

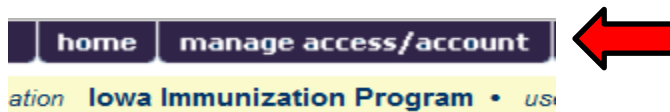


Immunization Registry Information System (IRIS) User Password Reset October 2013

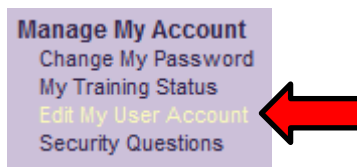
The following are instructions to allow IRIS users to reset their user password. If you have questions regarding the password reset process, call the IRIS Help Desk at 800-374-3958.

In order to reset your password, you will need to have an email address associated with your username and complete three security questions and answers. To set up your email address and security questions and answers, please follow these steps:

- 1) After logging in, click the **'Manage Access/Account'** tab at the top of the page:



- 2) Click the **'Edit My User Account'** link under the Manage My Account section:



- 3) Enter your email address in the Email field. Then click the **'Save'** button.

Edit User

* User First Name

Joseph

* User Last Name

Zehner

User Middle Initial

Street Address

Other Address

P.O. Box

City

State

IA

Zip

-

Email

joseph.zehner@hp.com

Phone Number

-

Ext

Save

Cancel

- 4) The message **'User Updated'** will display.

Edit User **** User Updated ****

* User First Name

Joseph

* User Last Name

Zehner

User Middle Initial

Street Address

Other Address

P.O. Box

City

State

IA

Zip

-

Email

joseph.zehner@hp.com

Phone Number

-

Ext

Save

Cancel

- 5) Click on the **'Security Questions'** link under the Manage My Account section:



- 6) You must select three questions from the dropdown menu. After selecting a question, you must enter and confirm the answer. Each answer must be at least five characters in length and the same answer cannot be repeated for multiple questions. Answers to questions are case- and space-sensitive. Questions with numbered answers, such as a date or phone number, the format is MM/YYYY and XXX-XXX-XXXX. After completion, click the **'Submit'** button:

Please establish Security Questions and Answers

Question 1: What was your favorite place to visit as a child? ▼

Answer:

Confirm Answer:

Question 2: What was your childhood phone number including area code? (999-999-9999) ▼

Answer:

Confirm Answer:

Question 3: What is your oldest sibling's birthday month and year? (mm/yyyy) ▼

Answer:

Confirm Answer:



7) After clicking 'Submit', you will be returned to the portal page where you can access IRIS. You have now set your email address, security questions and answers, and you have the ability to reset your own password.

8) If you need to reset your password, click the '**Forgot Password?**' button on the IRIS login page:

Org Code:

Username:

Password:

DO NOT ATTEMPT TO
LOG ON UNLESS YOU
ARE AN AUTHORIZED
USER.



- 9) Enter your Org Code, Username, and Email Address associated with the account. Click the **'Submit'** button:

Please enter your Org Code, Username, and Email address associated with your IRIS account and click 'Submit'

Org Code:

Username:

Email Address:



- 10) The message, 'A password reset link has been sent to the email address associated with this account' displays:

Please enter your Org Code, Username, and Email address associated with your IRIS account and click 'Submit'

Org Code:

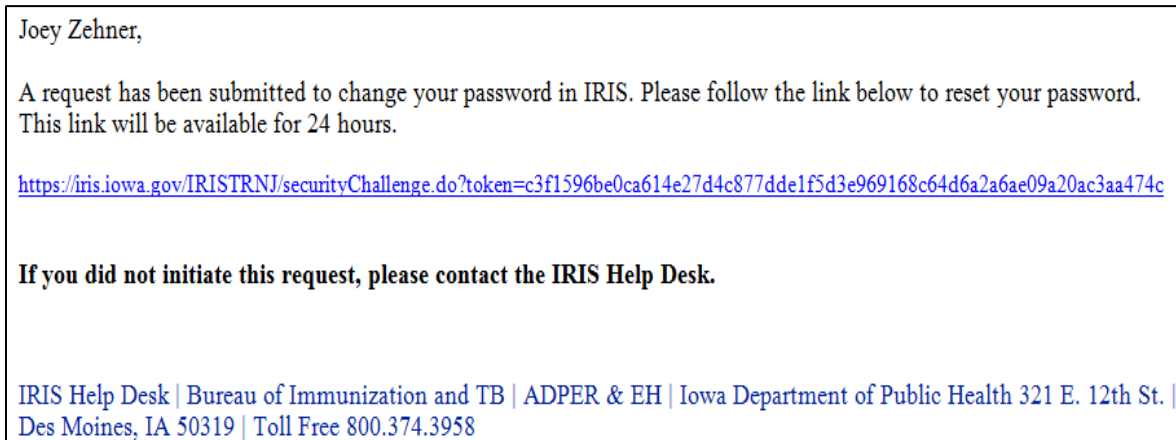
Username:

Email Address:



A password reset link has been sent to the email address associated with this account.

- 11) Check the email address associated with the account. There will be an email containing a link to reset your password. The link will be available for 24 hours. To reset your password, click the link in the email:



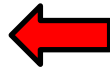
- 12) The link will take you to the IRIS page where one of your security questions will be displayed. You will have three attempts to correctly answer your security question. Your account will be locked after the third unsuccessful attempt and you will need to contact the organization's administrative user to unlock the account.

After you successfully answer the security question, click the '**Submit**' button:

Please provide the answers to your security questions

What is your favorite Iowa State Fair food?

Submit



- 13) After correctly answering your security question, you will be able to reset your password. Type your new password, then confirm your new password. After entering your new password, click the '**Save**' button:

Change Password

User Joseph Zehner

Username zehnerj

* New Password

* Confirm New Password

Save

Cancel



- 14) After clicking Save, you will be logged in and able to access IRIS.