

### Accessing the Website

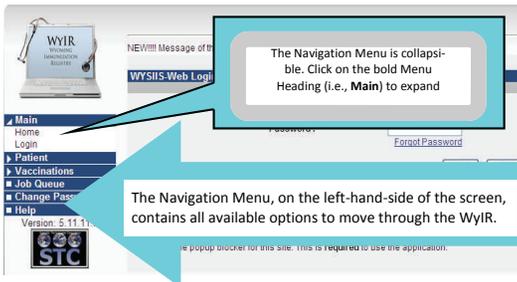
NOTE: Users should already have a shortcut on their desktop to access the website; however, if not, follow these provided steps.

1. Double-click the Internet Explorer desktop shortcut or access through the **START | PROGRAMS | INTERNET EXPLORER**.
2. Enter the following web address:  
<https://wyir.health.wyo.gov>

NOTE: Additional information regarding the WYIR, and other areas of the Immunization Program, can be located at the website [www.immunizewyoming.com](http://www.immunizewyoming.com)

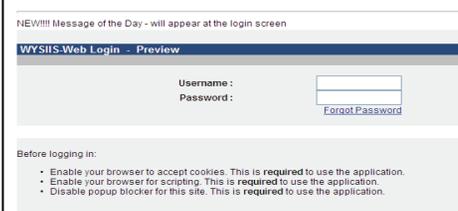
### Navigating the WYIR

At the WYIR Login Screen, users are presented options within the Navigation Menu, located within the left hand side of the webpage.



NOTE: Depending upon a user's access level and permissions, as defined by their WYIR Primary Contact on the WYIR Access Level Form, the Navigation Menu may appear differently between users. If more permissions are needed, the user should coordinate the request with their WYIR Primary Contact.

### The Login Screen



### Username/Login and Password

- Never allow the computer to remember a password or username.
- Passwords will expire every 40 days. Once expired, the system will prompt a password change.
- Select a facility at each login. This step ensures proper allocation of vaccine inventory.
- Close the browser window after logging out of the WYIR.

### Enabling Cookies and Scripting:

1. Click on **TOOLS | INTERNET OPTIONS...** and then click the **PRIVACY** tab. The "Privacy" settings appear.
2. To enable the **COOKIES**, slide the slide-bar to change the "Settings" from Medium-high to Medium.
3. Click the **SECURITY** tab. The "Security Settings" appear.
4. Click the **CUSTOM LEVEL** button. The "Security Settings" window appears.
5. Slide the slide-bar (located on the right hand side of the window) down until the **SCRIPTING** setting appears.
6. If the **ENABLE** radio button is not selected, click it to select/enable it.
7. Click the **OK** button. The "Internet Options—Security" window reappears.
8. Click the **APPLY** button to apply the new settings and then click the **OK** button.

### Using Pop-Up Blocker in IE (SP2)

When installing Service Pack 2, Microsoft's Pop-Up Blocker is turned on by default in Internet Explorer and set to the medium setting, which means it will block most automatic pop-ups.

The default settings for the Pop-Up Blocker allows users to see pop-ups that are opened when clicking a link or button on a Web site. Pop-up Blocker will also play a sound and show the Information Bar when a pop-up is blocked. Users can adjust these settings so that Pop-up blocker works the way users prefer.

### Changing Pop-Up Settings:

1. Open Internet Explorer. On the Tools menu, click on **Internet Options**. A new window will display with tabs across the top of the window.
2. Click on the **Privacy** tab; click upon the **Turn on Pop-up Blocker** option to prevent most pop-ups from appearing.
3. Click the Pop-up Blocker **Settings** button. An Exceptions window opens; enter the website address into the "Address of the website to allow" area, then click the **Add** button. For the purposes of the WYIR, the following sites are recommended to add as exceptions: \*health.wyo.gov \*state.wy.us
4. Click the **Close** button on the Pop-up Blocker Settings window;
5. Click the **Apply** button in the Internet Options window; click upon the **OK** button;
6. The settings are now optimal for using the WYIR, as well as accessing information upon the Immunization Section webpage.

### Allowing a Site to Display Pop-Ups Temporarily:

1. Click on the Information Bar when it notifies the user that a "Pop-up has been blocked."
2. Click the option to **TEMPORARILY ALLOW POP-UPS** Option.

### Blocking Pop-Ups when Launched:

To block Pop-Ups from even if they are launched when users click a link or a button on a Web site, perform the following:

1. Open the Internet Explorer Browser.
2. On the **TOOLS** menu, click on **Internet Options**. A new window will display with tabs across the top of the window.
3. Click on the **Privacy** tab; select the **HIGH** setting in the dialog box; click the **Apply** button, then click the **OK** button

NOTE: If users want to see Pop-Ups that are blocked when this setting is enabled, hold down the **CTRL** key while the window opens.

**First Login:**

Users will have their username set up by the WyIR System Administration. Users will receive an email detailing their username, as well as a link to create their own password. Users should never share their login information with anyone.

After the successful creation of a new password, users will then be prompted to read and accept the WyIR End User Licensing Agreement (EULA). The user will then have two options to select from:

**ACCEPT**—inserts the username and date into a database table to keep a log of the user’s acceptance, and will display the next window in the login process. If the confidentiality statement is updated, the user will need to accept it again.

**DECLINE**—logs off the application and displays the invalid session window.

**Every Login:**

After a successful login, users will need to **select a facility** under their IRMS/Office to ensure the correct lot number is associated with the patients. In order to do so:

1. Click the drop-down arrow to select a facility,
2. Then click the **CONTINUE** button to proceed to the WyIR.

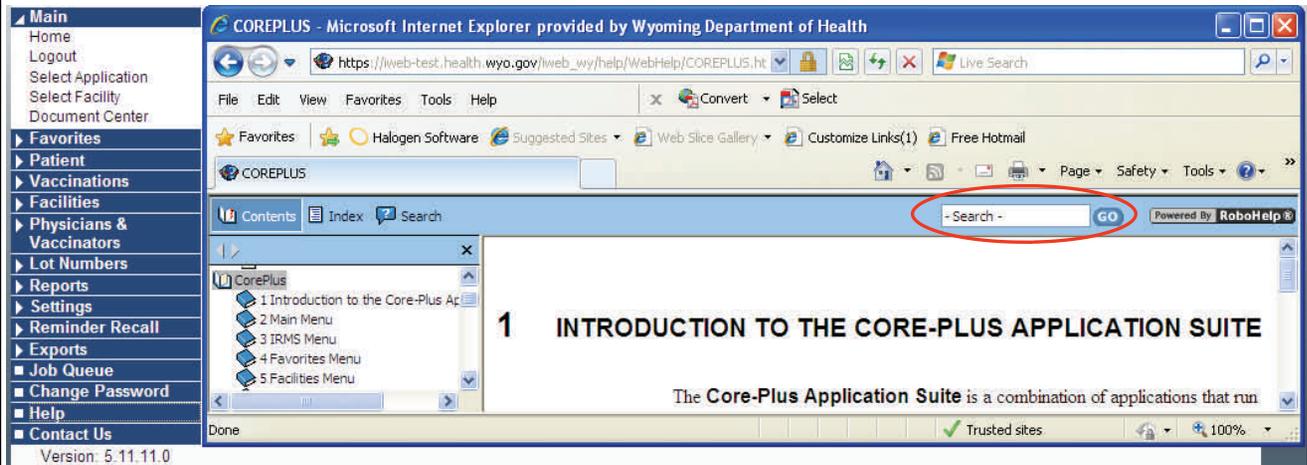
**NOTE:** For purposes of running system-wide reports, the WyIR Site Coordinator will often need to unselect a facility by clicking upon a “do not limit by facility” button prior to running a report (e.g., Pocket of Need, Reminder/Recall Templates, etc...).

**Forgot Password?**

Users can reset their passwords themselves by following the steps outlined in the **Forgot Password** process within the Immunization Program webpage.

**Need Help? It is just a few clicks away.**

Click on the Help link near the bottom of the Navigation Menu; since it is page specific, it will open an information page related to the one displaying upon the screen. If the user needs to search further, type within the **Search** field:, then click on **Go**:



**Can’t find the answer in the Help Guide? Contact us while logged into the WyIR by clicking on the Contact Us link, and then:**

Message Sender	
Subject	3. VACCINE ORDERING, INVENT
Name	1. WYIR HELP DESK
E-mail Address	2. CLINICAL QUESTIONS
Phone Number	3. VACCINE ORDERING, INVENTORY
Message	Help! Can someone please get a hold of me a.s.a.p.?

1. Select the type of help needed from the subject line;
2. Enter a detailed message;
3. Click the **Submit** button.

**NOTE:** The Name, E-Mail Address, and Phone Number of the user will be pre-populated according to the information on file in the WyIR.



The user should receive a timely response email from the appropriate staff for follow-up.