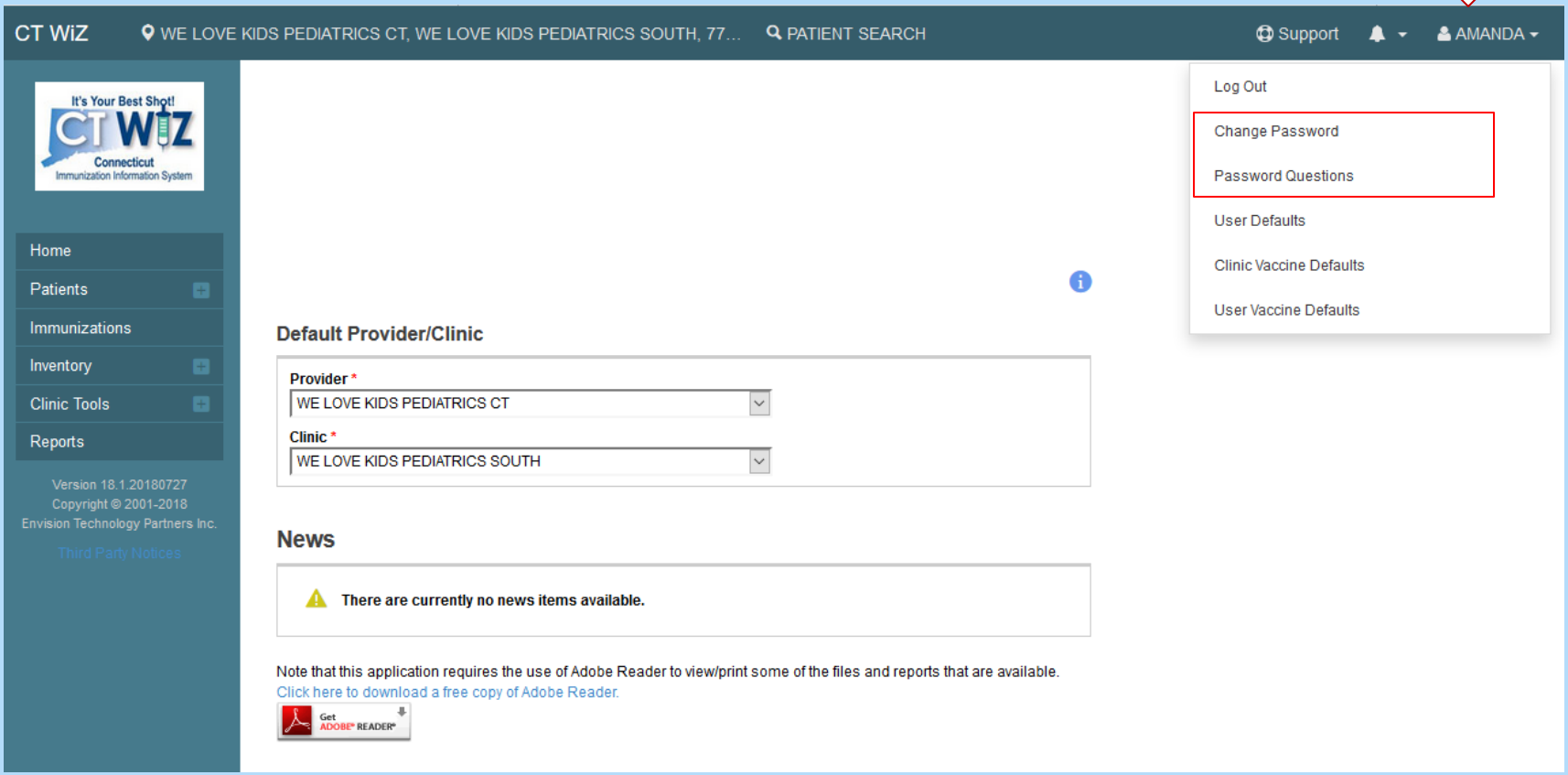
Each time you log in remember to check for News

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

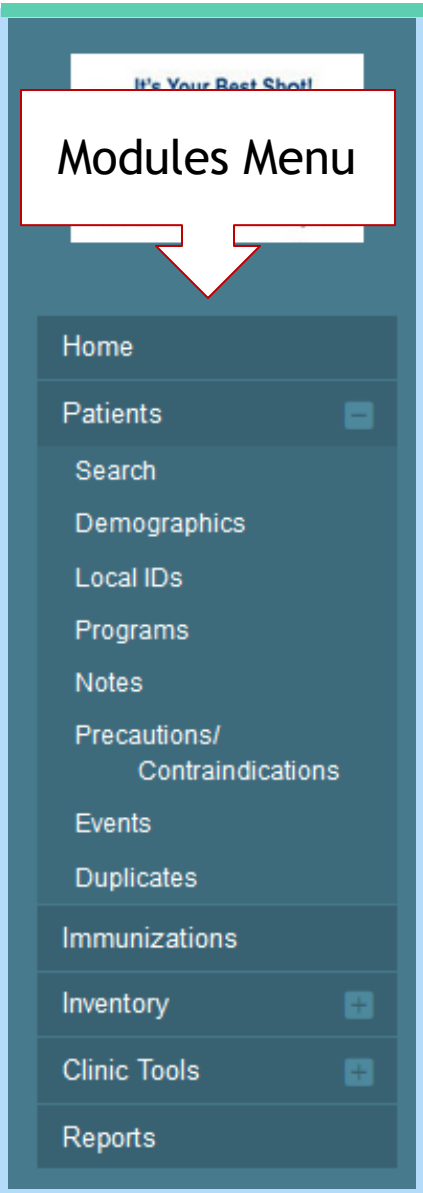


Changing your Password & Password Questions

Click here to change your password & password questions any time



Tips for Navigating in CT WiZ



- 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

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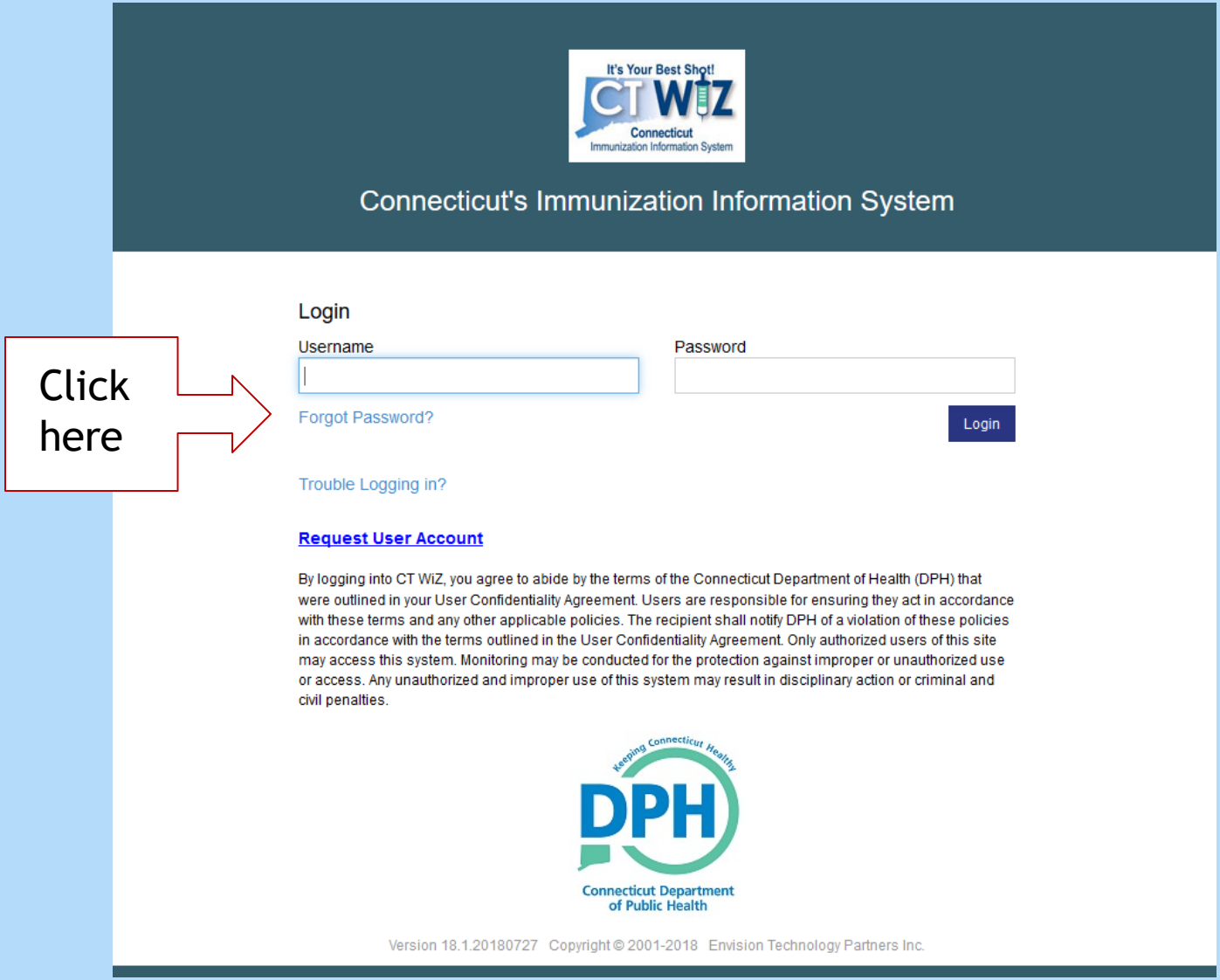
If you forget your password

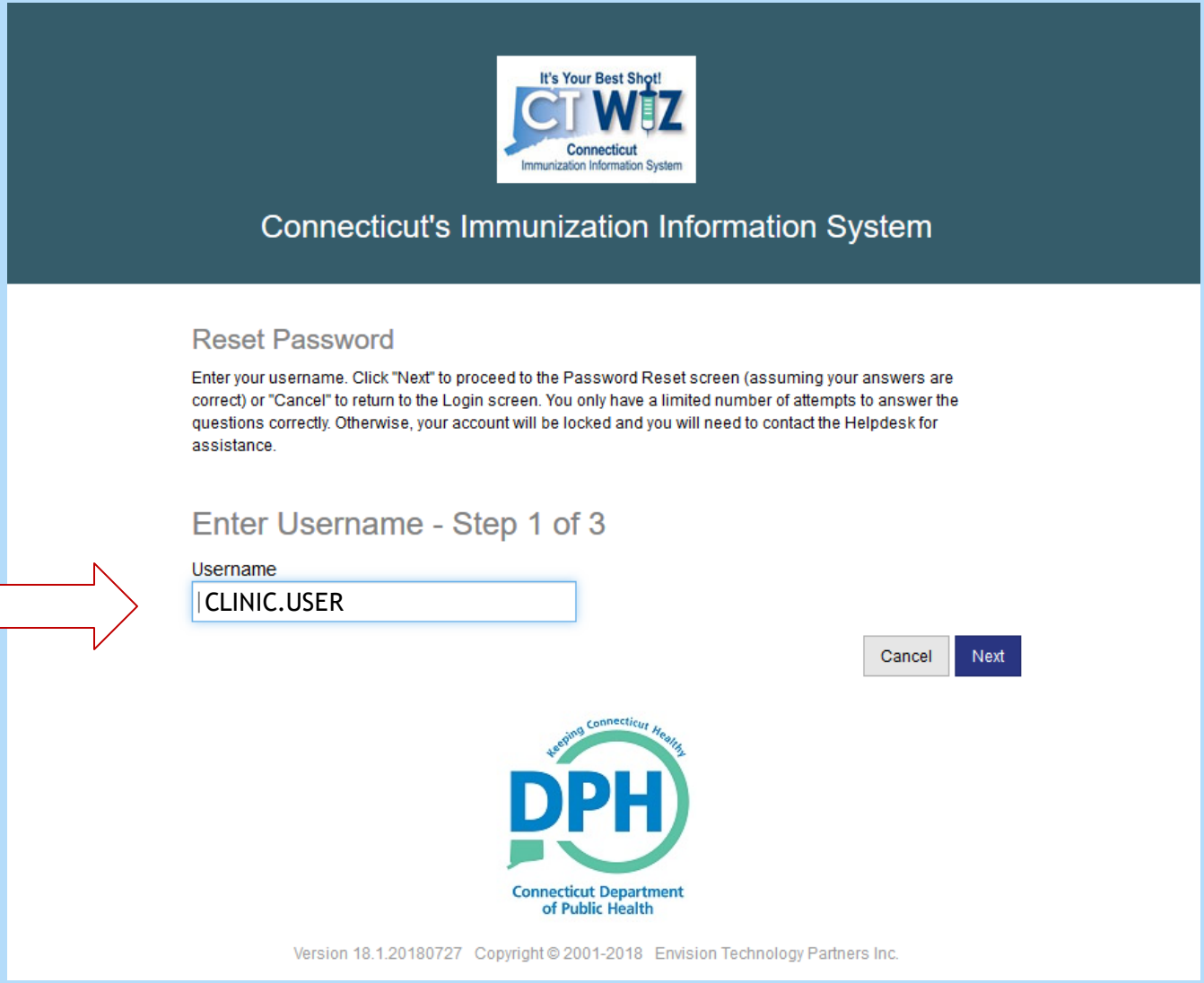
If you have forgotten your password



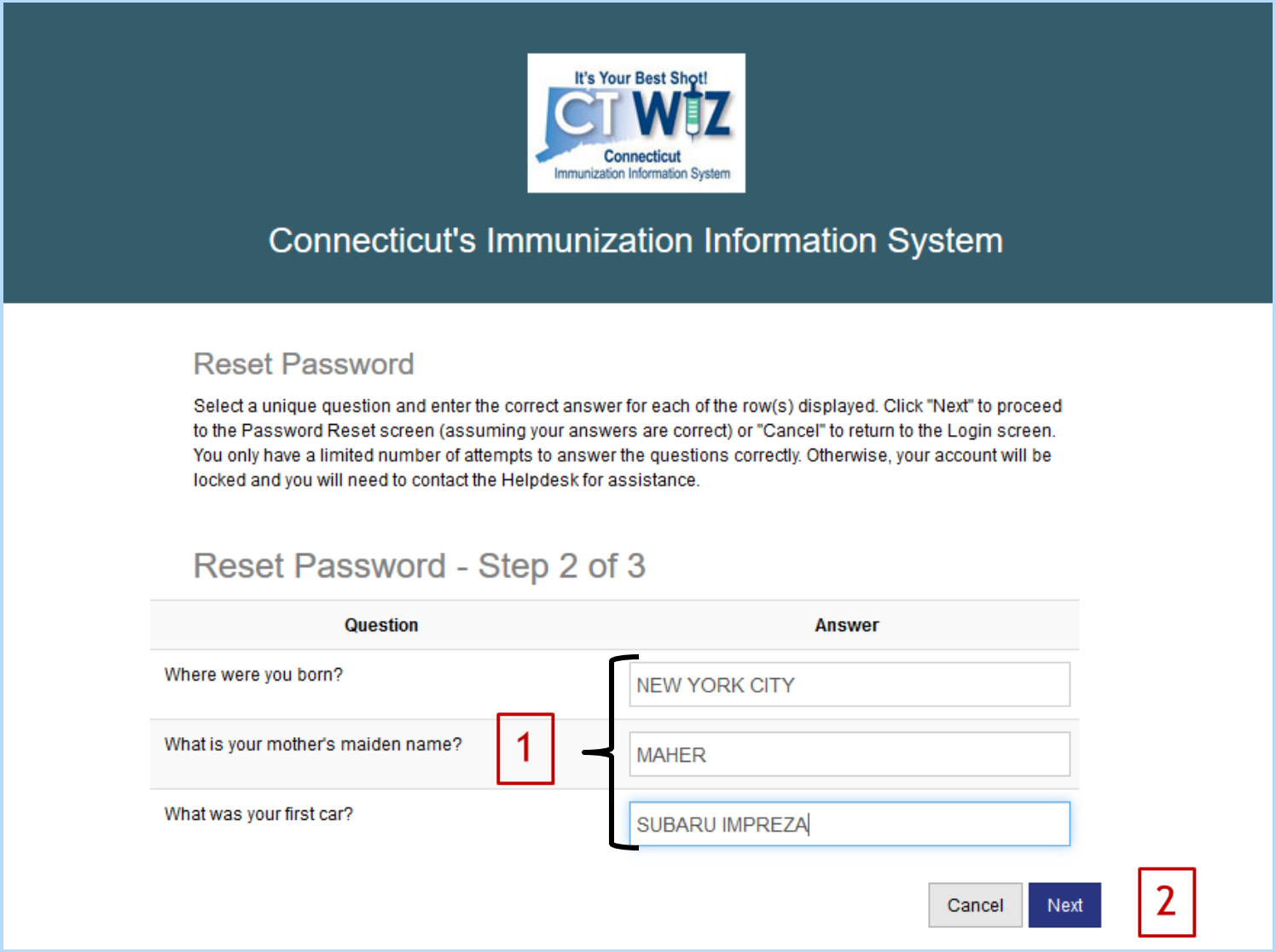
Click here

Re-Setting Your Own Password

Enter your username



Answering Your Security Questions



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

Create 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.