



Quick Reference Guide: Password Management for the WyIR

Last Revised: 12/2023

Password management helps the Wyoming Department of Health Immunization Unit address and defend against security incidents. The Immunization Unit has set password requirements for the Wyoming Immunization Registry (WyIR) using the criteria below.

Password Rules

- Password minimum length – 9 characters
- Case sensitive
- Must use at least 1 capital letter
- Must use at least 1 lower case letter
- Must use at least 1 number
- Must contain at least one special character
- Expires after 90 days
- Locked out after 3 bad login attempts

How to Change your Password

Main
Home
Logout
Select Application
Select Organization
Select Facility
Select Pin
Document Center
Help

Dashboard
Message
Favorites
Patient
Waitlist
Vaccinations
Exec. Dashboard
Organization
Facilities
Physicians & Vaccinators
Lot Numbers
Orders/Transfers
Dashboard Reports
Reports
Settings
Reminder/Recall
DTT
Scheduled Reports
Job Queue
Change Password
Administration
Campaigns
Answers

User Initiated

○ On the “Change Password” page, read any instructions that may be listed, enter your current password and a new password, then enter the new password again to confirm it. Click “Submit” after the passwords have been entered.

- New passwords do not match
- Passwords must contain at least one number
- Passwords must contain at least one uppercase letter
- Current password was invalid

Change Password		
Current Password:		*****
New Password:		*****
New Password (again):		*****
		Cancel Submit

○ If any errors occur while changing your password, such as the current password is incorrect or the new password is too short, an error message will display in red at the top of the page.

○ If you decide not to change your password, click “Cancel” to abort the process and return to the home page.

User Forgot Password

- Click “Forgot password” on the WyIR login screen.
- Enter username and click submit to have a reset password email sent to you.
 - This email will come from “donotreply@stchome.com”
- If the email was not received in your email inbox, check your spam or junk folder.



IMMUNIZATION
UNIT

Wyoming Department of Health
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**** NOTE:** Before you change your password, make sure your email address is up-to-date. To update your email address, Click the link “here” on the bottom of the “Change Password” page, then follow steps below:

1. Click “Update”
2. Update email address (if needed)
3. Click “Save”

Ensure your email is up to date before changing your password.
Click [here](#) to add or update your email and other contact information.

Personal Settings

Update Contact Information

Street Work Phone

City Email

State

Zip Code

County

1. Click Update

2. Update Email

3. Click Save

Still have questions? Please contact:

WylR Help Desk: 833-231-1451 or wyir.helpdesk@wyo.gov



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